



NORTH BAY VILLAGE
EST. 1945

North Bay Village Recommendation Memorandum

ITEM NO. 11.B

DATE: February 13, 2024

TO: Honorable Mayor, Vice Mayor and Members of the Village Commission

FROM: Alba L. Chang, Village Clerk

SPONSORED BY:

SUBJECT: A Resolution Approving a Proposal from CAP Government, Inc. for Customized Document Scanning Services in an Amount Not to Exceed Budgeted Funds - Village Clerk Alba L. Chang, CMC

RECOMMENDATION

A RESOLUTION OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AUTHORIZING THE ISSUANCE OF A WORK ORDER TO C.A.P. GOVERNMENT, INC. FOR DOCUMENT SCANNING SERVICES TO DIGITIZE BUILDING DEPARTMENT FILES IN AN AMOUNT NOT TO EXCEED BUDGETED FUNDS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

It is recommended that the Village Commission approve the proposal from CAP Government Inc. for document scanning services.

BACKGROUND AND ANALYSIS

The proposed request is for the Village Commission to consider and approve a proposal from C.A.P. Government for document scanning services. The current proposal would allow the Village Manager to engage the consultant under the existing Professional Service Agreement dated October 14, 2021.

Consistent with records management best practices, the Village's objective is to pursue improved accessibility, and streamline workflows by transitioning from physical copies to digital records. Records conversion provides several benefits by preserving important documents (paper documents age and degrade over time), cost and storage savings, and increased accessibility to records located within the Laserfiche Cloud Portal.

The primary goal of the project is to digitize all the existing building department files, including