

## 7.4.2 RECORDS STORAGE AND IMAGING SERVICES (RM78913-2023)

<b>Responsible Manager:</b>	Amanda Sapolu, Manager Corporate Governance & Legal
<b>Responsible Director:</b>	Jarrold Doake, Director City Services

### RECOMMENDATION

#### That Council

1. Approves access to the Municipal Association of Victoria (MAV) Record Storage and Imaging Services (RM7813-2023) contract under Council Contract No. 2024063 to enter a contract with Grace Information Management for a schedule of rates-based contract with an estimated cost of \$413,000 for the initial contract term and a total estimated cost of \$1,177,000 inclusive of all available extension options
2. Authorises the Chief Executive Officer or her delegate to execute the contract agreement subject to satisfactory negotiation of the final contractual Terms and Conditions and
3. Notes that the contract term is two years and six months commencing on 1 July 2024 and terminating on 31 December 2026, with two options to extend at two years each
4. Authorises the Chief Executive Officer to approve extension options subject to MAV extension approval and satisfactory performance for the City of Monash and
5. Notes that the estimated schedule of rates contract values stated above are also subject to an annual CPI indexation as per the contract.

(\*Please note that all dollar figures are GST Inclusive unless stated otherwise)

### INTRODUCTION

Council Officers seek to access a panel contract through Municipal Association of Victoria (MAV), for the provision of Record Storage and Imaging Services

### COUNCIL PLAN STRATEGIC OBJECTIVES

#### Sustainable City

Ensure an economically, socially, and environmentally sustainable municipality.

#### Inclusive Services

Deliver high performing services.

## **Good Governance**

Maintain the highest standards of good governance.

## **BACKGROUND**

Council currently engages Grace Information Management for document storage and imaging services purchased through the MAV Records Storage & Imaging Services (Ref #RM7813) (Council contract no. 2016062). This contract ends on 30 June 2024. Council will continue to require document storage and imaging services to ensure that it meets its obligations under legislation, regulation and policy.

In order to facilitate the needs of Council and other councils in Victoria, the MAV have again established a panel of suppliers for Record Storage and Imaging Services (Ref RM7813-2023). The successful contractor will provide a fully managed and maintained document storage and imaging service.

## **DISCUSSION**

The MAV panel consists of four suppliers that can provide the required storage services and eight suppliers that can provide imaging services. Each supplier has provided a schedule of rates for these services. A selection of services was assessed against each supplier to compare the costs related to the storage of documents and for the imaging services. The services selected for comparison were those services that are most frequently used at Council.

Additionally, the MAV panel rated each of the panel suppliers based on a range of qualitative criteria including Customer Service, Experience and Sustainability.

Based on the above, it is considered that Grace Information Management will provide the best value to council for the provision of each of these services.

## **FINANCIAL IMPLICATIONS**

The contract is based on a schedule of rates with an estimated expenditure of \$413,000 (GST inclusive) for the initial term, and a total estimated contract value of \$1,177,000 inclusive of all available extension options.

This has been allocated from Information Management and City Planning operating budget bids for the financial year 2024/2025 and will be funded in-line with future budgets.

## **POLICY IMPLICATIONS**

There are no policy implications to this report.

## **CONSULTATION**

Community consultation was not required.

## **SOCIAL IMPLICATIONS**

There are no social implications to this report.

## **HUMAN RIGHTS CONSIDERATIONS**

There are no human rights implications to this report.

## **GENDER IMPACT ASSESSMENT**

A GIA was not completed because this agenda item is not a 'policy', 'program' or 'service'.

## **CONCLUSION**

That Council approves the recommendations contained within this report.

## **ATTACHMENT LIST**

Nil