

# SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION

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April 5, 2013

**TO:** Commissioners and Alternates

**FROM:** Lawrence J. Goldzband, Executive Director (415/352-3653 lgoldzband@bcdc.ca.gov)  
Steve Goldbeck, Chief Deputy Director (415/352-3611 steveg@bcdc.ca.gov)

**SUBJECT: Staff Report and Recommendation on Contract to Digitize Commission Permit Files**  
(For Commission consideration on April 18, 2013)

## Summary and Recommendations

The staff recommends that the Commission authorize the Executive Director to enter into a contract for an amount of \$60,000 for up to a six-month period for services to digitize key portions of the Commission's paper permit files. The staff further recommends that the Commission authorize the Executive Director to (1) amend the contract as necessary, including revising the amount or duration of the agreement, so long as the amendment does not involve substantial changes in the services provided; and (2) enter into similar contracts in the future, subject to availability of funds, given that the Commission has an ongoing need to digitize BCDC's permit files.

## Staff Report

Most of the Commission's permit files are still entirely paper-based and so are difficult to access and use. They are also vulnerable to being damaged or lost, particularly in an earthquake or other disaster. The Commission received a grant from NOAA to begin the process to digitize its permit files for disaster recovery and for use in a permit tracking system. The grant funds must be spent by September 31, 2013. Staff proposes to enter into a contract through the State's approved contract agreements (PCC 10290 (i)) to digitize the permits and key supporting documents. The available funds will likely not allow digitization of all the permit files.

The approved state vendor will digitize permits and key supporting documents provided by staff and also set up an internet-based interface to access the digitized files. The Commission has received a separate grant under the federal Coastal Impact Assistance Program to establish a permit tracking system that will include data from this digitization project. Staff recommends that the Commission authorize the Executive Director to enter into a contract with a state approved vendor for an amount of \$60,000 for up to a six-month period for the purpose of digitizing key portions of the Commission's permits. Given the ongoing need to digitize the Commission's permit, enforcement and planning files, the staff further recommends that the Commission authorize the Executive Director to (1) amend the contract as necessary, including revising the amount or duration of the agreement, so long as the amendment does not involve substantial changes in the services provided; and (2) enter into similar contracts in the future, subject to availability of funds.



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