



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by WMM Date 6.6.07
General Manager

DATE: May 31, 2007
TO: General Manager
FROM: Information Systems Manager
SUBJECT: Assistance in Maintenance of District Administrative Records and Files

RECOMMENDATION: That the Board authorize the Scope of Work (attached) from Dadiw Associates, of Pacific Grove, dated May 22, 2007, to provide assistance in the maintenance of District administrative records and files, for an amount not to exceed \$12,400. Funds for this work have been included in the Professional Expenses portion of the FY 07-08 Operating Budget.

BACKGROUND

At the September 16, 2005 meeting the Board approved a scope of work with Laura Dadiw (then Paxton) to provide assistance in the organization of District records and files. With the departure of the previous General Manager, there were a number of files and records which needed to be organized and placed in more permanent storage.

At the June 16, 2006 meeting the Board authorized the continuation of that work for the various administrative, technical, and construction documents stored throughout the District.

Laura has done a excellent job organizing the District's paper files. She works independently, with minimal supervision, quickly learns the material to be organized, and develops logical, efficient systems of recordkeeping.

Staff is recommending the District retain Laura for another year. This year her primary focus will be the District's electronic files. The District will be moving to Microsoft's Sharepoint Server for electronic document management. Laura's organizational skills will greatly assist staff prepare for, and implement, this new system.

Don Prescott
Don Prescott

Dadiw Associates

P.O. Box 51502
Pacific Grove CA 93950
(831) 375-6935
(831) 595-0996

May 22, 2007

William Merry, P.E., DEE
General Manager
Monterey Regional Waste Management District
14201 Del Monte Boulevard
Marina, CA 93933-1670

Dear Mr. Merry:

Thank you for the opportunity to extend continued administrative support services for the District administrative files. Following is a scope of the services:

SERVICE SCOPE I	<u>Estimated Hours</u>
Organization and consolidation of Safety Manager files	8/week for 4 weeks
ESTIMATED COST (32 hours @ \$50/hour)	\$1,600.00
SERVICE SCOPE II	
Organization of digital files	4/week for 54 weeks
<i>Log into the District's computer network and inventory unrestricted administrative, management, engineering, and accounting digital files. Organize the digital files based on the filing structure set up for the main physical files. Organize any operations digital files as requested.</i>	
ESTIMATED COST (216 hours @ \$50/hour)	\$10,800.00
TOTAL ESTIMATED COST	\$12,400.00

Files listed in Scope I of this proposal have not been reviewed and the proposed scope is based on a conversation with the Safety Manager who is requesting the service. Dadiw Associates can provide assistance to MRWMD in implementing an updated document imaging system for scanning and archiving documents for an eventual paperless document archiving process. Hours worked are flexible and hours per week can be increased or decreased to suit District needs. Monthly billings will include only actual hours worked. This proposal is based on a term of service for the District fiscal year commencing July 1, 2007 and extending for as long as the District deems services necessary.

SERVICE FEES

Project fees are fifty dollars (\$50.00) per hour for file maintenance services and thirty-five dollars (\$35.00) per hour for document imaging services billed monthly (based on actual hours worked).

ACCEPTANCE AND APPROVAL

If the terms of this proposal are acceptable, please sign below.

Accepted by: _____

Date _____

William Merry, General Manager
Monterey Regional Waste Management District

Accepted by: _____

Date _____

Laura Dadiw, President
Dadiw Associates