



ADMINISTRATION COMMITTEE

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Agenda Report

File #: 2026-4839

Agenda Date: 4/8/2026

Agenda Item No: 2.

FROM: Robert Thompson, General Manager
Originator: Wally Ritchie, Director of Finance

SUBJECT:

NINTEX WORKFLOW CLOUD SUBSCRIPTION RENEWAL

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

- A. Approve a Purchase Order Contract for one year with Konica Minolta Business Solutions to renew Orange County Sanitation District's subscription for Nintex Workflow Cloud utilizing Sourcewell State Contract No. 060624-KON for a total amount not to exceed \$158,664; and
- B. Approve a contingency of \$15,866 (10%).

BACKGROUND

Orange County Sanitation District (OC San) purchased Nintex Workflow Cloud (NWC), a modern workflow automation platform, in 2021 and has since been developing digital forms and workflows to streamline business processes. Today, more than 60 forms and workflows are in production, supporting a variety of business functions including Payment Request Vouchers, Travel Expenses, Employee Status Changes, Sole Source Requests, and Bid Requests. Increased utilization of the NWC platform to support additional business requirements has resulted in higher licensing and operational costs, necessitating this action.

RELEVANT STANDARDS

- Ensure the public's money is wisely spent
- Maintain a culture of improving efficiency to reduce the cost to provide the current service level or standard

PROBLEM

The current Purchase Order for OC San's NWC subscription expires on July 17, 2026. This subscription provides the workflow platform used to support critical business processes such as Payment Request Vouchers, Travel Expenses, Employee Status Changes, Sole Source Requests, and Bid Requests.

PROPOSED SOLUTION

Approve a Purchase Order Contract for one year with Konica Minolta Business Solutions to renew OC San's Nintex Workflow Cloud subscription to ensure continued support of critical business processes and avoid disruption of digital workflows.

TIMING CONCERNS

The current Purchase Order term will expire on July 17, 2026; renewal must be completed prior to July 17, 2026, to prevent a lapse in coverage.

RAMIFICATIONS OF NOT TAKING ACTION

OC San would not be able to complete critical business processes associated with the Nintex Workflow Cloud digital workflow system after the existing term ends. Many OC San business processes rely on forms and workflows supported by this contract.

PRIOR COMMITTEE/BOARD ACTIONS

May 2023 - Approved a Purchase Order for a three-year contract with a term from July 18, 2023 through July 17, 2026 with Konica Minolta Business Solutions to renew OC San's subscription for Nintex Workflow Cloud, payable annually, utilizing the Sourcewell State Contract: #090320-KON for a total amount not to exceed \$386,928; and approved a contingency of \$38,693 (10%).

ADDITIONAL INFORMATION

OC San previously secured a 5% annual rate increase under the prior multi-year agreement. The vendor's current standard rate increase is 7% annually; however, OC San continues to receive the 5% rate. As a result, there is no additional financial advantage to committing to another multi-year agreement at this time.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of OC San's Purchasing Ordinance. This item has been budgeted (Budget Update FY 2025-26, Page 23, Repairs & Maintenance) and the budget is sufficient for the recommended action and will be included in the FY 2026-2027 Budget.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

N/A