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**Title:** CONSIDER APPROVING AN AGREEMENT FOR CONTRACT SERVICES WITH ECS IMAGING, INC FOR LASERFICHE CLOUD DOCUMENT MANAGEMENT SERVICES (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. ECS Imaging - Laserfiche Cloud - Contract.pdf

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Wednesday, November 03, 2021

Consent

**SUBJECT:**

**CONSIDER APPROVING AN AGREEMENT FOR CONTRACT SERVICES WITH ECS IMAGING, INC FOR LASERFICHE CLOUD DOCUMENT MANAGEMENT SERVICES (CITY COUNCIL)**

**I. SUMMARY**

ECS Imaging, Inc. has been the City’s document management software provider since 2013, replacing Questys and converting all of our documents to Laserfiche. Since then, we were on a year-to-year renewal; however, staff is recommending that the City move to the cloud (Software as a Service) and enter a three-year agreement with two (2) one-year extensions.

Since the cost of this maintenance and support exceeds the amount that the City Manager may approve, the City Council is being asked to approve the award of a service contract.

Section 2611(i) of the City’s Municipal Code allows City to dispense with competitive bidding processes for renewal of software licenses already purchased by the City. The Software as a Service Laserfiche subscription qualifies as renewal of software license because the City is renewing the existing license in the form of Software as a Service.

**II. RECOMMENDATION**

1. APPROVE a three-year annual support contract with ECS Imaging, Inc. in an amount not to exceed \$39,585.00; with two City options to extend for additional one-year periods (exclusive of the not to exceed amount); and
2. AUTHORIZE the Mayor to execute the contract after approval as to form by the City Attorney.

**III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

**IV. BACKGROUND**

The City uses Laserfiche to archive and store important city documents. This software is heavily utilized by City staff and the public to access City documents online and in person (staff reports, contracts, minutes, resolutions, etc.).

The City began using Laserfiche in 2013, which was provided by ECS Imaging, Inc. Laserfiche replaced our old software, Questys. ECS Imaging, Inc. provides Laserfiche Software Assurance Plans for the document management software on a year-to-year basis. The Information Technology Division (ITD) is recommending the City enter into a three-year agreement and move the current database into the cloud. The Laserfiche Cloud Professional Tier includes:

**Software-as-a-Service**

Laserfiche Cloud Professional Document Management and 100 GB storage per user for 5-49 users.

Laserfiche Cloud Professional Tier includes: Direct Share, Data Encryption at Rest, Autoscaling, Automated & Encrypted Backups, Intrusion Detection, Automated Feature & Security Updates, Automated Text Extraction, Import Agent with Email Archive, Starter Audit Trails, Workflow & Forms Process Automation, Connector, Surveys, 1 Workflow Bot, 10 Quick Fields Complete w/Agent. Integrations with MS Office, SharePoint, Teams, MS Dynamics 365 & Redtail. 50,000 RESTful web API calls/month.

SKU	Description	Unit Price	Quantity	Line Total
CLENF2	Laserfiche PF Cloud Professional Users (3-49)	\$ 830.00	6	\$ 4,980.00
CLPALP	Laserfiche PF Cloud Weblink Public Portal (Up to 1,000 Views/month)	\$ 600.00	1	\$ 600.00
CLFPAL	Laserfiche PF Cloud Forms Portal (Up to 1,000 Submissions/mo)	\$ 1,800.00	1	\$ 1,800.00
CFPAR	Laserfiche PF Cloud Participant Users (10-199)	\$ 120.00	12	\$ 1,440.00
ECSGOLD	ECS GOLD Priority Support	\$ 173.00	17	\$ 2,973.00
<b>Cloud Professional Subtotal</b>				<b>\$ 11,795.00</b>

The \$11,795 reflects the annual cost to City (\$35,385 for three years). There is an additional fee of \$4,200 for consulting, project management and training, bringing the total contract sum to \$39,585.

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## **V. FISCAL IMPACT**

Funds have been budgeted for these items in FY 2021/22 - General Fund - City Manager - Information Technology Operations - Professional Services, account number 101-50-520-101-6004.

## **VI. EXHIBITS**

1. ECS Imaging, Inc. Contract Services Agreement.

Prepared by: Kevin Kennedy, Information Technology Manager