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**Title:** CONSIDER APPROVING AMENDMENT NO. 1 TO AGREEMENT FOR CONTRACT SERVICES WITH ECS IMAGING, INC. FOR ADDITIONAL LASERFICHE CLOUD DOCUMENT MANAGEMENT SERVICES (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit No. 1 - ECS Imaging Amendment No. 1.pdf, 2. Exhibit No. 2 - ECS Imaging Contract Agreement.pdf

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

Tuesday, February 21, 2023

Consent

**SUBJECT:**

**CONSIDER APPROVING AMENDMENT NO. 1 TO AGREEMENT FOR CONTRACT SERVICES WITH ECS IMAGING, INC. FOR ADDITIONAL LASERFICHE CLOUD DOCUMENT MANAGEMENT SERVICES (CITY COUNCIL)**

**I. SUMMARY**

To streamline the manual process and alleviate the high quantity of paper needed for public records access requests, the City Clerk’s office would like to utilize City owned software (Laserfiche) to digitize the workflow and eliminate the need for paper. To achieve this, additional user licenses are needed in Laserfiche to allow the Clerk’s staff and department staff access to the documents and workflow.

On November 3, 2021, the City Council approved a three-year support contract with ECS Imaging, Inc. for Laserfiche cloud document management services, with a contract sum not-to-exceed \$39,585.00 (Exhibit No. 2; the “Agreement”).

Staff is now requesting approval of Amendment No. 1 to the Agreement, authorizing additional services (ten additional “Laserfiche PF Cloud Professional Users (5-49)”) in the amount of \$16,600.00, making the new not-to-exceed contract sum \$56,185.00. (Exhibit

No. 1)

## **II. RECOMMENDATION**

1. APPROVE Amendment No. 1 to the Agreement for Contract Services with ECS Imaging, Inc., increasing the not-to-exceed contract sum by \$16,600.00, to \$56,185.00, for additional services (Exhibit No. 1; the “Amendment”); and
2. AUTHORIZE the Mayor to execute the Amendment after approval as to form by the City Attorney.

## **III. ALTERNATIVES**

TAKE another action the City Council deems appropriate.

## **IV. BACKGROUND**

The City began using Laserfiche, provided by ECS Imaging, Inc., in 2013. Laserfiche replaced the City’s old software, Questys. ECS Imaging, Inc. provides Laserfiche Software Assurance Plans for the document management software on a year-to-year basis. In 2021, the Information Technology Division (ITD) entered into the Agreement and moved the current database into the cloud.

ITD found that additional user licenses were required for a new module requested by the City Clerk’s office for Public Records Request (PRR) Forms. Ten (10) additional “Laserfiche PF Cloud Professional Users (5-49)” are required, making the total sixteen (16). The ten additional user licenses come at a price of \$16,600 over 24 months of the added services (the remaining two years of the Agreement from February 2023). Per the Amendment, the not-to-exceed contract sum is increased by this amount for these added services, bringing the total not-to-exceed contract sum to \$56,185.00, but the City will be entitled to monthly proration/discount for any month(s) during which the added services are not provided (e.g., February 2023, as the Amendment will likely not be fully executed until the end of the month).

## **V. FISCAL IMPACT**

Funds have been budgeted for these items in FY 2022/23 - General Fund - City Manager - Information Technology Operations - Professional Services, account number 101-54-520-101-6004.

## **VI. EXHIBITS**

1. Proposed Amendment No. 1. (pgs. 3 - 8)
2. Original Agreement. (pgs. 9 - 48)

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