



AGENDA MEMORANDUM

Action Item for the City Council Meeting December 12, 2023

DATE: December 12, 2023

TO: Peter Zaroni, City Manager

FROM: Peter Collins, Chief Information Officer of Information Technology
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Addendum No. 12 for Laserfiche License and Support Maintenance

CAPTION:

Motion authorizing execution of Addendum No. 12 to the master service agreement with MCCi, LLC, of Tallahassee, Florida, for Laserfiche support, maintenance, and services for a three-year term and future auto-renewable terms possible, in an amount not to exceed \$364,184.87, with FY 2024 funding of \$115,522.56 from the Information Technology Fund.

SUMMARY:

This motion authorizes an addendum to the master service agreement with MCCi, LLC support, maintenance, and services for the Laserfiche system. The addendum is being procured through the Buyboard Cooperative at a savings of \$36,418.49 per year to the City.

BACKGROUND AND FINDINGS:

The City of Corpus Christi initially purchased the Laserfiche system for the City Secretary's office. Through the years Laserfiche has expanded into the City's enterprise content management system used across city departments. Departments store documents critical to the business of the City in Laserfiche. The City utilizes electronic forms submission for Parks and Rec Special Events, HCD Housing Programs, Fire Department questionnaires, Magistration Forms and Utility Service Requests. Laserfiche also integrates with multiple records management systems to include Infor Financials, Municipal Court's Incode and Infor IPS systems. The City Secretary's office provides access to Public Records via the Laserfiche Weblink on the City's website.

PROCUREMENT DETAIL:

Information Technology in conjunction with the Procurement division of Finance examined other cooperative contracts and service offerings to find the most cost-effective option for the City. Contracts awarded through Cooperatives have been competitively procured in compliance with Texas Local and State procurement requirements. Prices were checked with the BuyBoard, DIR and NCPA cooperatives. BuyBoard returned the quote with the highest discount.

Source	Discount from MSRP
DIR	5%
NCPA	5%
BuyBoard	10%

This purchase has a 10.00% discount for a total cost savings of \$36,418.49.

ALTERNATIVES:

An alternative would be not to have the licenses and support and risk the departments not being able to store important documentation.

FISCAL IMPACT:

The fiscal impact for the Information Technology Department for FY 2024 is an amount not to exceed \$115,522.56.

Funding Detail:

Fund: 5210 Info Tech
Organization/Activity: 40470 IT Application Services
Project # (CIP Only): n/a
Account: 520105 Computer Software

RECOMMENDATION:

Staff recommend approval of this motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Addendum No. 12
Price Sheet
Master Service Agreement