



AGENDA MEMORANDUM

Future Item for the City Council Meeting of December 9, 2014
Action Item for the City Council Meeting of December 16, 2014

DATE: November 19, 2014
TO: Ronald L. Olson, City Manager
FROM: Michael Armstrong, Director of Municipal Information Services
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361-826-3740

Approving the purchase of Laserfiche Rio software maintenance and support

CAPTION:

Motion authorizing the City Manager, or designee, to approve the purchase of twelve months Laserfiche Rio software maintenance and support from MCCI, LLC of Tallahassee, Florida, DIR-SDD-2502, for a total expenditure of \$74,666.00 for Fiscal Year 2014-2015, with option to purchase continued Laserfiche Rio software maintenance and support from MCCI, LLC annually upon payment of annual fees, subject to appropriation of funds. Funds are available in the Municipal Information systems Department FY2014-2015 budget and will be requested in future budget years.

PURPOSE:

To provide continued support and maintenance for Laserfiche Rio software for the twelve month period, January 1, 2015 through December 31, 2015 and for future years based on budget appropriation.

BACKGROUND AND FINDINGS:

Software maintenance and support is required to maintain updates for licensing used by 178 staff in 19 departments and various workflow processes. This includes workflow and records management functionality added for the new Infor ERP and Municipal Court, Tyler Incode, systems as well as the City Secretary, Police, Water, Wastewater, Stormwater, Neighborhood Services, Human Resources, Streets, and Payroll.

Every department has a need for imaging. Departments struggle to get control of the records they are responsible for maintaining. Laserfiche Rio allows them to have immediate access to their records and frees up valuable physical storage space.

ALTERNATIVES:

Operate with no vendor support for the Laserfiche Rio software.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to City purchasing policies and procedures and state statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-Emergency

DEPARTMENTAL CLEARANCES:

Municipal Information Systems Department
Office of Management and Budget
Finance and Purchasing Department

FINANCIAL IMPACT:

X Operating Revenue Capital Not applicable

Fiscal Year: 2014-2015	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$74,666.00	\$298,664.00	\$373,330.00
Encumbered / Expended Amount				
This item		\$74,666.00	\$298,664.00	\$373,330.00
BALANCE		0.00	0.00	0.00

Fund(s): Municipal Information Services

Comments: The \$298,664 shown above for years 2 through 5 represents an estimation of continued annual maintenance, support, and possible additional license costs per year. Per the agreement signed in December 2012, "Adjustments in annual support rates may be made to coincide with current U.S. inflation rates – any increase will not exceed the cumulative increase in the Consumer Price Index (CPI) occurring since the last price increase." Continued Laserfiche Rio software annual maintenance and support from MCCI, LLC will automatically renew upon payment of annual fees, subject to appropriation of funds. The annual maintenance, support, and any additional license costs will be requested during the normal budget process in future years.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

MCCI, LLC Quote