



AGENDA MEMORANDUM

Action Item for the City Council Meeting December 1, 2020

DATE: December 1, 2020

TO: Peter Zaroni, City Manager

FROM: Peter Collins, Chief Information Officer of Information Technology
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<p style="text-align: center;">Laserfiche License and Support Maintenance Agreement For Records Management</p>

CAPTION:

Motion authorizing a three-year master service agreement with MCCi, LLC in the amount of \$388,993.20 for Laserfiche license support, maintenance and services for records management, effective upon issuance of a notice to proceed with FY 2021 funding in the amount of \$129,664.40 available in the Information Technology Fund.

SUMMARY:

This motion authorizes a master service agreement with MCCi, LLC for license support, maintenance and services for the Laserfiche system. The agreement is being procured through the BuyBoard Cooperative at a saving of \$48,571.60 per year to the City.

BACKGROUND AND FINDINGS:

The City of Corpus Christi purchased the Laserfiche system in the 1990's for the City Secretary's office for records management. Throughout the years, Laserfiche 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 Recreation special events, HCD housing programs, 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.

The IT Department reached out to the Contract and Procurement Department to issue a contract through the Buyboard Cooperative. Contracts awarded through the BuyBoard Cooperative have been competitively procured in compliance with Texas local and state procurement requirements.

ALTERNATIVES:

An alternative would be not to have the license support, maintenance and support and risk the departments not being able to store important documentation electronically.

FISCAL IMPACT:

The fiscal impact for Information Technology Department for FY 2021 is an amount not to exceed \$129,664.40 for the first year of a three-year master service agreement.

FUNDING DETAIL:

Fund:	5210 Info Tech
Organization/Activity:	40470 IT Application Services
Mission Element:	242 Support Software Application
Project # (CIP Only):	n/a
Account:	520105 Computer Software

RECOMMENDATION:

Staff recommends approval of this motion authorizing a three-year master service agreement with MCCi, LLC.

LIST OF SUPPORTING DOCUMENTS:

Price Sheet
Master Service Agreement