



## Agenda Item Summary

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**File #:** RES 17-550, **Version:** 1

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### **Submitted By**

Alvin Nepomuceno, Information Technology Director

### **Reviewed By**

LKS

### **Agenda Item Title**

**A Resolution Approving a Professional Services Agreement with TKB Associates, Inc. for the Purchase of Laserfiche Software and Associated Licenses and Implementation Services in an Amount not to Exceed \$90,000.00 and Authorizing Their Execution**

### **Overview**

Laserfiche is an enterprise content management system which will become the document repository of permanent documents for various databases in the Village, in particular BS&A (Finance), CityView (Permits) and the Human Resource department.

### **Staff Recommendation**

Approve the Resolution.

### **Fiscal Impact**

In the FY 17 Budget, the Village approved \$125,000.00 in Equipment Replacement Fund account #3029-41300-905-570711 for the software license and implementation of this project. The proposal received from recommended vendor is for \$81,250.00. Staff is requesting a not to exceed amount of \$90,000.00 for this project.

### **Background**

Over 10 years ago, the Village obtained Digitech PaperVision software for the electronic imaging of building permit's micro film and paper documents. While PaperVision met the original needs, the IT Strategic Plan identified the need for a new system to automate paper-based processes as well as store documents from newly implemented software, such as, CityView and BS&A.

Laserfiche is an industry leader for this technology system and in a recent survey of our GIS Consortium communities, 15 utilize Laserfiche out of the 22 that have a system. Most importantly Laserfiche has successfully integrated with other systems such as CityView and BS&A, PaperVision has not. Laserfiche also has a feature to assist with workflow management to automate many Human Resources paper-based processes, PaperVision does not have this feature.

TKB Associates, Inc. has a vast experience working with over 90 different agencies in our region including 12 of the GIS Consortium communities. This includes working with BS&A and PaperVision data migration. While

TKB Associates proposal is neither the highest nor the lowest, their experience will help ensure a successful project and enhance data protection.

### **Alternatives**

The Board could elect to not authorize this project and Village staff can continue with their existing services and processes.

### **Previous Board Action**

The Village Board accepted the IT Strategic Plan at the August 4, 2014 Regular Meeting and received an update on October 10, 2016 meeting. This project was identified as a “core” system in the IT Strategic Plan.

### **Citizen Advisory Commission Action**

The Civic Information Systems Commission (CISC) has endorsed the Village’s IT Strategic Plan and supports this Laserfiche system project. The CISC continues to receive regular updates.

### **Anticipated Future Actions/Commitments**

The annual software license will be approximately \$12,000.00 and will be presented in 2018 Budget process. Further automation of other paper-based process in other departments may require additional software license with the remaining 2017 approved funds or will be included in the 2018 Budget request.

### **Intergovernmental Cooperation Opportunities**

The purchase of the software license includes government pricing discount.

### **Performance Management (MAP) Alignment**

The Information Technology Department is scheduled for the third phase of the Village’s performance management program.