



Legislation Text

File #: 09-0792, **Version:** 1

Recommendation to adopt resolution authorizing City Manager to execute a five-year software licensing agreement and any amendments thereto with Compulink Management Center, Inc., dba Laserfiche Solutions Group (LSG), for the purchase of an Electronic Document Management Solution on the same terms and conditions afforded to the City of Santa Monica in the total amount not to exceed \$364,000 (\$72,800 annually), plus a \$100,000 contingency if necessary and if funds are available for implementation services. (Citywide)

City Council approval is requested authorizing the City Manager to execute a contract for the purchase of an Electronic Document Management Solution for the City of Long Beach.

Currently, a number of City departments utilize document imaging as part of their day-to-day operations. For example, Community Development (Housing Authority), Fire, and Development Services, as well as the City Clerk's Office use of FileNet for document imaging and management. In addition, the Police Department has a separate document imaging system for records management. The existing systems meet the City's basic needs, which are limited to storing, viewing and printing images and documents primarily for internal staff use.

At the present time, the annual vendor maintenance cost is \$74,000 for the FileNet and Police Department imaging systems. The FileNet maintenance agreement is set to expire December 31, 2009. Within the last few years, the City's need for customization, audit controls and document tracking have pushed the limitations of the current systems. The Technology Services and the Police Departments have been searching for document management alternatives to address the expanding needs.

The Department of Technology Services is requesting approval to acquire the Laserfiche Electronic Document Management Solution for Citywide use. The Laserfiche Solution offers the opportunity to replace multiple imaging systems with a single system that meets the City's needs while providing ongoing system support cost savings and productivity improvements. This acquisition would bring advanced functionality through the implementation of a web-enabled document imaging and management system with workflow to replace the systems. City services will benefit from the automation and simplification of tasks related to the capture and management of documents and electronic files.

The City Charter provides an alternative procurement method by permitting the City to purchase or otherwise obtain services, supplies, materials, equipment and labor with other governmental agencies by purchasing under their contracts on a voluntary and selective basis when authorized by a Resolution of the City Council.

The Department of Technology Services and the Department of Financial Management, Purchasing Division, investigated procurement options and learned that the City of Santa Monica had completed a Request for Proposal (RFP) process in March 2006. The RFP was awarded to Compulink

Management Center, Inc., dba Laserfiche Solutions Group of Long Beach, CA. After thorough review, the Department of Technology Services determined that LSG meets and/or exceeds the City's requirements. This cooperative purchase agreement will facilitate the timely acquisition of this Electronic Document Management Solution.

LSG has agreed to sell this Electronic Document Management Solution to the City under the same terms and conditions as afforded to the City of Santa Monica. It should be noted that Santa Monica converted from FileNet to Laserfiche. These conversion costs will be incurred on as needed basis, through the available contingency amount. The expectation is for LSG to train Technology Services staff to offset expenditures.

This matter was reviewed by Deputy City Attorney Amy R. Burton and Budget and Performance Management Bureau Manager David Wodynski on July 20, 2009.

City Council action to adopt the attached Resolution is requested on August 4, 2009 to ensure that the contract is in place expeditiously to minimize delivery turnaround time.

The cost of this contract is \$364,000 including tax, which will be paid over a fiveyear period, is budgeted in the General Services Fund (IS 385) in the Department of Technology Services (TS) and in the General Fund (GP) in the Police Department (PO). As a result of this contract, an estimated \$6,000 in cost savings will be generated during this five-year period. In addition, an anticipated 50 percent cost savings (est. \$30,000) will be realized as we conclude this contract and begin a maintenance agreement upon year six. The City will have the option of adding expenditures up to \$100,000 above the contract amount for as-needed implementation services, if necessary and if funds are available.

Approve recommendation.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AUTHORIZING THE CITY MANAGER TO PURCHASE AN ELECTRONIC DOCUMENT MANAGEMENT SOLUTION THROUGH THE AGREEMENT BETWEEN THE CITY OF SANTA MONICA AND COMPULINK MANAGEMENT CENTER, INC. DBA LASERFICHE SOLUTIONS GROUP

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