



## Legislation Text

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**File #:** 11-0096, **Version:** 1

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Recommendation to authorize City Manager to execute an amendment to Contract No. 31305 with Compulink Management Center, Inc., dba Laserfiche Solutions Group (LSG), to provide an additional amount not to exceed \$200,000 annually through September 2014 to coincide with the term of Contract No. 31305 for software licenses, implementation and support services. (Citywide)

In August 2009, the City Council approved a resolution authorizing the City Manager to execute an agreement with Compulink Management Center, Inc., dba Laserfiche Solutions Group, of Long Beach, CA, for the purchase of document management software and implementation services for citywide use. In addition to the software purchase, which will be paid in five annual installments through September 2014, the agreement provided for \$100,000 in support services to assist in the migration of imaged documents from existing systems to the Laserfiche system.

During fiscal year 2010, City staff, along with Laserfiche staff, successfully implemented the new system in several City departments including Police, Health (Housing Authority), Development Services, Long Beach Gas and Oil, Financial Management and City Clerk. The Fire Department will begin converting to Laserfiche in January 2011.

The Laserfiche solution has allowed the City to replace multiple imaging systems with a single system that meets our needs while delivering ongoing system support cost savings and productivity improvements afforded by a standardized solution. Acquisition of the system brought advanced functionality through implementation of a web-enabled document imaging and management system. City services benefit from the automation and simplification of tasks related to the capture and management of documents and electronic files.

In order to leverage the City's initial investment in the Laserfiche system and capitalize on its benefits, staff is requesting additional funding for implementation and support services. Various City departments have plans to implement a new, or expand the current, Laserfiche solution to increase efficiency and reduce costs. These departments include the City Attorney, City Clerk, Police and Public Works departments. Additionally, there are several departments that have pending projects to back-file scan archived **hardcopy** documents. Converting hard copy documents to digital documents would reduce leased space costs and facilitate making documents more **accessible**.

In order to complete these projects in a timely and efficient way, we are requesting City Council approval to amend the existing contract to provide additional funds in the amount of \$200,000 annually for the term of the original agreement to facilitate the acquisition of additional software licenses and support services required to implement planned Laserfiche projects.

This matter was reviewed by Principal Deputy City Attorney Charles Parkin and by Budget Management Officer Victoria Bell on December 29, 2010.

City Council action is requested at its meeting on February 1, 2011.

The Technology Services Department, or other City departments considering the use of the Laserfiche system, will work within existing budget appropriations to implement the solution. There is no additional job impact associated with this recommendation.

Approve recommendation.

CURTIS TANI  
DIRECTOR OF TECHNOLOGY SERVICES

APPROVED:

PATRICK H. WEST  
CITY MANAGER