



CITY OF PLANO COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		11/10/2014		
Department:		Technology Services		
Department Head		David Stephens		
Agenda Coordinator (include phone #): Dianna Wike x7549				
CAPTION				
To approve an expenditure for Laserfiche document management software maintenance and support in the amount of \$55,147 from DocuNav Solutions for various departments and authorizing the City Manager to execute all necessary documents.				
FINANCIAL SUMMARY				
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR: 2014-15	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	2,935,189	0	2,935,189
Encumbered/Expended Amount	0	-427,117	0	-427,117
This Item	0	-55,147	0	-55,147
BALANCE	0	2,452,925	0	2,452,925
FUND(s): TECHNOLOGY SERVICES FUND				
<p>COMMENTS: Funds are included in the 2014-15 Technology Services Budget for this maintenance agreement. (This item was previously approved in 2012 under a State of Texas Department of Information Resources contract as a multi-year contract, and the state contract has expired, so a new contract must be approved by City Council.) The remaining balance will be used throughout the year for other maintenance agreements.</p> <p>STRATEGIC PLAN GOAL: Maintenance agreements relate to the City's Goal of Financially Strong City with Service Excellence.</p>				
SUMMARY OF ITEM				
The Technology Services Department recommends the purchase of maintenance support for the Laserfiche document management software system from the sole source provider, DocuNav Solutions in the amount of \$55,147, for various departments. The City is exempt from the competitive bid process for this purchase as allowed by Local Government Code Chapter 252 Subchapter B Section 252.022(a)(7)(A).				
List of Supporting Documents: Memorandum			Other Departments, Boards, Commissions or Agencies	



Memorandum

Date: October 23, 2014
To: Diane Palmer-Boeck, Chief Purchasing Officer
From: David Stephens, Chief Information Officer
Subject: Purchase of Laserfiche software maintenance and support

Technology Services desires to procure software maintenance and support for the Laserfiche document management software system. DocuNav Solutions has been providing support for the Laserfiche software since we installed Laserfiche in 2006. Since the original installation, DocuNav Solutions has also incorporated some of their proprietary software to augment Laserfiche services. It is with these additional services that we have designated DocuNav as a sole source provider of support for our Laserfiche software and application environment.

The cost for the yearly Laserfiche software and support contract from DocuNav is \$55,146.60. This cost reflects a 10% discount off listed pricing for support services.

Laserfiche has been adopted as the city-wide document management system. Departments such as Building Inspections, City Secretary, Customer & Utility Services, Engineering, Facilities, Fire Inspection, GIS, Human Resources, Parks & Recreation, Planning, Property Standards, Public Works, Records Management, and Risk Management are currently using this system. If we were not able to provide support to this system, those departments may lose access to documents that are stored electronically.