



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:		11/23/2015		
Department:		Technology Services		
Department Head		Carlos Oregon		
Agenda Coordinator (include phone #): Dianna Wike x7549				
CAPTION				
To approve an expenditure for Laserfiche document management software maintenance and support in the amount of \$57,050 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: 2015-16	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	3,081,949	0	3,081,949
Encumbered/Expended Amount	0	-870,535	0	-870,535
This Item	0	-57,050	0	-57,050
BALANCE	0	2,154,364	0	2,154,364
FUND(s): TECHNOLOGY SERVICES FUND				
COMMENTS: Funding is available for this item in the 2015-16 Technology Services Fund budget. Support and maintenance for the Laserfiche document management software system in the amount of \$57,050, will leave a current year balance of \$2,154,364 to fund additional maintenance agreement expenses for Technology Services.				
STRATEGIC PLAN GOAL: Obtaining maintenance and support for the City of Plano's document management system contributes to the City's goal of a Financially Strong City with Service Excellence.				
SUMMARY OF ITEM				
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). (City of Plano Contract No.2015-22-X)				
Per Recommendation Memorandum.				
List of Supporting Documents: Recommendation Memorandum			Other Departments, Boards, Commissions or Agencies	



Memorandum

Date: October 27, 2015
To: Diane Palmer-Boeck, Chief Purchasing Officer
From: Carlos Oregon, Interim Technology Services Director
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 our Laserfiche software and application environment. (City of Plano Contract No. 2015-22-X)

The cost for the yearly Laserfiche software and support contract from DocuNav is \$57,050.37. 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, Human Resources, Parks & Recreation, Planning, GIS, 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.