



**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:	12/18/2012
Department:	Technology Services
Department Head	David Stephens
Agenda Coordinator (include phone #): Dianna Wike x7549	

CAPTION

To approve the purchase of a new licensing model and annual maintenance and support for (1) year with (3) City optional one year renewals, for Laserfiche software , in the amount of \$76,396, from VP Imaging, Inc., dba DocuNav Solutions, through an existing contract with the Department of Information Resources and authorizing the City Manager to execute all necessary documents. (DIR-SDD-1453)

FINANCIAL SUMMARY

NOT APPLICABLE OPERATING EXPENSE REVENUE CIP

FISCAL YEAR: 2012-13, 2013-14, 2014-15, 2015-16	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	3,186,621	160,096	3,346,717
Encumbered/Expended Amount	0	-846,211	0	-846,211
This Item	0	-76,396	-160,096	-236,492
BALANCE	0	2,264,014	0	2,264,014

FUND(S): TECHNOLOGY SERVICES FUND

COMMENTS: This item approves price quotes and expenditures for FY 2012-13. Expenditures will be made in the Technology Services budget based on need within the approved budget appropriations for each year of the contract. The estimated annual amount to be spent in FY 2012-13 is \$76,396. The estimated future amount is \$160,096 (or \$53,365 for each of the three (3) additional years of the contract), and will be based on need within annually approved budget appropriations.

STRATEGIC PLAN GOAL: Agreements for document management system licensing, maintenance and support relate to the City's Goal of Financially Strong City with Service Excellence.

SUMMARY OF ITEM

The Technology Services staff recommends the approval of the purchase of a new licensing model and annual maintenance and support for (1) year with (3) City optional one year renewals for Laserfiche software in the amount of \$76,396 for the first year and \$53,365 each year thereafter, from VP Imaging, Inc., dba DocuNav Solutions, through an existing contract with the Department of Information Resellers. Laserfiche software was adopted as the city-wide document management system in 2006. If we were not able to provide support to this system the departments may lose access to documents that are stored electronically. The City is authorized to purchase from the State Contract list pursuant to Chapter 271 Subchapter D of the Local Government Code and by doing so satisfies any State Law requiring local governments to seek competitive bids for items. (DIR-SDD-1453)



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List of Supporting Documents: Memorandum	Other Departments, Boards, Commissions or Agencies

Memo

Date: 12/5/2012

To: Diane Palmer-Boeck, Chief Purchasing Officer

From: David Stephens, Director Technology Services

RE: Laserfiche new license model adoption

Technology Services desires to accept the new licensing model that Laserfiche will be using for its document management software system. Currently we have a defined number of concurrent licenses that allow up to 30 users to access the Laserfiche system at one time. The new licensing model will allow over 219 users to access the system at any time and also allow additional functionality.

DocuNav Solutions has been providing support since we installed Laserfiche in 2006. Since the original installation DocuNav Solutions has also incorporated some of their proprietary software to augment Laserfiche services. DocuNav Solutions is an authorized Laserfiche reseller on the State of Texas Department of Information Resources contract DIR-SDD-1453.

The change to our licensing model will give us credit for licenses we have already purchased and for any maintenance we have purchased. The cost for the license conversion is \$44,398.25 and the maintenance until December 2013 is \$31,997.78. The maintenance and software support costs for the next three years will be \$53,365.32 each year, which includes a 10% discount.

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