



City of Galveston

DEPARTMENT OF INFORMATION TECHNOLOGY

STAFF REPORT

Date October 28,2021

To: City Manager
Mayor and City Council Members

From: Hope Dean, Information Technology, Executive Director

Project location: N/A

Project: Laserfiche Software Agreement

Request:

Consider for approval the renewal of the annual maintenance support agreement for City's Enterprise Content Management solution (ECM), Laserfiche, awarding the contract to MCCi in the amount of \$43,308 using buy board contract #625-20.

Prior Council Action

2020 council approval for 1 year agreement

Background

1. Laserfiche was implemented in 2002 for the City Secretary's office and has served as a central repository and management tool for the electronic archive of historical documents. Since its implementation the solution continues to be expanded Citywide.
2. Laserfiche is the software program utilized by the City for its electronic document management system (EDMS). This software provides storage and enhanced search capabilities for documents that have been scanned or imported into the system. In addition, it supports the development of automated forms and workflow, record retention schedules and record lifecycle auditing. This contract is with Municipal Code Corporation, Inc. (MCCi), the reseller who administers the maintenance contract and provides primary support to the City.



3. This request is to renew the annual support agreement for a period of one year. This renewal entitles the City to continued support and ability to obtain software enhancements as they become available, assistance with installing and configuring upgrades and bug fixes, access to the MCCi Laserfiche training site, technical support and assistance with utilizing the Laserfiche software suite.

Fiscal Impact Report

- **Funding Source.**
 - Information Technology Operating Budget
- **Total Cost.**

Description	Amount
Annual Software Support Agreement	\$43,308
Total	\$43,308

Alternatives

- Option 1 – The City of Galveston could opt to purchase an entirely new records retention management package. This would incur the expense of the purchase, implementation, training, maintenance, and resources for deployment.
- Option 2 – Opt to not renew the agreement. The city would be unable to obtain support on the system as needed. The city would no longer be capable of upgrading the product.
- Option 3 – Renew maintenance support for one (1) year

Staff Recommendation

Approve the renewal of the annual maintenance support and award the contract to MCCi in the amount of \$43,308 through the BuyBoard Contract #625-20.

Attachments

Estimate # 21389