

## Legislation Text

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File #: 15-2222A, Version: 1

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### Electronic Document Management System Amendment

#### **Action:**

- A. Approve contract amendment #3 to the Hyland OnBase Electronic Document Management System for the purchase of additional licenses and services,**
- B. Authorize the City Manager to purchase maintenance and support under the existing OnBase contract for as long as the City uses the system, and**
- C. Authorize the City Manager to purchase additional software licenses, services, and hardware as needed from time to time to optimize the City's use of the system and to approve other amendments consistent with the City's purpose for which the contract was approved, including price adjustments.**

#### **Staff Resource(s):**

Barry Gullet, Charlotte Water  
Victoria Johnson, Solid Waste Services

#### **Explanation**

- On March 23, 2015, City Council approved a master services contract with Imaging Solutions and Services, Inc. for City departments to purchase software licensing and implementation services for an electronic document management system.
- The system is utilized by several City departments, including Charlotte Water, Solid Waste Services, and Housing and Neighborhood Services for their document management needs. The City is looking to expand this system to other City departments.
- The original contract was for the purchase and implementation of an electronic document management system for Charlotte Water.
  - Amendment #1 was to add scope of services for Solid Waste Services;
  - Amendment #2 was to add scope of services for Housing and Neighborhood Services; and
  - The City is seeking Council approval to purchase additional licenses and services to expand the system to other City departments.
- An electronic document management system enables organizations to manage a large volume of documents and records throughout the document life-cycle, from creation to destruction.
- This request will provide greater capacity for records retention, document search and retrieval efficiency, and document management processes.
- The system provides a reduction in physical storage costs, paper waste and a toolset to fulfill public records requests.
- Estimated annual expenses are \$180,000 for ongoing services and maintenance.
- This contract will expire in June 2020.

#### **Fiscal Note**

Funding: Various departments' budgets