



## Legislation Text

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**File #: 18-812, Version: 1**

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**TO: Mayor and Commissioners**  
**FROM: Mickey Baker, IT Director**  
**THROUGH: Mark R. Lauzier, City Manager**  
**DATE: December 11, 2018**

APPROVAL OF RESOLUTION NO. 147-18 TO AWARD A CITY STANDARD AGREEMENT WITH CITIES DIGITAL, INC. FOR LASERFICHE PRODUCTS AND SERVICES IN A TOTAL AGREEMENT VALUE NOT-TO-EXCEED \$120,000 THROUGH JUNE 24, 2020

**Recommended Action:**

Motion to approve Resolution No. 147-18 to award a city standard agreement with Cities Digital, Inc. for Laserfiche products and services in a total agreement value not-to-exceed \$120,000 through June 24, 2020.

**Background:**

In 2002, the City of Delray Beach (City) awarded the purchase of Laserfiche, an Enterprise Content Management software utilized by the City to provide various City departments the ability to upload documents to Laserfiche where they become available for public and employee access. Laserfiche is sold and maintained exclusively through Value Added Resellers (VARs). Cities Digital, Inc. (Cities Digital) was recommended by Laserfiche to be the City's VAR, as they have specific experience integrating Laserfiche with the City's Enterprise Resource Planning solution, New World Systems (NWS). In June 2018, the City approved Cities Digital as a city standard for Laserfiche purchases, maintenance, and like products and services, including integration services between Laserfiche and NWS (Services). Other services and products provided by Cities Digital that do not relate to Laserfiche are not included in the city standard approval, nor are they included under this agreement.

The City has purchased close to \$65,000 in Services from Cities Digital, as detailed below. This city standard agreement will allow staff to continue to use Cities Digital for Services in an agreement value not-to-exceed \$120,000 through June 24, 2020. Therefore, the total spend with Cities Digital for Services is estimated not-to-exceed \$185,000.

Thus far, Cities Digital has provided the City with Laserfiche products and maintenance (such as Laserfiche upgrades and system repairs) totaling approximately \$44,000, and services (such as document scanning and contract management) totaling approximately \$19,000. The City is forecasted to purchase another upgrade to Laserfiche for approximately \$35,000, which is necessary for Police Department records to be encrypted. The remaining \$85,000 is not specifically earmarked. Services will be performed by Cities Digital pursuant to negotiated quotes on a per-task basis.

This motion is in accordance with City Code of Ordinances Section 36.02, Commission Approval Required and Purchasing Policies; Limited or No Competition Acquisitions.

**Attachments:**

1. Agreement
2. Resolution
3. Legal Review Checklist
4. Approved City Standard Memo

**Funding Source:**

Funding is available from various City departments' approved budgets, as appropriate.

001-16-000-516.31-90 Professional Services

001-16-000-516.46-40 Repair and Maintenance

001-16-000-516.46-41 Police IT Repair and Maintenance