



MEMORANDUM CITY STANDARD APPROVAL

TO: Jennifer Alvarez Purchasing Director
Althea Pemsel, Purchasing Manger

FROM: Don Marese, IT Project Manager

THROUGH: Mickey Baker, IT Director

SUBJECT: City Standard Approval – Cities Digital

DATE: June 22, 2018

Background: In 2002, the City of Delray Beach (City) awarded the purchase of Laserfiche. The Laserfiche software is an Enterprise Content Management (ECM) 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 (VAR). This request is to approve Cities Digital as the City's VAR for Laserfiche purchases, maintenance, and alike products and services, as appropriate. Services and products provided by Cities Digital that do not relate to Laserfiche are not included in this request.

Justification: Multiple VARs are available to sell Laserfiche products and services to the City. Laserfiche has previously been selected as the City Standard for the City's document management solution and will replace Optiview for Accounts Payable and Human Resources.

Laserfiche is an industry standard for government document management and easily integrates with many ERP and software applications. The City and Laserfiche discussed the City's needs and selected Cities Digital as the VAR for Laserfiche products and services because of their exclusive ability to provide integration between the City's New World Enterprise Resource Planning (ERP) solution and Laserfiche. New World Financial system will be the City's application of record for the next two (2) years and will require a robust document management solution.

Cities Digital is completing additional Laserfiche projects for the City including Contract Management, licensing upgrades and a Laserfiche audit. Cities Digital has also completed Laserfiche integrations with GovQA, Cityworks, Accela, Springbrook Financials and Esri which completely follow the best of breed software application chain that the City of Delray Beach might adopt in the future.

Laserfiche only allows customers to change VARs with their written permission. To change a VAR, a form requires the City to provide valid reasoning for requesting a new reseller. Our VAR prior to Cities Digital was RDS, who went out of business. The City is impressed with the quality and expertise in services provided by Cities Digital and has no valid reasoning to request a new VAR. In our experience, all VARs provide the same pricing for Laserfiche products, as the price is governed by Laserfiche.

Market Research: The City's Information Technology (IT) staff confirmed with Laserfiche that Cities Digital is the only VAR with the knowledge and ability to provide integration between New World and Laserfiche. Cities Digital also provided a letter stating that they are the sole provider of the integration. Cities Digital's experience in the integration of Laserfiche with major software applications is unsurpassed in the industry. They are the largest provider of Laserfiche services in the Midwest, US. The City's Territory Account Manager for Laserfiche, Tim Yuniskis, provided the information regarding change of VARs. Cities Digital has 6 offices in North America, has been in business since 2001 and is the Laserfiche VAR for approximately 300 government entities.

Quote or Proposal is attached:

☒ Yes ☐ No

☒ Approved. This City Standard approval is valid for 24 months from date of approval. Attach this City Standard Approval to all Acquisition Approval Memos and/or requisitions for this item.

☐ Need Additional Information

☐ Not Approved

Comments: _____

Acting Alisa Remf 28 June 2018
Purchasing Director Date

WJQ 6/22/18
Information Technology (IT) Director Date