



City of Hollywood

Hollywood City Hall
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Legislation Text

File #: R-2020-156, **Version:** 1

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Authorizing The Appropriate City Officials To Execute The Master Service Agreement With MCCi, LLC Based Upon The National Cooperative Purchasing Alliance Contract Number NCPA 11-26 For The Purchase, Implementation, And Maintenance Of Laserfiche Rio Software And Required Services For An Initial Amount Of \$123,846.10 And Annual Maintenance Of \$52,743.50 In Years Two And Three, For A Total Estimated Three Year Amount Of \$240,000.00; And Approving An Amendment To The Fiscal Year 2020 Capital Improvement Plan.

Resilience & Sustainability

Staff Recommends: Approval of the attached Resolution.

Explanation:

In 2004, the City purchased Laserfiche software from MCCi for use in the Police Department. In 2006, use was expanded to the City Clerk's Office and then in 2007 to the Building Division. This software provides electronic document management features to the City allowing the scanning of physical documents and capturing electronic documents, such as resolutions and contracts in a searchable repository for records management and retention.

In 2008, Laserfiche introduced a new version of the software, Laserfiche Rio, which replaced their older version which is the City's current version. The City's current version is not end of life, but is not actively being developed, and Laserfiche stopped selling this version in 2009.

The proposed upgrade to Laserfiche Rio provides enhanced records management, forms and workflow modules which is not an available function in the City's current version of Laserfiche. The vendor will allow the City to take advantage of credits for what it originally purchased, provide for process automation, and offer multiple document repositories. Laserfiche Rio also has a more robust software development kit which will allow for needed future integrations with Oracle for the Building Division's ERP projects. Additional infrastructure, including more robust servers and related operating and database software, will also be needed to perform this upgrade whilst also providing capacity for future City growth. This will be brought to the City Commission in a separate agenda item.

The National Cooperative Purchasing Alliance (NCPA) awarded its contract for Document

and Records Management software to MCCi LLC via Contract Number NCPA 11-26, which was procured by competitive bids. The City is requesting to piggyback this contract.

The initial amount is \$123,846.10 which includes the first year of maintenance, software licenses, and implementation. Annual maintenance of \$52,743.50 is expected in Years Two and Three, for a total three-year contract amount of \$229,333.10. Additional funds in the amount of \$10,666.90 above the initial contract amount are being requested for contingency costs related to the implementation. A change order to the contract would be required to expend the additional funds with the vendor. The total three year cost is estimated to be \$240,000.00. There is no escalator, but contract language states that adjustments in annual support rates may be made to coincide with current U.S. inflation rates; any increase will not exceed the cumulative increase in the Consumer Price Index (CPI) occurring since the last price increase.

Fiscal Impact:

A portion of the funding for this project requires amending the approved FY 2020 Capital Improvement Plan as detailed in Exhibit 1, subject to approval of this resolution. This upgrade is necessitated as part of the Citywide ERP implementation. As such, a portion of the debt borrowing will be allocated for the implementation costs for Laserfiche upgrades. The annual maintenance costs will be cost shared between the Building Special Revenue Fund (for the division's licenses) and the Central Service Fund as part of subsequent fiscal years' operating budget subject to the approval and adoption by the City Commission.

Recommended for inclusion on the agenda by:

Raheem Seecharan, Director, Information Technology

Paul A. Bassar, Director of Procurement & Contract Compliance

Adam Reichbach, Assistant City Manager for Finance & Administration