

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** March 8, 2021

SUBJECT: Authorize the City Manager to execute a Cooperative Purchase Agreement and Master Services Agreement No. 22516 with MCCi, LLC., for document management services and software support for the City's Laserfiche system in an amount not to exceed \$57,317 annually for one year with two one year renewals.

PRESENTER: Bob Weakley, Assistant Director-IT

SUMMARY:

The purpose of this item is to authorize the City Manager to execute a Cooperative Purchase Agreement and a Master Services Agreement with MCCi, LLC. to provide software support for the City's Laserfiche system.

GENERAL DESCRIPTION:

In 2003, the City conducted a request for proposals for an "Electronic Document Imaging Project." At its January 26, 2004 meeting, City Council awarded the contract to VP Imaging, now known as DocuNav, to implement and support Laserfiche software. Laserfiche is the City's official repository, which stores the City's official records.

The City is in the final year of maintenance support with DocuNav. In a decision based upon innovation and customer service, staff has deemed it is an appropriate time to change the City's Laserfiche reseller. MCCi has worked with a number of municipalities across the United States to streamline and improve processes. Staff looks forward to working with MCCi to advance the functionality of Laserfiche to expedite and manage our "paper" and processes in an efficient and purposeful manner.

MCCi, LLC participates in Buyboard Purchasing Cooperative (Contract Number 625-20). As a participant in this cooperative, MCCi meets all of the purchasing requirements as mandated by the City and State. This participation streamlines the buying process for municipalities while saving time and money.

RECOMMENDATION:

Authorize the City Manager to execute a Cooperative Purchase Agreement and Master Services Agreement No. 22516 with MCCi, LLC.