



Legislation Text

File #: 10-0732, **Version:** 1

Resolution to Approve a Purchase Order to ImageSoft, Inc. (\$200,000.00) and Establish an Enterprise Content Management Project Budget (\$470,000.00)

Attached for your review is a resolution to authorize and execute a purchase order with ImageSoft, Inc., to design and implement the next phase of the City's Enterprise Content Management project and to establish an Enterprise Content Management project budget of \$470,000.00.

Enterprise content management is a very large, complex, city-wide initiative that involves the optimization of business workflows, the digitizing and cataloging of documents across the organization and the implementation of supporting systems for locating, integrating and managing electronic documents.

Document digitization occurs either by integrating an electronic document directly to the content management system or by scanning a paper document into an electronic format and then adding it to the content management system during a business process. Cataloging is setting up multiple search terms, or keys, for the digitized document so it can be retrieved later by authorized users. Supporting software provides services for searching and locating documents, integrating electronic documents into workflows, including electronic signatures, and managing the electronic document lifecycle from creation to destruction.

In 2009, the City of Ann Arbor and Washtenaw County partnered on a common enterprise content management platform, OnBase by Hyland Software. To date, OnBase has been implemented by the City Assessor's Office, City Clerk's Office, Police Department, Project Management and Finance. Ongoing projects include further integration with the City's new financial system and professional services contracts workflow, including electronic signatures.

This phase of the project includes the implementation of additional electronic contract types for the City Attorney's Office, integration of OnBase with Legistar and elimination of paper reports in Customer Service.

This is an initiative that was identified as a critical need in the City's Three Year Information Technology Strategic Plan and has been planned and budgeted for in the FY2011 Information Technology Fund.

ImageSoft received Human Rights and Living Wage approval on 07/15/2010.

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Reviewed by: Daniel A. Rainey, Information Technology Services Unit

Approved by: Tom Crawford, CFO and Financial and Administrative Services Administrator

Whereas, Enterprise content management is a very large, complex, city-wide initiative that involves the optimization of business workflows, the digitizing and cataloging of documents across the organization and the implementation of supporting systems for locating, integrating and managing electronic documents;

Whereas, Enterprise Content Management was identified as a critical need in the City's Three Year Information Technology Strategic Plan and has been planned and budgeted for in the FY2011 Information Technology Fund;

Whereas, The next project phase includes additional contracts used by the City Attorney's Office, integration of OnBase with Legistar and elimination of paper reports in Customer Service; and

Whereas, ImageSoft Inc. received Human Rights and Living Wage approval 07/15/2010;

RESOLVED, That the City Council approve a purchase order with ImageSoft, Inc. for Consulting and System Integration Services in an amount of \$200,000.00 to be expended without regard to fiscal year; and

RESOLVED, That the City Council authorize and establish a project budget of \$470,000.00 for the next phase of the City's Enterprise Content Management Project to be expended without regard to fiscal year during the life of the project.