



Legislation Text

File #: 11-1370, **Version:** 1

Resolution to Approve a Professional Services Agreement with AM Data Service, Inc. for OnBase Development (Not to Exceed \$150,000.00)

Attached for your review and approval is a resolution that will approve a professional services agreement between the City of Ann Arbor and AM Data Service, Inc. to provide an OnBase Developer. This will allow OnBase, the City's Enterprise Content Management System, to be efficiently and effectively promoted to various City Service Units in a timely manner.

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

The long-term strategy for Electronic Content Management is to continue to build on OnBase, integrating with the City's enterprise systems where the integration provides a business value and bringing more "smart" documents into the greater system. This incremental approach, with an enterprise view, will build a true enterprise document repository where all related documents can be viewed from a single system.

By bringing in an onsite OnBase Developer, the City's Information Technology Service Unit can focus on OnBase development requests that the City Service Units have identified in a more cost-effective manner.

This phase of the project specifically 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.

AM Data Service, Inc. received Human Rights and Living Wage approval on October 20, 2011. Funding for the additional services being requested is available in the FY2012 Information Technology budget.

Prepared by: Kathleen McMahon, Information Technology Services Unit

Reviewed by: Dan Rainey, Director, Information Technology Services Unit and Tom Crawford, CFO, Financial and Administrative Services Area Administrator

Approved by: Steven D. Powers, City Administrator

Whereas, Enterprise content management is a very large, complex, citywide 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 strategic Information Technology initiative;

Whereas, The staffing strategy employed by the City's Information Technology Service Unit is to occasionally augment staff with contracted services when the demand for IT services outstrips the supply of in-house resources. This is the situation the City Information Technology Service Unit currently faces;

Whereas, Bring an OnBase developer onsite will:

- capitalize on the City's current OnBase investment
- reduce the cost of offsite third party development and provide the City better financial controls
- allow the City's Information Technology Service Unit to focus on development requests that the City Service Units have communicated to IT surrounding OnBase;

Whereas, Funding for the additional services being requested is available in the FY2012 Information Technology Budget; and

Whereas, AM Data Services, Inc. received Human Rights and Living Wage approval on October 20, 2011;

RESOLVED, That City Council approves the Professional Services contract with AM Data Services, Inc. to provide OnBase Development in an amount not to exceed \$150,000.00;

RESOLVED, That the Mayor and Clerk be authorized and directed to execute the professional services contract with AM Data Services, Inc., after approval as to form by the City Attorney and approval as to substance by the Court Administrator; and

RESOLVED, That the City Administrator be authorized to take all necessary administrative actions to implement this Resolution regardless of fiscal year.