



Legislation Text

File #: 17-1379, **Version:** 1

TO: Honorable Mayor & Members of the North Port Commission

FROM: Peter D. Lear, CPA, CGMA, City Manager

TITLE: Utilization of City of Miami Contract IFB 391322 for procurement of Laserfiche Document Management System, associated training and implementation services through MCCI, LLC, for an estimated budgeted amount of \$115,141.59 and a contingency estimated amount of \$10,000.

Recommended Action

Approve the utilization of the City of Miami Contract IFB391322 to purchase the Laserfiche Document Management System, associated training, and implementation services through MCCI, LLC for an estimated budgeted amount of \$115,141.59 and a contingency estimated amount of \$10,000.

Background Information

The Laserfiche document management system provides for storage and processing of electronic documentation. This system is a required third-party component for the Superior TRAKiT system, agenda item #17-1108 on the 10-24-17 Commission meeting agenda.

This purchase is inclusive of the Laserfiche software, project management services, product support and training services. Currently, the City utilizes two document management systems, Alchemy and Optiview; with the implementation of TRAKiT the data currently within these two systems will be migrated to the Laserfiche management system. At the end of the project, the City will have one document management system.

Per the terms of the competitive solicitation conducted by the City of Miami, a discount of 6.75% is granted off the MSRP for all MCCI products and a discount of 10% off MSRP for all MCCI Services and Support which is represented in attachment MCCI RIO quote with Data Migrations.

Strategic Plan

Financially responsible City providing quality municipal services

Financial Impact

The cost for products, services and implementation for the first year is \$115,141.59. Annual maintenance thereafter is \$21,921.35; which will be budgeted in the General Services Information Technology division budget.

Procurement

On 5/23/2017, City Commission approved Ordinance #2017-12, increasing the Neighborhood Development Services, Building Fund budget by \$603,000 to fund the TRAKiT project. The purchase of the MCCI, LLC, Laserfiche document management system is a required third-party addition to the TRAKiT product, and is funded in account #135-2700-524-64-00, project #BD17T1. The MCCI, LLC, Laserfiche document management system will be purchased utilizing a piggyback option to the City of Miami's contract IFB391322.

Attachments:

1. MCCI, LLC Laserfiche Rio Quote with Data Migrations
2. Competitive Exemption Form - MCCI, LLC
3. City of Miami Contract IFB391322
4. Division of Corporations MCCI LLC

Prepared by: Jeff Kasson

Department Director: Sandy Pfundheller