

Legislation Text

File #: BILL NO. 20-193, **Version:** 1

An Ordinance authorizing the City to spend additional funds to purchase additional software licenses and services pursuant to the Master Services agreement between the City of Lee's Summit and OPG-3 Inc. and authorizing the City Manager to execute all documents necessary to effectuate the same on behalf of the City.

Key Issues:

The contract with OPG-3 Project was originally passed by City Council on November 19, 2019 and their selection was based on RFP No. 2019-029 with a not to exceed amount of \$242,000.

Pandemic response is driving changes in service delivery and adding additional licensing will allow the city to provide more services online, and allow for contactless interactions for city staff to complete their jobs.

Adding a Public Portal and Forms Portal licensing will allow documents to be provided to the public in a searchable document portal, and allow the public to submit routable forms online.

Adding additional user licenses will allow more staff to participate in the system, thus reducing contacts with other staff for workflow and document management.

An expanded not to exceed amount of \$125,000 is necessary to accommodate the purchases.

The CARES Act Funding is covering \$94,500 of the requested increase.

Proposed Committee Motion: I move to recommend to the City Council for approval of an Ordinance authorizing the City to spend additional funds to purchase additional software licenses and services pursuant to the Master Services agreement between the City of Lee's Summit and OPG-3 Inc. and authorizing the City Manager to execute all documents necessary to effectuate the same on behalf of the City.

Proposed City Council Motion:

FIRST MOTION: I move for a second reading of an Ordinance authorizing the City to spend additional funds to purchase additional software licenses and services pursuant to the Master Services agreement between the City of Lee's Summit and OPG-3 Inc. and authorizing the City Manager to execute all documents necessary to effectuate the same on behalf of the City.

SECOND MOTION: I move for adoption of an Ordinance authorizing the City to spend additional funds to purchase additional software licenses and services pursuant to the Master Services agreement between the City of Lee's Summit and OPG-3 Inc. and authorizing the City Manager to execute all documents necessary to effectuate the same on behalf of the City.

Background:

During 2018 and 2019 a replacement to the city's existing document management system was necessary. The

conclusion of that effort led to an RFP process to select the enterprise content management system (ECMS) that was the best fit for the city's needs. The Laserfiche solution was selected and City Council approved entering into a contract with OPG-3 Inc to implement a Laserfiche system.

The system implementation began in December, and is ongoing. During the implementation it was determined that additional licenses were needed for users of the system. As the impacts of the pandemic moved on, it became apparent that adding licenses for users and portal components would aid in providing more options for staff to have touchless options, and the public to access documents or make requests without needing to come to city hall. The acquisition of the additional licenses was included in the budget for the CARES Act funding.

Impact/Analysis:

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Timeline:

Start: 10/12/2020

Finish: 12/30/2020

Other Information/Unique Characteristics:

[Enter text here]

Stephen L. Marsh, Chief Technology Officer

Recommendation: [Enter Recommendation Here]

Committee Recommendation: