



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: March 19, 2025

AGENDA ITEM: Consider a motion to ratify the procurement contract with OPG-3, Inc. for HR Infrastructure in the amount of \$10,250.

PREPARED BY: Julie Kennedy, General Manager

BACKGROUND:

Grand Rapids Public Utilities (GRPU) is undertaking a project to digitize personnel files within Human Resources to improve efficiency, accessibility, and records management. This initiative includes the development of a well-organized file plan within the Laserfiche repository, incorporating standardized folder structures, document naming conventions, metadata schemas, and records retention rules. Additionally, the project will establish a capture workflow process that leverages dynamic fields to streamline indexing, automate document filing, and set retention dates.

To further enhance efficiency, workflows will be created to automate employee name changes and termination processes. A Laserfiche Form will also be implemented, enabling select users to update and manage file plan components as needed. This project aims to modernize records management practices, ensuring consistency, compliance, and ease of access within Human Resources.

RECOMMENDATION:

Ratify the procurement contract with OPG-3, Inc. for HR Infrastructure in the amount of \$10,250.