



ITEM SUMMARY

MEETING DATE: June 6, 2022

FROM: Monica Powery, Director of Purchasing, Purchasing Department

SUBJECT: Laserfiche migration from on-premise to Cloud platform

BACKGROUND

The City of Greenacres desires to migrate and upgrade its current on-premise Laserfiche electronic Document Management System (DMS) to the latest Laserfiche Cloud Enterprise Content Management (ECM) system.

The City's DMS is the repository of all official documents related to City business. The computer hardware on which it operates must be secure and reliable to provide assurance that its contents are available for retrieval at any given time. The public nature of these documents require that staff make them available upon request.

ANALYSIS

Laserfiche has been a premiere developer of DMS and ECM solutions for many years. The City has invested significant resources to integrate Laserfiche into City business processes.

Managing the on-premise DMS involves continuous system maintenance, as well as periodic addition of storage space due to the ongoing growth of stored data. Moving to a cloud-based ECM removes the burden of maintenance from the City's Information Technology Department.

The Laserfiche Cloud platform is housed in multiple regions of the country, each with multiple secure data centers. This redundancy ensures high availability of the system, which would be unaffected by any natural or other disaster affecting our local area. Direct access to the City's ECM will be available from any Internet-connected computer. The automation capabilities of a modern ECM will provide increased efficiencies in staff's daily workflows.

City staff determined that the best course of action is to engage MCCi, LLC to perform this migration and upgrade. MCCi, LLC is the City's Solution Provider of Record for Laserfiche, and is therefore the sole vendor that can provide this service.

The total year one cost of the project is \$88,122.75

FINANCIAL INFORMATION

Sufficient funds are budgeted for this project.

LEGAL

The agreement has been reviewed by the City Attorney and meets all City Code requirements.

STAFF RECOMMENDATION

Approval of Resolution No. 2022-29 authorizing the execution of the Agreement.

