



Meeting Name: Town Council Meeting
Meeting Date: November 15, 2023
Prepared By: D. Dyess, Town Manager
Item Title: Document Imaging Replacement System

DISCUSSION:

During the budgeting process I spoke with council members about the need to replace our current document imaging and management system. Our current system is very old and is no longer being sold or supported. The council approved a \$50,000 budget item for this replacement in the fiscal year 24 budget. LaserFiche has been around for decades and is considered one of the premier solutions for official records.

The cost to move our current records from the old system to the new system was cost prohibitive, however with some automation processes that LaserFiche does natively we can work on manually moving those records over to the new system over time. We are implementing a portal so that our current resolutions and ordinances hosted from MCCi can now be internally hosted and possibly be able to provide additional public records online for better public access.

The initial cost for licensing and installation is \$44,561.50 with the annual license reoccurring at \$8,395.00. We believe that after the first year we can remove some of the services to bring the reoccurring down to \$6,190.00.

MCCi has a valid RFP bid contract through OMNIA Partners that we are piggybacking for pricing, which is a valid procurement method in compliance with our policy.

<https://www.omniapartners.com/suppliers/mcci/public-sector/contract-documents#contract-1565>

RECOMMENDATION:

Motion to approve the manager to sign all contracts related to implementing LaserFiche.