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MEETING TYPE: Board of Alderman

DATE: December 9, 2024

SUBMITTED BY: Michael D. Ambrose, Town Manager

ITEM TYPE: Consideration

AGENDA SECTION: Considerations

SUBJECT: **Consider Approval of a Digital Filing System for all Town Records**

DETAILS:

Consider approval of a new data capture software that will allow the Town to move forward with going paperless. This project was originally approved, and awarded to Image Director in December 2023, however; staff have since worked with this vendor, and they are unable to deliver the services we need in the product. The other vendor that submitted a bid in December 2023 was MCCI-Laserfiche. This Laserfiche software will allow for all forms, and accounting records, to be recorded digitally which will alleviate citizens having to print off their forms and then scan them back into the office. This will also allow for all paperwork to be digitally filed, which will alleviate our vault area, and keep our files secure. Town Staff have worked with this vendor over the last month ensuring that this product will meet our expectations, and ensure this product can "go live" within two months. I make the recommendation to award the project to Laserfiche in the amount of \$25,075, which was comparable to Image Director; therefore, a budget amendment isn't required. Additionally, there will be a \$9,030.00 reoccurring expense for this service that is being calculated into the budget due to savings on multiple contracts.