



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: October 2, 2023
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Software and Services Purchase Agreement between the City of Manor and Cities Digital Inc. (CDI).

BACKGROUND/SUMMARY:

CDI is a Laserfiche services provider specializing in Records Management deployment, Project Management, and third-party integration. CDI will provide services through the use of licensing agreements that pertain to Microsoft and the Laserfiche content management software. The Microsoft licensing pertains to the use of hosting services the City will receive from CDI. The agreement covers Laserfiche installation, configuration, consulting and training, as well as Laserfiche Records Management setup, configuration, consulting, and training.

The initial term of the agreement is one year at a price of \$84,997.00. In renewal years two through 4 the price will be \$65,797.00.

Backup for the Unexpected CDI provides disaster recovery-ready status, CDI offers a quick and easy way to implement online backup services for all your day-to-day files. Nightly backups of network drives, databases, Exchange, SharePoint, Lotus, and Oracle are transmitted directly in encrypted format with a daily post-backup statistic email update. 24-hour hotline and emergency remote Laserfiche available.

Hosting in the Cloud CDI's cloud hosting services allow organizations to lower operating costs, achieve infinite scalability, and improve integration compatibility by moving their server to the cloud. CDI will manage necessary updates as they become available and will ensure your server achieves maximum up-time. Best of all, your organization will have a single point of contact for both your hosting and general Laserfiche needs. As with all services provided by CDI, the hosting service is competitive and secure. CDI has the experience and know-how to ensure your server is being managed optimally.

CDI currently works with 185 municipalities throughout the Country. Here is a list of some notable TX clients of CDI.

- Health Professions Council
- Texas State Board of Public Accountancy
- Texas Parks and Wildlife Department
- Grayson County
- City of Longview
- City of Borger – switching over to us currently

- Garland ISD
- Coppell ISD
- City of Killeen
- Texas Military Department
- Texas Lottery Commission
- El Paso ISD

LEGAL REVIEW: Yes , Irene Montelongo
FISCAL IMPACT: Approved FY23-24 Budget
PRESENTATION: Yes
ATTACHMENTS: Yes

- Quote
- Contract
- CDI Information

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve a Software and Services Purchase Agreement between the City of Manor and Cities Digital Inc. (CDI) in the amount not to exceed \$85,000.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**