



## INFORMATION TECHNOLOGY

**To:** Mayor and Town Council

**From:** Leigh Johnson, Director of Information Technology

**Through:** Mario Canizares, Town Manager  
Bob Scott, Executive Director of Administrative Services

**Re:** Annual Software Maintenance Purchase

Town Council Meeting – February 28, 2023

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**Agenda Item:**

Consider and act upon approval of annual software maintenance and operational open purchase orders with MCCi, for the Information Technology Department during FY 2023. (LJ)

**Description of Agenda Item:**

In order to conform with State purchasing law and best practices, the Purchasing Division has asked the Information Technology Department to annually request Council approval of various open or blanket purchase orders for routine maintenance, repair, and operational items.

These items are considered routine in nature and occur each year. This includes renewal of annual contracts bid out by the Town, cooperative/interlocal agreements, and sole source items.

Each purchase order requested meets all aspects of State purchasing laws as well as Town purchasing procedures. At this time, the Information Technology Department is requesting approval of the following item:

Cooperative	Description	Vendor	Amount
BuyBoard 544-17	Laserfiche Software	MCCi	\$46,118.75

**Budget Impact:**

Funding is available through the FY 2023 operating budget.

**Legal Obligations and Review:**

This item does not require legal review.

**Attached Documents:**

1. BuyBoard Information

**Town Staff Recommendation:**

Town staff recommends approval of annual software maintenance and operational open purchase orders with MCCi for the Information Technology Department during FY 2023.

**Proposed Motion:**

I move to approve annual software maintenance and operational open purchase orders with MCCi for the Information Technology Department during FY 2023.