

**ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING**

SUBJECT: A Resolution Waiving Competitive Bidding Requirements and Authorizing the Purchase of a Laserfiche Software Upgrade

Staff Contact: Rose Huéramo

Summary: The City’s existing MCCI, LLC, Laserfiche software needs to be upgraded in order to maintain operational effectiveness. Laserfiche is the City’s tool for storing electronic records and receiving online form submissions. The current software is a server-based platform that is outdated and in need of upgrading. This upgrade will convert us to a cloud-based environment. Without this upgrade, the current platform will discontinue functioning and we risk losing records. Current users of the platform are the City Clerk and Water/Water Reclamation Department. This upgrade will also include RMU Customer Service for their customers to start/stop utility services. This upgrade is part of our commitment to ensuring our information management systems' security, stability, and performance. The new version includes several enhancements and improved features, contributing to a more efficient and user-friendly experience.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:
Clerk Dept & WW Rec	\$91,382.50	\$65,254.58

Supporting Documents: Quote from MCCI, LLC,
Resolution Waiving Competitive Bidding Requirements and Authorizing the Purchase of a Laserfiche Software Upgrade