



CITY OF MENIFEE

SUBJECT: Laserfiche Rio System Additional Licenses Purchase

MEETING DATE: January 18, 2023

TO: Mayor and City Council

PREPARED BY: Edna Aguilar, Management Analyst

REVIEWED BY: Kay Vinson, Acting City Clerk

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve the purchase and authorize the Finance Department to issue a corresponding Purchase Order (PO) for the purchase of 100 additional Laserfiche Rio System licenses based on the attached quote for a not-to-exceed amount of \$104,790 and using available funds within account #110-4113-51353 (Computer Software); and
2. Allow the purchase to be made as a cooperative purchasing (piggyback) agreement under National Cooperative Purchasing Alliance Contract No. 11-25, pursuant to Meniffee Municipal Code Chapter 3.12.070(6); and
3. Authorize the City Manager to issue up to three additional one-year purchase orders at \$49,999 per year, for auto renewals.

DISCUSSION

On January 15, 2020, the City Council approved the purchase of the Laserfiche Rio System Suite, which allows enterprises to manage content, mitigate content-related risks and provide web-based records management, with a total of 30 user licenses.

As of today, all thirty licenses have been assigned to designated staff from each department leaving no room for additional staff to be added. In order to more effectively centralize records management, the City Clerk's Department in conjunction with the Information Technology Department are requesting an additional 100 users be added to the current agreement with Complete Paperless Solutions - Laserfiche Rio System for a total of 130 user licenses.

The total cost for the addition of the 100 Laserfiche Rio System user licenses would be \$104,790. This addition was previously requested and approved by City Council as part of the Fiscal Year (FY) 2022/2023 adopted budget.

The added 100 licenses would allow for the City to meet current and future needs by providing the ability to organize records, input records retention schedules, and determine when records would be eligible for destruction.

The recommended purchase would be made as a cooperative purchasing (piggyback) agreement, allowed under Municipal Code Chapter 3.12.070(6). Specifically, under National Cooperative Purchasing Agreement Alliance (NCPA) Contract No. 11-25, authorized reseller Complete Paperless Solutions (CPS).

STRATEGIC PLAN OBJECTIVE

Accessible and Interconnected Community

FISCAL IMPACT

The fiscal impact of the proposed purchase of additional Laserfiche System licenses is \$104,790 for the first year, including applicable one-time costs, and would be covered with existing available FY 2022/2023 funds as shown below:

- \$104,790 from Account 110-4113-51353 (Computer Software)

If the three additional one year renewals are elected, the total estimated cost will be \$254,787, at \$49,999 per year and \$104,790 for the first year. Annual costs would be budgeted for appropriately in the corresponding fiscal year's budget. No additional budget appropriation action(s) is required.

ATTACHMENTS

1. CPS Quote #2478