



**Purchasing Contract
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

AGENDA ITEM NO.: 55
AGENDA DATE: Thu 09/30/2004
PAGE: 1 of 3

SUBJECT: Authorize negotiation and execution of a contract with HUMMINGBIRD LTD, Toronto, Ontario, Canada, for the purchase of an enterprise document imaging and management system for the Office of the City Clerk and the Office of Vital Records-Health and Human Services Department in an amount not to exceed \$1,259,000.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$355,000 is available in the Fiscal Year 2003-2004 Approved Capital Budget of the Health and Human Services Department; \$904,000 is included in the Fiscal Year 2004-2005 Proposed Capital Budget of Communications and Technology Management Office of the Financial and Administrative Services Department.

FISCAL NOTE: Fiscal notes attached.

REQUESTING Purchasing
DEPARTMENT: for Fire; Health and
Human Services;
Emergency Medical
Services; City Clerk's
Office; Financial and
Administrative Services -
Communications and
Technology
Management;

**DIRECTOR'S
AUTHORIZATION:** Vickie Schubert

FOR MORE INFORMATION CONTACT: Vic Channugam, Specialist Senior Buyer/974-2030

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Best proposal of five proposals received.

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract is for the purchase of an enterprise document imaging and management system (EDIMS), including software, implementation services and training, for the Office of the City Clerk and the Office of Vital Records-Health and Human Services Department.

The EDIMS system will allow paper documents to be scanned and converted into electronic documents; indexed and retrieved in a fraction of the time it now takes to retrieve paper documents. The system will allow the City to comply with requirements for document retention, destroy unnecessary documents more efficiently and with less staff. The system will allow the City to:

- free up valuable office space



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- store most paper records offsite
- manage the storage and retention of records that must be legally available
- manage the destruction of obsolete records that legally do not have to be retained
- respond to customer requests more efficiently and allow customers to retrieve documents off the web

The Office of the City Clerk is responsible for managing the City's official records. Replacement of the City Clerk's current DocuPACT system is an urgent priority because the vendor will not support and maintain this system after December 31, 2004. The system lacks sufficient support, often malfunctions and decreases staff productivity.

Another reason for this procurement is 1) to enhance sharing of documents and information among all City departments and 2) to make public records and information more readily available via web-based connections to the citizens and businesses served by the City. EDIMS will also secure and permanently preserve vital and public safety records and provide a means of extracting data from images for statistical reporting.

In addition to the City Clerk's Office, the contract will also provide document imaging and management for the Office of Vital Records (who maintain records of births and deaths). Eventually the system will be extended city wide to provide a total enterprise-wide document management solution and allow for seamless integration with future customer components to meet the City's long term needs. The system is scalable, with an electronic document management component, an imaging component, and a workflow component. The system's capabilities include, but are not limited to, handling, managing, storing and retrieving documents in both a network and web-based environment. This contract includes migrating the existing data in DocuPACT into the new system and includes scanning a backfile of records for the Office of Vital Records.

The City required software is certified by the Department of Defense (DOD) and meets its section 5015.2 requirements. This certification has evolved into a de facto standard for electronic records and document management software purchased by Federal and local governmental entities as well as by many major private sector corporations.

Request for Proposals was issued on June 1, 2004 and proposals were due on July 1, 2004.

MBE/WBE solicited: 4/3

MBE/WBE proposed: 0/0



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PRICE ANALYSIS

- a. Adequate competition
- b. One hundred and forty five notices were sent including four MBEs and 2 WBEs. Fourteen Requests for Proposals were issued. Five proposals were received of which two were considered non-responsive. Two were considered non responsive, because one proposer was not DOD certified and the other proposer did not submit their proposal in terms of the solicitation. One "No Proposal" was received.

APPROVAL JUSTIFICATION

- a. Best evaluated proposal.
- b. The office of Communications & Technology Management concurs with the recommended award.
- c. Advertised in the Austin American Statesman on 6/1/04 and 6/7/04 and on the City's Home Page on the World Wide Web.

DATE OF COUNCIL CONSIDERATION:
WHERE ON AGENDA:
DEPARTMENT:

9/13/2004
Ordinance
Health and Human Services

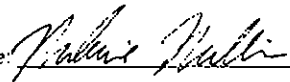
Authorize negotiation and execution of a contract with Hummingbird USA, Dallas, TX, for the purchase of an enterprise document imaging and management system for the Office of the City Clerk, the Office of Vital Records-Health and Human Services Department, Emergency Medical Services, Parks and Recreation Department, and Austin Fire Department in an amount not to exceed \$1,259,000.

HHSD

Project Name: Vital Records Management System
Project Authorization: 2003-04 Capital Budget
Funding Source: Cash
Number: 8570-917-0991

Total Current Appropriation	\$415,000
Unencumbered Balance	\$413,217
Amount of This Action	\$355,000
Estimated Available	<u>\$58,217</u>

Budget Office:



Date:

8/26/04

CIP Fiscal Note

DATE OF COUNCIL CONSIDERATION:
WHERE ON AGENDA:
DEPARTMENT:

9/13/2004
Resolution
CTM

DESCRIPTION: Authorize negotiation and execution of a contract with HUMMINGBIRD USA, Dallas, TX, for the purchase of an enterprise document imaging and management system for the Office of the City Clerk, the Office of Vital Records-Health and Human Services Department, Emergency Medical Services, Parks and Recreation Department, and Austin Fire Department in an amount not to exceed \$1,259,000.

CTM

Project Name:	Document Imaging Sysyem
Project Authorization:	2004-05 Capital Budget
Funding Source:	FY05 CTM Fund, FY05 Support Services Fund
Number:	8640-567-New

Current Appropriation	\$1,527,000.00
Unencumbered Balance	\$1,527,000.00
Amount of This Action	(\$904,000.00)
Available Balance	<u>\$623,000.00</u>

Department: _____  _____ Date: 8/3/04

RCA # 6146