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RESOLUTION NUMBER XXXX

A RESOLUTION TO AUTHORIZE THE NEGOTIATED PURCHASE OF A LASERFICHE ELECTRONIC DOCUMENT MANAGEMENT SYSTEM FOR THE CITY'S HUMAN RESOURCE DEPARTMENT FROM UNITYECM OF POQUOSON, VIRGINIA AT A COST OF $24,600

WHEREAS, the City issued a Request for Proposals for an Electronic Document Management System in August 2017;

WHEREAS, a Team of City Staff members evaluated the proposals and met with vendors for demonstrations of their products; and

WHEREAS, the Team has identified the Laserfiche Electronic Document Management system as the system that will best meet the City's needs; and

WHEREAS, the proposal submitted by UnityECM for the Laserfiche Electronic Document Management System for a cost of $24,600 includes an initial assessment, setup, training and building workflows for the Human Services Department; and

WHEREAS, the Team recommends the first phase of electronic document management begin in the Human Resources Department where documents are generally very structured and defined by legal retention schedules; and

WHERAS, the Team anticipates that other Departments (Administration, Finance, etc.) would then be added after the initial phase is complete; and

WHEREAS, the proposal includes annual subscription costs for the system of $9,600 per year which will be a FY 2019 cost and are included in the proposed FY 2019 budget; NOW THEREFORE

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager be authorized to contract with UnityECM of Poquoson, Virginia in accord with its proposal of January 30, 2018 for a Laserfiche Electronic Document Management System at a cost of $24,600.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of March 26, 2018.

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Emmett V. Jordan,
Mayor

ATTEST:

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David E. Moran, Assistant City Manager