



Commerce City

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Council Communication

File Number: Res 2024-101

Agenda Date: 9/16/2024

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

A RESOLUTION AUTHORIZING AWARD OF A CONTRACT FOR DOCUMENT MANAGEMENT SYSTEM LICENSES, HOSTING, SUPPORT AND IMPLEMENTATION SERVICES TO ECS IMAGING.

Summary and Background Information:

The Commerce City Information Technology Department are seeking to enter into contract with ECS Imaging for Document Management System Licenses, Support and Implementation services. ECS will provide Commerce City with the Laserfiche cloud hosted solution, which is a user-friendly and robust system that includes workflow and business process management, integrated electronic forms, automated data capture tools, a user-friendly portal, granular security, and integration capabilities. The system is highly customizable and scalable to support Commerce City staff and provides a central repository for managing the retention, indexing and workflows for the records the city manages. This project and vendor selection aligns with the City Council goal for High Performing Government, through the expansion of modern technology to improve the customer experience by simplifying internal processes.

The City has conducted an RFP process in accordance with the City's procurement policy. All city departments were engaged and represented in the requirements gathering and selection process to better recognize their needs and requirements for this system.

The following shows the schedule of events pertaining to the RFP process.

Solicitation Activity and Date (s)

RFP Posted: February 2, 2024

Questions deadline: February 23, 2024

RFP Closed on: March 8, 2024

The City received 17 responses to the RFP. The IT department and Project Team evaluated all vendors for functionality, security and support. ECS, Imaging stood out as the best solution for Commerce City.

Staff Responsible (Department Head): Justin Bingham, I.T Director

Staff Member Presenting: Tiffany Chacon or Lucas Jeffrey (if questions arise)

Financial Impact: \$270,000

Funding Source: IT Project Budget and IT Application Software

Staff Recommendation: Staff recommends moving forward awarding the contract to ECS Imaging for the use of a Document Management System Licenses, Hosting, Support and Implementation Services subject to finalization of the contract and executed by the Commerce City Manager.

Suggested Motion: Move to approve Resolution 2024-101, authorizing award of contract for Document Management System Licenses, Hosting, Support and Implementation services to ECS Imaging.