



Takoma Park City Council Meeting – July 10, 2024 Agenda Item 6

Voting Session

Cities Digital, Inc. D.B.A. "CDI" agreement with the City of Takoma Park.

Recommended Council Action

Adopt a single-reading ordinance authorizing the City Manager to enter into a one-year Software & Services Purchase Agreement.

Context with Key Issues

The City of Takoma Park is requesting CDI's services for the purchase, design, implementation, and support of Laserfiche, a cloud-based Enterprise Document Management System (EDMS). The purpose of this system is to provide the City with a customizable EDMS to better serve the public, increase staff productivity, reduce archived file storage, and ensure compliance with the Maryland State Archives retention schedule. The project also includes scanning two hundred and fifteen banker boxes containing approximately four hundred thousand pages.

The City received a one-year quote of \$90,230 for the purchase of the EDMS, implementation, support services, and the scanning of City documents. This quote is within the FY24 ARPA budgeted amount of \$230,000. Those funds will be amended into FY25 during the first budget amendment with the balance of funds eligible for re-allocation. City Management will provide a recommendation on any surplus ARPA fund re-allocations at a later date.

Following consultation with the City Attorney, staff recommends that the Council adopt the single reading ordinance authorizing this contract with Cities Digital, Inc.

Council Priority

Engaged, responsive, and service-oriented government.

Environmental Considerations

Moving to cloud-based document management system will reduce the City's reliance on the storage of print(paper) copies of documents.

Fiscal Considerations

The \$90,230 agreement with CDI is included in the FY25 budget. CDI also provided the Laserfiche cloud-based EDMS's current annual renewal cost (\$25,750). As with all responsive bidders, CDI certified their non-involvement in the nuclear weapons industry.

Racial Equity Considerations

The CDI team are experts in assisting municipalities develop inclusive document management systems.

Attachments and Links

1. Single Reading Ordinance
2. CDI Software & Services Purchase Agreement
3. CDI Software & Services Quote
4. CDI RFP Response

Introduced by:

Single Reading

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2024-

AUTHORIZING AGREEMENT WITH CITIES DIGITAL, INC. D.B.A. "CDI"

WHEREAS, the Information Technology Department is seeking approval to enter into a one-year contract with Cities Digital, Inc. (CDI) to purchase, design, implement and support a Laserfiche cloud-based Enterprise Document Management System (EDMS); and

WHEREAS, the Information Technology Department issued a Request for Proposals to solicit qualified firms for the purchase, implementation and support of the EDMS; and

WHEREAS, after reviewing fourteen proposals, the EDMS project team found the submission by CDI met the criteria of the RFP and unanimously recommends CDI; and

WHEREAS, the Fiscal Year 2025 Budget includes funding for the purchase of the EDMS.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THAT:

Section 1. The City Manager is authorized to enter into a one-year agreement with CDI in the amount of NINETY THOUSAND TWO HUNDRED THIRTY DOLLARS (\$90,230).

Section 2. This Ordinance shall become effective upon adoption.

AYE:

NAY:

ABSTAIN:

ABSENT:



CDI Software & Services Quote

Laura Froyum
 CDI
 2000 O'Neil Rd., Suite 100
 Hudson, WI 54016

Prepared for: City of Takoma Park
 Quote #: 804923v.1
 Quote Date: 4/29/2024
 Quote Expiration: 5/29/2024

Annual Breakdown

	Year 1	Year 2	Year 3	Year 4
Total Software / Hardware	\$.00	-	-	-
Total *Renewal	\$25,750.00	\$25,750.00	\$25,750.00	\$25,750.00
Total Services	\$64,479.67	\$.00	\$.00	\$.00
**TOTAL	\$90,229.67	\$25,750.00	\$25,750.00	\$25,750.00

* Renewals encompass Maintenance, Subscription, or Cloud where selected

**Tax not included

Software, Hardware & Renewal

Product	Quantity	Unit Cost	Renewal Quantity	Renewal Unit Cost	Total
Laserfiche Cloud Municipality Site License <i>For populations between 15k-25k</i>	1.00	\$.00	1.0000	\$25,750.00	\$25,750.00
				Software / Hardware:	\$.00
				Renewal:	\$25,750.00
				Tax:	\$.00
				Total:	\$25,750.00

Services

Service	Service Quantity	Service Unit Cost	Total
Service Hours (Consulting) (CD2990GOV) <i>Used for system design, configuration and training.</i>	100.00	\$200.00	\$20,000.00
Scanning Services Estimate <i>Line-item break-out below</i>	1.00	\$44,479.67	\$44,479.67
		Service:	\$64,479.67
		Tax:	\$.00
		Total:	\$64,479.67



Tacoma Park, Maryland Off-Site Scanning Cost Estimates

Service Description	Cost	Estimates	Total
Document Transportation of Files from Client Site to SAI's Production Facility	4290.000 one time fee	1	\$ 4,290.00
OPTIONAL Supplying Boxes, Labor to Pack Files, and Label Contents	11.380 per box	if needed	based on usage
Library Files - Estimated at 10 Boxes			
Prep, Scanning, and QA of Documents Letter/Legal Size and Smaller (Client's Choice of Color or Bi-tonal Images)	0.091 per image	18,610 images	\$ 1,693.51
Finance Files - Estimated at 40 Boxes			
Prep, Scanning, and QA of Documents Letter/Legal Size and Smaller (Client's Choice of Color or Bi-tonal Images)	0.091 per image	74,440 images	\$ 6,774.04
Recreation Files - Estimated at 10 Boxes			
Prep, Scanning, and QA of Documents Letter/Legal Size and Smaller (Client's Choice of Color or Bi-tonal Images)	0.091 per image	18,610 images	\$ 1,693.51
Public Works Files - Estimated at 30 Boxes			
Prep, Scanning, and QA of Documents Letter/Legal Size and Smaller (Client's Choice of Color or Bi-tonal Images)	0.091 per image	55,830 images	\$ 5,080.53
Administration Files - Estimated at 45 Boxes			
Prep, Scanning, and QA of Documents Letter/Legal Size and Smaller (Client's Choice of Color or Bi-tonal Images)	0.091 per image	83,745 images	\$ 7,620.80
Human Resources Files - Estimated at 40 Boxes			
Prep, Scanning, and QA of Documents Letter/Legal Size and Smaller (Client's Choice of Color or Bi-tonal Images)	0.091 per image	74,440 images	\$ 6,774.04
Housing Files - Estimated at 40 Boxes			
Prep, Scanning, and QA of Documents Letter/Legal Size and Smaller (Client's Choice of Color or Bi-tonal Images)	0.091 per image	74,440 images	\$ 6,774.04
Indexing of Files			
Indexing of Files by Manually Keying 1 Unique Field per File and Utilizing a Client Supplied Data Extract to Automatically Link Additional Fields (If data extract is not available, SAI will manually key required fields. Pricing assumes an average of 20 characters per field.)	0.200 per field keyed	number of files and naming conventions have not been determined at this time	to be determined
Other Services			
Prep, Scanning, and QA of Large Format Documents Intermixed Within Small Format Files (Client's Choice of Color or Bi-tonal Images)	2.000 per large format image	if needed	based on usage
Prep, Scanning, and QA of Rolled or Flat Large Format Documents Not Intermixed Within Small Format Files (Client's Choice of Color or Bi-tonal Images)	1.560 per large format image	if needed	based on usage
Client Consultation and Setup of File Separation and Indexing for Each Document Grouping, as well as Creation of Individual Deliverables Formatted as Laserfiche Briefcases	390.000 per document group	7 groups	\$ 2,730.00
Scan on Demand File Retrievals During Conversion	20 per month at no charge	\$10.00 per retrieval beyond 20/month	included
90 Days Post-Production Storage of Files	included		included
AAA NAID Certified Destruction of Files Post Production	4.880 per box	215 boxes	\$ 1,049.20
Estimated Total Cost			\$ 44,479.67

Quantities of Images and Indexes are Estimates. Actual Number of Images and Indexes will be Invoiced.