

INFORMATION TECHNOLOGY

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Item 07
12-29-15

December 29, 2015

To: Dee F. Bruemmer, County Administrator
From: Matt Hirst, Information Technology Director
Subject: ECM Application Vendor Contract Negotiation

The Enterprise Content Management (ECM) Application Selection Team recommends Hyland OnBase and professional implementation services from Databank for an Enterprise Content Management solution. We anticipate implementation including the conversion from the current ImageWare system to OnBase to begin this spring and last approximately six (6) to nine (9) months.

In June of 2014, the ECM Steering Committee was created and included representatives from most County Offices and departments to identify County records management needs. Members include: Dee Bruemmer, Rebecca Burgess, Jon Burgstrum, Dave Donovan, David Farmer, Tom Gibbs, Alison Hart, John Heim, Tim Huey, Matt Hirst, Jeremy Kaiser, Roger Kean, Peter Kurylo, Stephanie Macuga, Marc Miller, Tammy Speidel, Mary Thee, Amy Thoreson, Barb Vance, Cathy Voelkers, and Kathy Walsh. In January of 2015, the ECM Steering Committee solicited a record inventory from County Offices and departments. The inventory process identified over two hundred and fifty (250) record sets managed by various County Offices and Departments. The inventory was used to provide detail to a County issued RFP this past November. Both the records inventory and ECM RFP have been previously provided to the Board. The RFP response from Databank has been placed in the Board office in hard copy for review.

The RFP resulted in fifteen (15) responses from potential solution providers. A broad based Application Selection Team comprised of Dee Bruemmer, David Farmer, Alison Hart, John Heim, Peter Kurlyo, Stephanie Macuga, Tammy Speidel, Mary Thee, and Amy Thoreson reviewed, evaluated, and ranked all 15 responses and narrowed the list of vendors to the three (3) best responses for on-site demonstrations. Advanced Processing and Imaging (Optiview), Databank (Hyland Inc.'s OnBase), and Optical Image Tech (Docfinity) all made day long presentations of application capabilities and implementation strategies. The ECM Selction Team found OnBase as proposed by the Value Added Reseller (VAR) Databank to be the solution which clearly best meets the needs of Scott County.

At this time, the ECM Steering Committee is requesting Board approval to enter into contract negotiations with Databank for Hyland OnBase software and implementation services. The final negotiated contract will be presented to the Board for approval at a future date.

Next steps other than contract negotiation include visiting a Databank / Hyland OnBase customer with members of the selection team. In addition to establishing a relationship with a peer County and learning of their experiences with OnBase, the selection team anticipates coming away with a better understanding of the software modules essential to Scott County's ECM project success.

Budget dollars are available in the Capital Improvement Program budget to fund the cost of this project.

Cc: ECM Steering Committee

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 29, 2015

APPROVING ENTERPRISE CONTENT MANAGEMENT CONTRACT NEGOTIATION

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. The authority of the IT Director to negotiate a contract subject to Board of Supervisors final approval at a future date for software licensing and implementation services with Databank for Hyland OnBase Enterprise Content Management solution is hereby approved.
- Section 2. This resolution shall take effect immediately.