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TO: Chairperson Plank and Members of the Finance Committee
Date: January 28, 2014

Re: Recommendation to contract with Metafile Information Systems in the amount of \$36,000 with a 10% contingency of \$3,600 for a total of \$39,600 in CIP funding to upgrade, migrate and begin training on the Document Management System.

Background

The City originally implemented the Metafile Document Management System back in 2005-2006. Since then it has undergone very few upgrades and is in need of being virtualized and upgraded to the latest version to enhance usability, performance as well as tie it into the finance system for a reduction in paper consumption.

Recommendation

I recommend we accept Metafile Information Systems bid of \$36,000 plus a 10% contingency of \$3,600 for a total of \$39,600. This includes all resources, licensing and development to migrate the server as well as a training block on site for implementation. We reviewed other document management systems, went through some demonstrations and pricing structures. We did the same with Metafile to determine our best route and do the necessary "due diligence". After that research had been completed, the decision was made to stay with Metafile since it is already in the environment, the upgrade options will cover anything needed going forward and the familiarity already learned with the system made it an easy choice. One added value with Metafile is it allows the use of a web based client for all users that do not scan which is 90% of them. Financially, staying with Metafile will be a fraction of the cost of a "rip and replace" project with another product.

If you have any questions regarding this recommendation please contact Dean Fox.