
Sponsor: Information Services

Meeting Date: 10/19/2021

Title: Sole Source Agreement with Compulink Management Center, Inc. for Laserfiche Software Subscription

File Number: 2021-458

Background and Rationale:

In 2009, Ramsey County issued a Request for Proposals (RFP) for an Electronic Document Management System (EDMS), and the contract was awarded to Compulink Data Management, Inc., DBA Laserfiche. Laserfiche is the county's Enterprise EDMS, used in every department by over 1,500 users, and integrates with the county's Enterprise Resource Planning system and several major county case management systems. In addition, there are several business projects underway which will result in an estimated additional 2,000 users being added to Laserfiche within the next two years. Under the original agreement, Laserfiche provided annual support, software licensing and professional services.

The county is in need of continued support, software licensing and professional services for this critical system. The purpose of this new contract will be to replicate the arrangement that the county had with Laserfiche under the previous 2016 contract whereby Laserfiche would provide support, software licensing and professional services. Software support and professional services can only be purchased from Laserfiche directly or through authorized, certified resellers which act as subcontractors to Laserfiche. Professional services will be used as needed, in accordance with the rates established in the agreement.

Recommendation:

The Ramsey County Board of Commissioners resolved to:

1. Approve the Sole Source Agreement with Compulink Management Center, Inc., 2545 Long Beach Boulevard, Long Beach, CA 90807 for a Laserfiche Software subscription for the initial period of October 25, 2021 through October 24, 2023, in an amount of \$532,800 with an optional additional three one-year renewals through October 24, 2026, for a total contract amount not to exceed \$2,750,000.
2. Authorize the Chair and the Chief Clerk to execute the Agreement.
3. Authorize the County Manager to approve and execute amendments and amendment to renew the agreement, in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of available funding.

A motion to approve was made by Commissioner Reinhardt, seconded by Commissioner McGuire. Motion passed.

Aye: - 7: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

By: 
Mee Cheng, Chief Clerk - County Board