

## Request for Board Action Details

**File #:** 2021-458

**Type:** Administrative Item      **Status:** Passed

**In control:** Board of Commissioners

**On agenda:** 10/19/2021      **Final action:** 10/19/2021

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

**Sponsors:** Information Services

**Indexes:**

**Code sections:**

**Attachments:** 1. Contract for RBA, 2. Resolution

Date	Ver.	Action By	Action	Result
10/19/2021	1	Board of Commissioners	approved	Pass

**Sponsor:** Information Services

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

### Recommendation

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.

### 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.

**County Goals** (Check those advanced by Action)

- Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

The racial equity impact of this action is unknown, but Laserfiche is integrated with many core functions and supports daily county activities which may interact with racial equity efforts. Laserfiche is critical to many of the county business areas which provide accessible services to residents, for example, applications for resident services through the county Health and Wellness departments are processed by Laserfiche.

**Community Participation Level and Impact**

No community participation was engaged for the agreement with Compulink Management Center, Inc., but Laserfiche is integrated with many core county functions and supports daily county activities, many of which do engage with the community. County departments submit requests for Laserfiche improvements or increased functionality and the Laserfiche governance team maintains a roadmap for requested enhancements.

- Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

Funding for this Agreement is included in the proposed 2022 -2023 Information Services Operational Budget.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On October 25, 2016 the Ramsey County Board approved a sole source agreement with Compulink Management Center, Inc. for Electronic Document Management System (Resolution B2016-266).

**Attachments**

1. Agreement with Compulink Management Center, Inc.