



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#15-0251

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: February 17, 2015

TITLE: Enterprise Content Management System and Associated Professional
Services – MCCI, LLC - \$496,725 (estimated four year cost)

Recommendation

It is recommended that the City Commission approve a four-year contract for the purchase of an enterprise content management system (ECMS) and associated professional services with MCCI, LLC, in substantially the form attached, in the amount of \$496,725 (four year estimated total), including two software license agreements with Compulink Management Center, Inc., and authorize the City Manager to approve two, two-year renewal options, contingent upon appropriation of funds.

Background

The City's current electronic document management system was implemented in 2001 and currently stores official electronic records for the City Clerk's Office, Department of Sustainable Development, Fire-Rescue, Human Resources, and Risk Management. The System is outdated and is no longer available through the original contractor. The City terminated annual maintenance last fiscal year (approximately \$55,000 per year) and the hardware for this system is also reaching its end of life for support. The current system needs to be replaced and the above noted departmental records need to be converted to a newly installed and configured system.

The background for the solicitation process included the following:

- March 2014 – An Request for Proposal (RFP) was issued for an enterprise content management system and professional services.
- April 2014 – The RFP closed with a total of eleven firms submitting proposals in response to the RFP. Proposals were received from Results Engineering, Requordit, KnowledgeLake, 5i Solutions, GRM Information Management Services of Miami, ImageSoft, MTS Software Solutions, MCCI, DataBank, Document Access Systems and IQ Business Group.

- June 2014 – The evaluation committee consisting of Shelley Gialluca, Senior Technology Strategist; Kristin Tigner, Talent Manager; Charles Nickert, Administrative Aide; Fernando Ayrosa, Senior Technology Strategist and Michele Hyzy, Senior Police Records Clerk met with Jonda Joseph, City Clerk and Richard Ewell, Procurement Specialist II, to evaluate the proposals and rank the firms according to the evaluation criteria. The evaluation committee shortlisted the four top ranked firms for oral presentations and to request their best and final offers. The shortlisted firms were MCCI, MTS Software Solutions, ImageSoft and DataBank.
- July 2014 – Best and final offers were received from all four shortlisted proposers and the evaluation committee met to listen to oral presentations. The evaluation committee then rescored the proposals and ranked the firms according to the evaluation criteria, as show in the table below.

		MCCI	ImageSoft	DataBank	MTS
Evaluation Criteria	Weight	RANK	RANK	RANK	RANK
Understands overall needs	20%	1	2	3	4
Stability of product, experience, qualifications and past performance	25%	1	2	3	4
Functionality, suitability, ease of use, customization and configuration	25%	1	2	3	4
Total cost to the City	30%	1	3	4	2
OVERALL RANKING		1	2	3	4

Cost breakdown is as follows:

Software Licenses	\$199,170	
Professional Services including travel	\$26,400	
Conversion Services (ESTIMATED)	\$15,725	
Training and Travel	\$30,830	
Maintenance (first year only)	\$61,820	
First year cost	\$333,945	
Maintenance (years two though four)	\$162,780	
Total project cost	\$496,725	(Estimated due to conversion)

New servers will need to be procured to support this system. A separate agenda item will be brought forward once the configurations are determined with the vendor. Additional task orders will be developed and scheduled to expand the use of the system City-wide once the project progresses.

The City Attorney's Office cautions that the contract documents include software license agreements that, being contracts of adhesion that the provider refused to negotiate, contain provisions such as California as governing law, restrictions on use of the

software, indemnification, and return or destruction of the software upon termination, which would be inconsistent with Florida law.

Copies of proposals are available upon request in Procurement Services.

Resource Impact

There will be a fiscal impact to the City in the estimated amount of \$496,725. Future expenditures are contingent upon approval and appropriation of the annual budget.

Funds available as of January 28, 2015					
ACCOUNT NUMBER	INDEX NAME (PROGRAM)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	PURCHASE AMOUNT
581-P12000.581-6550	Replacement Document Management System	Capital Outlay/ Administration	\$500,000	\$500,000	\$496,725
PURCHASE TOTAL ►					\$ 496,725

Strategic Connections

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 11: Be a well-trained, innovative, and neighbor-centric workforce that builds community.
- Objective 4: Provide a reliable and progressive technology infrastructure

This item advances the *Fast Forward Fort Lauderdale Vision Plan 2035: We are United*

Attachments

Exhibit 1 - Bid Tabulation
Exhibit 2 - Final Rankings
Exhibit 3 - Bid packet
Exhibit 4 - MCCI Best and Final Offer
Exhibit 5 – MCCI proposal
Exhibit 6 – MCCI Agreement
Exhibit 7 – MCCI Service Level Agreement

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