



Request for City Council Committee Action from the Information Technology Department

Date August 13, 2013

To: The Honorable Betsy Hodges, Chair, Ways and Means Committee

Subject: Execute Contract with Smart Data Solutions

Recommendation: Authorize proper City officials to:

- Execute a contract with Smart Data Solutions for document scanning and professional services.
- Establish the initial contract for two years, through August 2015 for a not-to-exceed amount of \$90,000.
- Execute a one-year option to extend the contract through August 2016 and increase the total contract by \$45,000.

Prepared by Elise Ebhardt, Interagency Coordinator, 673-2026

Submitted by Otto Doll _____, 673-3633
Chief Information Officer

Approved by Paul Aasen _____
City Coordinator

Presenter in Committee Otto Doll

Policy Review Group X Not Applicable

Permanent Review Committee (PRC) X Release of RFP Approved 5/28/13

Prior Related Directives: None

Financial Impact: None. No additional appropriation is required.

<p>Financial Impact (Check those that apply)</p> <p><u> X </u> No financial impact (If checked, go directly to Background/Supporting Information)</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Capital Budget</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Operating Budget</p> <p><input type="checkbox"/> Action provides increased revenue for appropriation increase</p> <p><input type="checkbox"/> Action requires use of contingency or reserves</p> <p><input type="checkbox"/> Other financial impact (Explain):</p> <p><u> X </u> Request provided to department's finance contact prior to the Committee Coordinator</p>
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Background/Supporting Information

The Finance & Property Services Department is implementing several process improvements for storing and retrieving the City's accounts payable and employee reimbursement records. The first phase of the project established an electronic scanning and file transfer process where invoices and employee reimbursement receipts are scanned and stored electronically in the City's Enterprise Content Management System. The process involves using a third-party vendor to scan the invoices and employee receipts, create the electronic record (PDF), label each record with the City's required metadata (such as vendor number, invoice number, payment amount etc.), and transfer the electronic records using the City's procedures so they are loaded into to the City's content management system. The City processes approximately 133,000 accounts payable and employee reimbursements annually.

In May 2013, Information Technology and Finance staff issued a Request for Proposals (RFP) for document scanning services to continue and expand the accounts payable and employee reimbursement records management process. A total of five proposals were received and the City's evaluation team selected Smart Data Solutions as the best fit for the City's needs in the areas identified in the RFP.

The IT Department would like to establish a contract with Smart Data Solutions for two years (through August 2015), with an option to extend the contract for one additional year to coincide with the upgrade of the City's financial system (through August 2016).

In addition to providing scanning, records labeling (adding metadata), and data transfer services, the contract with Smart Data Solutions will include professional services to assist the City with process improvements related to managing and storing electronic invoices sent directly from vendors. The estimated cost of the contract is \$40,000 - \$45,000 annually, based on the number of documents processed and the specific consulting services provided.

Request for Approval

IT requests authorization for proper City officials to:

- a) Execute a contract with Smart Data Solutions for document scanning and professional services.
- b) Establish the initial contract for two years, through August 2015 for a not-to-exceed amount of \$90,000.
- c) Execute a one-year option to extend the contract through August 2016 and increase the total contract by \$45,000.

The costs for the contract are covered within the Finance and Property Services Department's existing budget. No additional appropriation is required.