



Request for City Council Committee Action from the Information Technology Department

Date September 17, 2013

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

Subject: Extend and Increase Contract with AMI Imaging Systems Inc. for Document Scanning Services

Recommendation: Authorize proper City officials to extend and increase the existing contract with AMI Imaging Systems Inc. to cover services needed through November 30, 2013. In conjunction with the City Attorney's Office, IT requests authorization for proper City officials to:

- a) waive the additional terms and conditions associated with a contract over \$50,000,
- b) extend the current contract through November 30, 2013, and
- c) increase the contract \$25,000 for a new not-to-exceed total of \$75,000.

Prepared by Elise Ebhardt, Interagency Coordinator, 612-673-2026

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

Approved by Paul Aasen _____
City Coordinator

Presenter in Committee Otto Doll

Policy Review Group Not Applicable

Permanent Review Committee (PRC) Pending Approval on 9/12/13

Prior Related Directives:

Financial Impact: None. No additional appropriation is required.

<p>Financial Impact (Check those that apply)</p> <p><input checked="" type="checkbox"/> 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 checked="" type="checkbox"/> Request provided to department's finance contact prior to the Committee Coordinator</p>

Background/Supporting Information

The City has a Standard Agreement (C-36180) with AMI Imaging Systems, Inc. to provide document scanning services for the Finance & Property Services Department. Services include scanning, records labeling (adding metadata), and data transfer services which help streamline the storage and retrieval process for the City's accounts payable and payroll records. The ten-month contract with AMI Imaging Systems will expire September 30, 2013 and has a total contract value of \$50,000.00.

The City issued a Request for Proposals for continuing scanning services and is in negotiation with the selected vendor, Smart Data Solutions to begin a new contract in September 2013. IT will be closing the existing contract with AMI Imaging Systems when the new contract is in place. Services are needed from AMI Imaging Systems for an additional two months to support the transition to the new vendor. The existing contract limit with AMI Imaging Systems of \$50,000 is not enough to pay the necessary invoices during the transition period.

Request for Approval

IT is following the City Attorney's Office recommendations for handling the contract extension and terms and conditions with AMI Imaging Systems Inc. to cover services needed through November 30, 2013 and to close out the existing contract in a timely manner.

IT requests authorization for proper City officials to:

- a) waive the additional terms and conditions associated with a contract over \$50,000,
- b) extend the current contract through November 30, 2013, and
- c) increase the contract \$25,000 for a new not-to-exceed total of \$75,000.

This request is scheduled for review and approval by the Permanent Review Committee at its September 12, 2013 meeting. Funding for the contract is covered within the Finance & Property Services Department's existing budget. No additional appropriation is required.