



Request for City Council Committee Action

Date August 30, 2004

To Ways and Means Committee

Prepared by Nancy Larkey Phone 673-5494

Submitted by Karl Kaiser _____

Approved for Submittal John Moir _____

Subject **The Records Link Contract Increase**

Presenters in Committee Nancy Larkey

Recommendation **Increase amount of The Records Link Contract C-20167 by \$60,000.**

THIS ACTION HAS NO FINANCIAL IMPACT.

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

The City of Minneapolis Standard Agreement allows for contracts to be executed for up to \$50,000 before seeking approval of the City Council. BIS is reaching the limit on this contract and seeks an additional \$60,000 in order to proceed with the Enterprise Content Management system project.

BIS in concert with the City Clerk Office is initiating an enterprise-wide information system to facilitate sharing of documents, reduce redundancy, and enable the City to better utilize existing information. The Records Link provides subject matter expertise experienced in legal requirements of retention, privacy, document sharing, and understanding of the City's way of doing business.

Services under the initial \$50,000 of the contract enabled the City Clerk and BIS to refine the requirements, start the project planning process and review challenges to implement the project.. The contract increase of \$60,000 will enable this project to proceed.

