

Request for Committee Action

To: Ways & Means
Date: 6/13/2016
From: Information Technology
Prepared by: Barb Malinski
Presented by: Otto Doll, Chief Information Officer
File type: Action
Subcategory: Contracts & Agreements

Subject:

Contract with KnowledgeLake, Inc. for file ingestion process

Description:

Authorizing a contract with KnowledgeLake, Inc. for a file ingestion process into an Enterprise Content Management System for a not-to-exceed total of \$500,000 for three years terminating June 30, 2019, with the option to extend up to two additional one-year terms or one additional two-year term.

Previous Actions:

None

Ward/Neighborhood/Address:

Not Applicable

Background/Analysis:

The City issued a Request for Proposal (RFP) in May 2015 for vendors to submit proposals from qualified companies to provide the technology and support services for an ingestion of files to an Enterprise Content Management System. The City anticipates a migration from its legacy ECM product to satisfy the need for a unified strategy and set of tools to manage documents across the entire City of Minneapolis departments for the complete document lifecycle. Microsoft SharePoint environment has been adopted as the foundation of document management.

After a thorough vetting process, KnowledgeLake was the selected vendor to provide the services. The software solution uses SharePoint as a file repository that can be deployed on premise or in the cloud (Office 365 or hosted environment) to manage and maintain paper and electronic documentation related to the City's lines of business (Human Resources, Fire Inspection and Animal Control).

Financial Review:

No additional appropriation required, amount included in current budget.