

**It's real.**

To: Mayor and City Council Members  
Douglas Faseler, City Manager

From: Shane McDaniel, Director of IT

Subject: Resolution authorizing the City Manager to execute a contract with Compu-Data International for purchase of a document management system

Date: March 14, 2019

Staff is requesting authorization to initiate a contract with Compu-Data International for the purpose of implementing a city-wide document management system, services to convert physical records to virtual, and cloud storage of data contained within. Initial implementation cost will be \$53,941.04 comprised of \$32,669 document capture and \$21,272.04 for first year software and storage fees. This is planned to address all documents in the city except videos in the Police Department. These will be addressed in a separate proposed project in FY19-20.

Compu-Data is a Texas Department of Information Resources (DIR) contract holder for document management services mandated by state negotiated rates for vendor products and services for all Texas state government, education, and local government entities. The City will leverage the DIR pre-negotiated rates for all products and services associated with the project.

Funding for this project will be via the existing FY18-19 budgeted Document Management Study project.

A competing quote from a non-DIR firm was received totaling \$526,378.80 to initiate the service and \$546,583.68 beginning year two for annual service renewals so we are pleased to be able to take advantage of the DOR contract.

Staff recommends approval of the Compu-Data International proposal and is available to answer any questions at your convenience.