



**Tony Warkoczewski**  
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## MEMORANDUM

To: Robert Barwick, Purchasing

From: Tony Warkoczewski, Director of Information Technology  
Peggy Steeno, Finance Director

RE: Approve Resolution accepting the proposal of Impact Networking, LLC to purchase Docuware Accounts Payable Workflow Manager Software and Professional Services to install and configure, for an amount not to exceed \$26,041.25 as a single source purchase

Date: October 2, 2018

Per the City's Purchasing Procedures, this memo is to request your support of a single source vendor, Impact Networking, LLC, for the purchase of a software solution and professional services to assist the City in making substantial improvements to the accounts payable process.

By way of background, we have been working with Impact to replace a legacy document management System, Kofax/Fortis, with Docuware's equivalent products. We expect that conversion to be near completion by year end. When completed, the City will have a robust, vendor-supported, scanning, indexing and document management solution.

As you may recall, we started this effort in late 2017, with hopes that the base Docuware platform would serve the process improvement needs as well as the document management conversion that was planned at that time. Unfortunately, that did not end up being the case, so we had to continue the search.

In arriving at this recommendation, we spent time looking for a software solution that would be the best fit for the City's goal to improve our accounts payable process. We researched other vendor products, as well as leveraging our existing BP Logix platform. In the end, it became clear that the best path forward was to purchase an additional product from Docuware and leverage Impact again to help us implement the solution. This is in line with our IT strategy to purchase, rather than build, software solutions that do not differentiate us as a City. Through negotiation with Impact, we were able to obtain a 10% discount on the purchase, bringing the total cost of this transaction to \$26,041.25.

While it is the top priority for our Finance Department to complete this project in 2018, the decision to buy the additional Docuware product (as opposed to building something 'for free' on our own) was technically not included in the City's 2018 budget request because it was assumed to be included in the late 2017 initiative. However, the 2018 IT Budget does have funds available in accounts that are typically used for software and professional services that can be used to fund this purchase.

If you have any questions, feel free to contact either one of us; otherwise, we look forward to your support of this important initiative.

**Single Source Approved by *Robert A. Barwick*, Robert Barwick, Senior Buyer 09/27/2018**