



City of West Allis

Resolution: R-2017-0313

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number: R-2017-0313

Final Action:

Sponsor(s): Administration & Finance Committee

NOV 07 2017

Resolution relative to accepting the single source proposal for providing professional services by DocuWare to aid the City's migration from the Fortis document management product to DocuWare's product for a total net sum of \$16,500.

WHEREAS, the City of West Allis already owns the software and licensing, all that is needed is professional services to upgrade our existing document management solution (DMS); DocuWare, owner of both the existing (Fortis) and new DMS, is ideal choice to provide these services; DocuWare will sunset the Fortis product on December 31, 2018; and

WHEREAS, the normal process would be to go through a lengthy RFP process; however, the City is not purchasing new software. The cost to select and move to a newer, different document management system would likely be 10x the amount being requested and push the timeline further out into the latter part of 2018; and

WHEREAS, with upgrading our existing software, all current processes involving document management will remain the same, thus limiting disruption in normal business operations; the newer version will provide enhanced features and functionality that will eventually improve document management and workflow capabilities; and

WHEREAS, the \$16,500 being requested was budgeted and is available in the 2017 Information Technology Department Budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of West Allis that the proposal dated July 20, 2017, submitted by DocuWare for providing professional services for migrating to their document management solution for the total net sum of \$16,500, be and is hereby accepted. Funding for these services is available in the General Fund, Information Technology Department Budget, and the services will be charged to Account Number 100-1101-517.30-14.

BE IT FURTHER RESOLVED that the Purchasing/Central Services Division be and is hereby authorized to enter into a contract for the aforesaid services.

ADOPTED November 7, 2017

APPROVED 11/9/17

Monica Schultz

Monica Schultz, City Clerk

Dan Devine

Dan Devine, Mayor