

Information for Town Council Meeting on September 14, 2021

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO Town Purchasing Manager

RE: Resolution Approving a Purchase Order to MCCI, Laserfiche in the Amount of \$50,000 as a Sole Source Acquisition to Support the Town's Electronic Document Management system used by the Town, Contingent upon FY22 Budget Authorization, **Resolution No. 109-2021**

DATE: 23 August 2021

STAFF RECOMMENDATION

Staff recommends Town Council approval of Resolution No. 109-2021, approving a Purchase Order to MCCI, Laserfiche in the Amount of \$50,000 as a Sole Source Acquisition to Support the Town's Electronic Document Management system used by the Town.

SUMMARY EXPLANATION/BACKGROUND

The Town has utilized MCCI Laserfiche to support the Town's Electronic Document Management. During the past five years, each respective purchase order was valued under the award authority of the Town Manager.

In a review of a cumulative total of expenditures since 2016, the Town has spent \$236,934. Since the commodity code and vendor is the same for the supply of the services, this Resolution is Administrative in nature to support continued use of the software and expenditure of requested funds for FY21 in the amount of \$50,000.

FISCAL IMPACT/FUNDING SOURCE

The funding will for this program is from the IT Operational Budget.

USER DEPARTMENT CONCURRENCE

IT is in full concurrence with this recommendation.

DUE DILIGENCE

Due Diligence was conducted to determine vendor responsibility, including corporate status and

that there are no performance and compliance issues. The review included conducting market research.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Andy Jadoo, IT Director
 Duke Basha, Assistant Purchasing Manager