

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
_____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: May 22, 2019 (COW)(B of T) June 20, 2019

TITLE: Motion to Approve a Proposal from TKB Associates, Inc. in the Amount of \$44,878, for the purchase of Laserfiche Document Management Software

SUBMITTED BY: Timothy Sexton, Director of Finance

FISCAL IMPACT:

Amount of Award: \$44,878 for the first year, and \$8,083 per year thereafter. First year cost will come from Technology Reserve Software (640.840.840.73910). Each year thereafter will be budgeted from IT Computer Services Contracts (101.170.420.75710).

BACKGROUND/POLICY IMPLICATIONS:

The Village of Lombard utilizes a document management system to organize electronic documents such as invoices, permits, and plans. Due to an incompatibility with our Enterprise Resource Planning (ERP) software, New World, our current system, Optiview, has caused many staff inefficiencies and needs to be replaced. The proposed software system, Laserfiche, will not only provide the necessary compatibility with New World, but it will also streamline existing processes and workflows across all Village departments.

RECOMMENDATION:

Staff recommends the Village Board of Trustees approve a proposal from TKB Associates, Inc. in the amount of \$44,878, for the purchase of Laserfiche document management software.

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



To: Village President and Board of Trustees
Scott Niehaus, Village Manager

From: Tim Sexton, Director of Finance

Date: May 22, 2019

Subject: Motion to Approve a Proposal from TKB Associates, Inc. in the amount of \$44,878, for the purchase of Laserfiche document management software

The Village of Lombard utilizes a document management system to organize and retrieve electronic documents such as accounts payable invoices, permits, and plans. Due to a recent incompatibility with our Enterprise Resource Planning (ERP) software, New World, our current system, Optiview, has caused many staff inefficiencies and needs to be replaced. The proposed software system, Laserfiche, will not only provide the necessary compatibility with New World, but it will also streamline existing processes and workflows across all Village departments.

Staff evaluated three document management systems: Laserfiche, Tyler Content Manager (TCM) Enterprise Edition, and Optiview. After extensive research, and demonstrations from each vendor, staff determined that Laserfiche (TKB Associates, Inc) best meets the needs of the Village. Utilizing Laserfiche as the Village document management system allows the flexibility of integrating with many different software applications at a much more affordable cost than Tyler Technologies' TCM product. Laserfiche also provides additional software features that will streamline processes such as online employment applications & onboarding, internal Village policy updates, and many other internal approval processes where paper can be replaced with a Laserfiche form and workflow, creating a more efficient, secure, and organized process.

Vendor (Software)	One Time Cost	Annual Cost
TKB Associates (Laserfiche)	\$44,878	\$8,083
Tyler Technologies (TCM)	\$193,550	\$23,750
Upland Software (Optiview)	\$0	\$7,100

Staff recommends the Village Board of Trustees approve an agreement with TKB Associates, Inc. for the purchase of Laserfiche document management software.



TKB Associates, Inc.

9459 Enterprise Drive
Mokena, IL 60448

Proposal

Date	Estimate #
5/21/2019	1646

Name / Address
Village of Lombard Kevin Goethals 255 E. Wilson Lombard, IL 60188

Terms	Rep
Due on receipt	JB

Item	Description	Qty	Cost	Total
MSE30	MSE30 Laserfiche Avante Server Software for MS SQL with Workflow	1	5,000.00	5,000.00T
MSE30B	MSE30 Laserfiche Avante Server Software for MS SQL with Workflow - Annual Support	1	1,000.00	1,000.00
MNF16	MNF16 Laserfiche Named Full User with Web Access, Mobile, Snapshot and Email	26	600.00	15,600.00T
MNF16B	MNF16 Laserfiche Named Full User with Web Access, Mobile, Snapshot and Email - Annual LSAP	26	120.00	3,120.00
MCNC	MCNC Laserfiche Connector	26	50.00	1,300.00T
MCNCB	MCNC Laserfiche Connector - Annual Support	26	10.00	260.00
MFRM	MFRM Laserfiche Forms	26	50.00	1,300.00T
MFRMB	MFRM Laserfiche Forms - Annual LSAP	26	10.00	260.00
MPFRM	MPFRM Laserfiche Forms Portal	1	7,995.00	7,995.00T
MPFRMB	MPFRMB Laserfiche Forms Portal - Annual LSAP	1	1,600.00	1,600.00
JPARP	JPARP - Laserfiche Participant Users - Annual Subscription (10-49 users)	19	97.00	1,843.00

It's been a pleasure working with you!

Please visit our Web Site at www.tkbassociates.com

Phone #	Fax #
708-478-4100	708-478-4167



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9459 Enterprise Drive
Mokena, IL 60448

Proposal

Date	Estimate #
5/21/2019	1646

Name / Address
Village of Lombard Kevin Goethals 255 E. Wilson Lombard, IL 60188

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Item	Description	Qty	Cost	Total
Installation &...	<p>On-Site/Remote LaserFiche Installation & Training professional Services Block of Hours Options:</p> <p>\$175.00 per Hour Rate 10 Hours Purchased - \$157.50 per Hour (10% Savings) 20 Hours Purchased - \$148.75 per Hour (15% Savings) 40 Hours Purchased - \$140.00 per Hour (20% Savings)</p> <p>Typical Services Covered: - Installation and Configuration of Laserfiche Software - Laserfiche Upgrades on existing or New Server - Training - Custom Integrations - Product Consultations - Workflow, Forms, & Quick Fields System Designs</p> <p>On-Site Traveling - If a technician is traveling on-site, service hours will be billed at 1/2 rate for travel time plus any parking fees. Total Investment</p> <p>This proposal consists of 25 named users licenses for a Laserfiche SQL system, 19 read-only participant licenses, Laserfiche Forms Professional, the Forms Portal, and the Laserfiche Connector. This price would be the total investment including the first year of LSAP. The annual LSAP renewal for this configuration would be \$8,083.00 starting in year two and beyond. Sales Tax Exempt</p>	40	140.00	5,600.00
			0.00%	44,878.00
				0.00

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