

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 Timothy Sexton _____ Date 6/4/19
Village Manager X Scott Niehaus _____ Date 6/4/19

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.