



AGENDA SUMMARY PAGE
City Council
Meeting of: December 20, 2023

Agenda Item No.:
27

DEPARTMENT: Finance

CONSENT

DIRECTOR: Susan Heltsley

SUBJECT:

For possible action to approve award of Modification No. 4 to Contract No. 210026-PH, Enterprise Records Management and Warehouse Management Software and Professional Services - Office of the City Clerk - Award recommended to: INFORMATION FIRST, INC. (Total Not-to-Exceed Increase \$2,709,660.82 - IT CIP Projects Internal Service Fund)

FISCAL IMPACT:

Budget Funds Available

Amount: Total Not-to-Exceed Increase \$2,709,660.82

Funding Source: IT CIP Projects ISF

Dept./Division: City Clerk

PURPOSE/BACKGROUND:

On April 21, 2021, City Council authorized award of this contract for a new Enterprise Records Management and Warehouse Management software solution, replacing obsolete SIRE software. This modification increases the system's storage capacity from 5 million objects up to 105 million objects, provides for additional SaaS administrator licenses, and IaaS Azure Government Cloud computing resources including virtual servers and virtual machines. Also included are onsite professional services and all remote services necessary for complex data conversion, migration, and importation activities for Development Department digitized plans and records, resident on the eB legacy system. The contract term is three (3) years of service with optional renewals thereafter. Information First, Inc. is located in Manassas, Virginia.

RECOMMENDATION:

Approve as recommended, with signature authority granted to the Purchasing and Contracts Manager per R-20-2017.

BACKUP DOCUMENTATION:

1. Modification No. 4 to Contract No. 210026-PH
2. Certificate - Disclosure of Ownership and Principals