



**AGENDA SUMMARY PAGE**  
**City Council**  
**Meeting of: December 7, 2022**

Agenda Item No.:  
**23**

---

**DEPARTMENT: Finance**

**CONSENT**

**DIRECTOR: Susan Heltsley**

**SUBJECT:**

For possible action to approve award of Modification No. 3 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. (Not-to-Exceed \$367,173.08 - IT CIP Projects Internal Service Fund) - All Wards

**FISCAL IMPACT:**

Budget Funds Available

Amount: Not-to-Exceed \$367,173.08

Funding Source: IT CIP Projects ISF

Dept./Division: City Clerk

**PURPOSE/BACKGROUND:**

On April 21, 2021, Council authorized award of this contract for a new enterprise records management and warehouse management software solution, replacing obsolete SIRE software. This modification provides for additional professional services to clean up historical data and integrate software with other systems, expanded EzeScan software concurrent desktop licenses, and upgrade of DocuSign electronic signature software to Enterprise Pro level, to support more efficient use of that platform in preparation for an enterprise-wide rollout. 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. 3 to Contract No. 210026-PH
2. Certificate - Disclosure of Ownership and Principals