

MEETING DATE: May 10, 2018

TITLE: Authorization to Contract with OPG-3 for Laserfiche

RESOLUTION NUMBER: 18-049

PREPARED BY: Cathy Reynolds

E-MAIL: creynolds@minnehahacreek.org

TELEPHONE: 952-641-4503

REVIEWED BY: Administrator Counsel Program Mgr. (Name): _____
 Board Committee Engineer Other:

WORKSHOP ACTION:

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): Final Action on May 10, 2018	

PURPOSE or ACTION REQUESTED:

The Board is asked authorize the District’s contract with OPG-3 for Laserfiche, the District’s records management software.

PROJECT/PROGRAM COST:

Laserfiche annual license renewal is included in the current budget. The annual renewal for the current license structure is \$5449.54.

With the additional participant licenses and technical support hours we are requesting the total renewal will be \$10,355.

PAST BOARD ACTIONS:

The overarching IT Goals and planning will be discussed at the OPC on May 10, 2018.

SUMMARY:

OPG-3 is our provider for Laserfiche, the District’s records management software. Our original purchase of the software included 29 licenses. Annually we renew our agreement with Laserfiche and pay for the Software Assurance Program (SAP) for the 29 licenses. The SAP provides us with software updates and technical support for the 29 licenses.

This year we are changing our licensing structure to include not only the original 29 licenses, but additional participant licenses. These participant licenses will be used to facilitate the Board members access to Laserfiche to review packet materials and other items. This change will allow us to realign the 29 full use licenses with District employees that need broad scope access to the system.

In addition to the participant licenses and the SAP, we are including 20 hours of technical support in the contract. This support will help us realign our license structure and bring us into compliance with the license agreement, provide training to staff on the use of Laserfiche, and help establish folder structure and templates to provide for better utilization of the system as a records management tool and facilitating cross collaboration across the organization.

The authorization of the contract is in keeping with our overarching IT Goals and Planning. The contract support hours will be the first step towards improving our records management system, working towards collaboration across the organization, and ensuring compliance with laws and regulations.



SELLER

OPG-3 Inc.
2020 Silver Bell Rd #20
Eagan, MN 55122-1050
(651) 233-5075

CUSTOMER

Theresa Zerby
Minnehaha Creek Watershed
15320 Minnetonka Boulevard
Minnetonka, MN 55346-1511

SPECIAL INVOICE #2570-2480

DATE

5/4/2018

SALESPERSON

Scott Dieltz

PO NUMBER

T Zerby

TERMS

Due on Receipt

DESCRIPTION

LSAP Renewal/20 Subscript/CCP20 combo

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	MSE30B LF Avante Server for SQL with Workflow LSAP, billed annually	\$1,000.00	\$1,000.00
29	MNF05 LF Named Full User with Snapshot & Email LSAP, billed annually	\$100.00	\$2,900.00
29	MWAXB LF Web Access LSAP, billed annually	\$20.00	\$580.00
29	MFRMB Laserfiche Forms, billed annually	\$10.00	\$290.00
2	MCS01B LF ScanConnect LSAP, billed annually	\$34.00	\$68.00
1	MCQ01B Laserfiche Quick Fields LSAP, billed annually	\$120.00	\$120.00
1	MCQC4B Laserfiche Barcode & Validation Package LSAP, billed annually	\$340.00	\$340.00
1	MCQC5B Laserfiche Real Time Look Up & Validation Pkg LSAP, billed annually	\$120.00	\$120.00
10	JPARB Participant User Subscription (10-49) Basic, billed annually PRORATED*	\$109.73	\$1,097.30
1	CCP Concierge Care Package 20 hours Expires & Renews Annually	\$3,300.00	\$3,300.00
1	Labor LF Initial Install	\$185.00	\$185.00
1	LF Install - Laserfiche Directory Configuration for Avante Participants	\$185.00	\$185.00
		Subtotal	\$10,185.30
		Tax 6.875%	\$169.70
		Other	\$0.00
		Grand Total	\$10,355.00

*Prorated to renew at the same time as your core software 6.16.19, plus tax (SPECIAL DISTRICT)

Current Combined Annual Recurring Billing: \$5,418+4,270=\$9,688 plus tax

Thanks! We appreciate your business and prompt payment.

OPG-3 Inc.