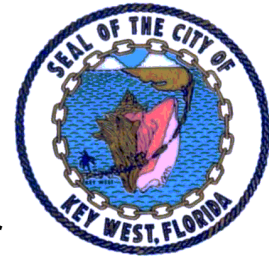


EXECUTIVE SUMMARY



TO: Bob Vitas, City Manager

FROM: Patti McLauchlin, Information Technology Director

DATE: 3/7/2013

SUBJECT: Purchase of Digital Imaging Licenses, Annual Maintenance, Hardware and Professional Services from Advanced Processing Imaging, Inc. (API)

ACTION STATEMENT:

City of Key West City Commission is respectfully requested to approve the purchase of digital imaging licenses, first year annual maintenance, hardware and professional services from Advanced Processing Imaging, Inc. (API) at a total cost of \$83,612.00.

		<u>List Price</u>	<u>Sale Price</u>	<u>Annual Maintenance</u>
OptiView Seats				
8	*Full Scan/View Concurrent License(s)	16,000	8,000	1,600
15	View Plus Concurrent License(s)	22,500	11,250	2,250
OptiWorkFlow Professional Edition		20,000	12,000	2,400
15	OptiView Workflow License(s)	22,500	14,400	2,880
Professional Services		30,322	21,048	
Server Software Installation				
Analysis & Configuration				
Administrator Training Session(s)				
User Training Session(s)				
Monitoring & Coaching Session(s)				
Additional OptiSpool Forms Overlay Development				

Hardware Components	Unit Price	Sales Price	Total
Scanning Hardware			
8 Fujitsu fi-6130C (40 ppm)	1,195	7,784	7,784

INVESTMENT SUMMARY	MSRP Price	Sales Price	Recurring Annual Maintenance
Software Total	81,000	45,650	9,130
Hardware Total	7,784	7,784	
Professional Services Total	30,322	21,048	
Annual Maintenance Total (Year 1)	16,200	9,130	
Total Investment	\$	\$	
	135,306.00	83,612.00	

The API Solution will create a secure, organized and efficient electronic file cabinet. Employees can quickly capture, manage, retrieve and distribute incoming information including scanned paper documents, electronic documents, email, audio and video files.

The purchase of the digital imaging licenses, first year annual maintenance, hardware and professional services from Advanced Processing Imaging, Inc. (API) is made pursuant to City of Key West Code Section 2-797(1), Sole Source Procurement. The Key West Police Department purchased the initial software from Advanced Processing Imaging (API) in 2012. The importance of having one document imaging solution city wide is extremely important for the following reasons:

- The City will maintain one central database
- No additional interface costs
- No additional server costs
- Ability to securely share documents/information between the City, Police Dept. & the State Attorney's office, as well as any outside agencies it deems necessary
- API offers a platform-independent information/imaging and workflow software solution that may be integrated with virtually any line of business application such as: SunGard, Tyler & New World. Unlike other similar solutions, the API solution is the only solution that does not require special custom interfaces with their system.

BACKGROUND:

The City must conform to the State of Florida Public Records Storage Guidelines for Records Centers and Archives and follow the Public Records Retention Schedules. These guidelines determine how paper, digital, optical, and microfilm records must be maintained. These records must be retrieved on a regular basis for a variety of reasons such as changes and corrections to building structures, public record requests, litigation, project activity or when documents have met retention guidelines and should be destroyed.

Each day the City of Key West continues to accept and process paper documents and files the documents in file cabinets or boxes in various city locations. The City of Key West currently has over 1,185,000 pages of documents stored in boxes throughout city owned facilities. Many of the documents are stored in boxes in hallways and areas deemed not appropriate storage areas. Documents being stored this way cause a great risk to the integrity and security of the documents. The documents stored in the hallways are a safety issue as well.

The City of Key West must invest in a solution that protects the history of the documents, meets retention schedules as well as secures the documents for future retrieval.

API will provide an assessment with each department involved in this project. The assessment will determine how the electronic indexing & storing of the scanned documents will be filed into the proper Opt iView filing cabinet, tabs & categories. In addition to the scanning & indexing, API will assist the City with the uploading of the scanned images into the Cities Opt iView system.

CURRENT SITUATION:

The City's Records Management Liaison Officer (RMLO) is the City Clerk, who serves as the primary point of contact between the City of Key West and the Florida Department of State, Division of Records Management Program.

The State requires the RMLO to do the following:

- City-wide responsibility for ensuring City records are properly inventoried
- Establishes records retention schedules in accordance with Florida statutes
- Ensures the appropriate disposition of eligible records for destruction
- Trains and advises staff on records management practices including the handling of microfilm, imaging storage and disposal
- Responds to questions from the public regarding City records management practices
- Reports annually to the Florida Department of State's Division of Records Management regarding the City's compliance with records management statutes and rules

Each department has designated one or more individuals as Records Management Liaisons responsible for working with the City Clerk's office in achieving the above directives.

The City Clerk will be responsible for the overall implementation of the digital imaging program. Angela Budde will be assigned as the Records Retention Project Lead exclusively until full implementation of the project. Vivian Perez will be assigned and relocated to the City Clerk's Department to assist with day to day activities as well as continuing her duties for the Commission.

No additional monies will be allocated for personnel

BENEFITS OF A DOCUMENT IMAGING SOLUTION

By investing in a Document Imaging Solution the City of Key will provide a significant return on investment by:

- Reducing the labor costs associated with managing paper files and documents
- Returning valuable space currently being utilized to store paper documents
- Improving customer service – internal and external
- Creating a Disaster Recovery Program for valuable City Records
- Implementing a Centralized Repository providing security, confidentiality, risk management
- Simplified records access using powerful electronic queries and key word searches
- Automating cumbersome forms and approval processes

Investing in a Document Imaging Solution now will eliminate any need of additional file cabinets or additional storage space needed at the new administrative city hall facility.

FINANCIAL IMPACT:

The FY 2012-13 City of Key West budget included an appropriation for City Software which contemplated the purchase of digital imaging licenses, first year annual maintenance, hardware and professional services.

RECOMMENDATION:

Approve the purchase of digital imaging licenses, first year annual maintenance, hardware and professional services from Advanced Processing Imaging, Inc. (API) at a total cost of \$83,612.00.

