ENTERPRISE DOCUMENT MANAGEMENT SYSTEM (EDMS) CONTRACT EXTENSION

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BOTTOM LINE UP FRONT

Council Action Request	Amend contract to extend and increase maximum spending authority
Vendor	ImageSoft, Inc.
Purpose	ImageSoft provides license and maintenance support for the Enterprise Document Management System (EDMS) for the City of Houston. This supports the City's long-term strategy to migrate to electronic records and reduce waste associated with paper processing. Request to renew and extend the contract to continue services for the current document management and related solutions, including funding for additional license acquisition, as well as professional services
Spending Authority Requested	$4,235,338.62 + $1,949,658.03 = $6,184,996.65
Term	Original Term – June 27, 2018 – June 26, 2023 New Term – June 27, 2023 – June 26, 2026
MWBE Goal	0%
Primary Department Users	Citywide

ImageSoft provides licenses and support for the Enterprise Document Management System (EDMS)

- Automates processes with approval workflows and notification with functions to monitor status and completeness of records.
- Manage documents by organizing digital content, allow users to easily and quickly search for documents.
- Manage data with case management applications with access to related documentation.

Enterprise Document Management System (EDMS) Usage

City of Houston HR	Houston Airports	Houston Municipal Courts	City of Houston Housing and Community Development
• Employee Benefits Records • Employee Personnel Records • Payroll Actions (New Hires, Transfers, Promotions)	• Records system for electronic invoice processing • Work Area Request/Notification process lifecycle • Document Management for the Airport Spatial Information System (ASIS)	• Image storage system for case related documentation. • Scanned artifacts from citizens in support of a case/violations and notices • Interfaces with core operational systems to store image of the original scanned citation	• Records and document management • Home repair program • Multi family program • Home buyer assistance program • Grant Management

Financial Information

Department	FY24	FY25	FY26	Total
HITS	$120,245.47	$224,074.67	$228,031.98	**$572,352.12**
HAS	$158,315.60	$263,421.49	$268,708.99	**$690,446.08**
HCD	$158,500.83	$261,930.38	$266,428.62	**$686,859.83**
Total	**$437,061.90**	**$749,426.54**	**$763,169.59**	**$1,949,658.03**

Q&A