

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY



Mickey Crittenden, Director
Information Technology
DRAFTED BY

Finance Committee
SUBMITTED BY

April 28, 2010
DATE DRAFTED

**AUTHORIZING PURCHASE OF
DOCUMENT IMAGING SOFTWARE FOR CHILD SUPPORT**

- 1 **WHEREAS**, the County's Child Support Agency was awarded an American Recovery and
- 2 Reinvestment Act (ARRA) grant updating the use of technology within the Agency; and,
- 3
- 4 **WHEREAS**, the implementation of document imaging by Child Support is a key component of
- 5 their Technology Refresh Project and will result in streamlining departmental business processes;
- 6 and,
- 7
- 8 **WHEREAS**, the specified Laserfiche software system will address current Child Support
- 9 document imaging needs as well as become part of the overall effort to improve document
- 10 management processes throughout County operations; and,
- 11
- 12 **WHEREAS**, the 2010 Budget was amended by Resolution 10-3A-503, designating funds for this
- 13 project; and,
- 14
- 15 **WHEREAS**, the Information Technology Department staff did specify the Laserfiche document
- 16 imaging software requirements with terms existing as part of the current Cities Digital
- 17 implementation of Laserfiche for the Sheriff's Office and Health Department.
- 18
- 19 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly
- 20 assembled this ____ day of _____, 2010 that a Purchase Order in the amount of \$15,330
- 21 be issued to Cities Digital, Hudson, WI, for the purchase of Laserfiche document imaging
- 22 software for the County's Child Support Agency, as specified by the Rock County Information
- 23 Technology Department.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

David Diestler
David Diestler

J. Russell Podzilni
J. Russell Podzilni

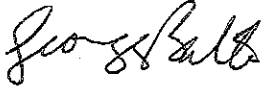
10-5A-035

**AUTHORIZING PURCHASE OF DOCUMENT IMAGING
SOFTWARE FOR CHILD SUPPORT**

Page 2

FISCAL NOTE:

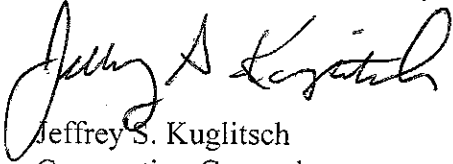
\$15,330 is included in the Child Support ARRA Incentive Funds 2010 budget, A/C 34-3855-0000-64701, for the purchase of software.



George Baltes
Internal Auditor

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats., as well as the American Recovery and Reinvestment Act.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

As part of the current Technology Refresh Project for the County's Child Support Agency, this purchase request is for the Laserfiche document imaging software needed in order to implement new document management processes within that agency. The project provides for 2 scanning station licenses and 30 retrieval licenses which will be used for scanning agency case files and other operational documents into electronic format that can be retrieved on-line. This will streamline the current paper-based business processes within Child Support.

The document management software needed for Child Support:

• 2 Laserfiche Full User Licenses (scanning stations) @ \$915 ea.	\$1,830
Annual Maintenance @ \$150 ea.	\$ 300
• 30 Laserfiche Retrieval User Licenses @ \$300 ea.	\$9,000
Annual Maintenance @ \$60 ea.	\$1,800
• Software Training	<u>\$2,400</u>
Total:	\$15,330

This is under pricing and terms of the current Cities Digital Document Imaging Project for the Sheriff's Office and Health Department. This Child Support project is fully funded by the ARRA grant intended for this purpose.

While this purchase request is specifically for the Child Support Agency, it is important to note that this implementation is utilizing the same document management technology that is targeted for roll-out to the entire County enterprise during the next couple of years.