



LAKE COUNTY FOREST PRESERVES
www.LCFPD.org

Preservation, Restoration, Education and Recreation

DATE: July 31, 2017

MEMO TO: Craig Taylor, Chair
Operations Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Recommend approval of a Resolution awarding an Annual Support Agreement for OnBase Document Management Software to Hyland Software, Inc., Westlake, Ohio, in the Contract Price of \$30,798.32 for Fiscal Year 2017/18.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability.

FINANCIAL DATA: \$31,400 is budgeted in the FY 2017/18 Information Technology Computer Fees & Services budget (19224000-701400).

BACKGROUND: The Annual Support Agreement is required to utilize the OnBase Document Management software. This agreement provides the District with daily customer support services for all the Document Management Modules including document storage, agenda management, financial software integration, and GIS/mapping integration. In addition, this agreement includes all software updates for a period of one year.

REVIEW BY OTHERS: Chief Operations Officer, Director of Administration, Information Technology Officer, Director of Finance, Corporate Counsel.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR AUGUST MEETING
AUGUST 8, 2017**

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS COMMITTEE** present herewith “A Resolution awarding an Annual Support Agreement for OnBase Document Management Software to Hyland Software, Inc.” and requests its approval.

OPERATIONS COMMITTEE:

Date:_____ **Roll Call Vote: Ayes:**____ **Nays:**____
 Voice Vote Majority Ayes; Nays:_____

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AWARDING AN ANNUAL SUPPORT AGREEMENT
FOR ONBASE DOCUMENT MANAGEMENT SOFTWARE TO
HYLAND SOFTWARE, INC.**

WHEREAS, the Lake County Forest Preserve District (the “District”) purchased OnBase Document Management Software (the “Software”) under a contract dated April 7, 2016 with Hyland Software, Inc., of Westlake, Ohio (“Licensor”); and

WHEREAS, such contract provides for support for the Software on a renewable annual basis; and

WHEREAS, the Software requires annual updates and ongoing support (the “Services”) from Licensor; and

WHEREAS, all departments utilize the Software for document storage, agenda management, financial software integration, and GIS/mapping integration; and

WHEREAS, the Director of Administration and the Purchasing Manager have determined that the Services require personal confidence; and

WHEREAS, the District has received a proposal for the Services from Licensor; and

WHEREAS, the District’s staff, the Purchasing Manager, the Director of Administration, and the Operations Committee have reviewed the proposal for the Services submitted by Licensor and recommend that the Board of Commissioners (i) find that the proposal submitted by Licensor shall be determined to be the proposal that is the most advantageous to the District and (ii) award a contract for the Services to Licensor (the “Contract”); and

WHEREAS, the Board of Commissioners hereby finds that the proposal for the Services submitted by Licensor is the proposal that is the most advantageous to the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as a part of this Resolution by this reference.

Section 2: Award of Contract. A Contract for the Services in the amount of \$30,798.32 (the “Contract Price”) in substantially the form attached hereto is hereby awarded to Licensor.

Section 3: Execution of Contract: The Executive Director of the District is hereby authorized and directed to execute the Contract for the Services in the amount of the Contract Price with Licensor.

Section 4: Payments. The District Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

Section 5: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2017.

AYES:

NAYS:

APPROVED this _____ day of _____, 2017.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____



Software Maintenance Invoice

Hyland Software, Inc.
 28500 Clemens Road Westlake, OH 44145
 Phone:(440) 788 - 5000 Internet:www.onbase.com

Account#: 14629
 Invoice#: 341655
 Date: 05/09/2017
 Territory: S-US
 Status: Not Paid
 Bill No.: 14629

Customer:

Lake County Forest Preserve District
 Attention: Debbie Boness
 1899 West Winchester Road
 LIBERTYVILLE,IL 60048
 United States

Primary Support Provided By:

Hyland Software, Inc.
 Attention: Debbie Boness
 28500 Clemens Rd
 Westlake, OH 44145
 United States

Billing Period	OnBase Version	Terms
Maintenance from 08/01/2017 to 07/31/2018	16.0.1	DUE: 07/31/2017

Module Code	Description	Rate	Quantity	Extended Rate
AEMPI1	Application Enabler Maintenance	\$ 0.00	1	\$ 0.00
AGMPI1	Integration for ESRI ArcGIS Desktop Maintenance	\$ 0.00	1	\$ 0.00
BSMPW1	Bar Code Recognition Server Maintenance	\$ 0.00	1	\$ 0.00
CTMPC1	Concurrent Client (1-100) Maintenance	\$ 0.00	50	\$ 0.00
DIMPW1	Production Document Imaging (Kofax or Twain) (1) Maintenance	\$ 0.00	1	\$ 0.00
DIMPW2	Production Document Imaging (Kofax or Twain) (2+) Maintenance	\$ 0.00	4	\$ 0.00
DPMPW1	Document Import Processor Maintenance	\$ 0.00	1	\$ 0.00
EGMPI1	Integration for ESRI ArcGIS Server Maintenance	\$ 1,612.09	1	\$ 1,612.09
IDMPC1	Full-Text Indexing Concurrent Client for Autonomy IDOL Maintenan	\$ 0.00	20	\$ 0.00
IDMPI1	Full-Text Indexing Server for Autonomy IDOL Maintenance	\$ 0.00	1	\$ 0.00
OAGMPI2	OnBase Agenda (6-20 Users) Maintenance	\$ 0.00	1	\$ 0.00
OBMPW1	Multi-User Server Maintenance	\$ 0.00	1	\$ 0.00
OLMPI1-10	Integration for Microsoft Outlook 2010 Maintenance	\$ 0.00	1	\$ 0.00
RIMPI1	Records Management Maintenance	\$ 0.00	1	\$ 0.00
SALESTAX	Tax (Type : Maintenance) : IL	\$ 0.00	1	\$ 0.00
SFMWR1	Maintenance Per Contract (Code for Billing Purposes)	\$ 29,186.23	1	\$ 29,186.23
UFMPI1	Unity Forms Maintenance	\$ 0.00	1	\$ 0.00
UNMPI1	Unity Client Server Maintenance	\$ 0.00	1	\$ 0.00
WLMPC1	Workflow Concurrent Client SL (1-20) Maintenance	\$ 0.00	20	\$ 0.00
WTMPW1	Web Server Maintenance	\$ 0.00	1	\$ 0.00

RECEIVED

MAY - 9 2017

Total: \$ **30,798.32**

This amount is in USD

ACCOUNTING

Payment by Wire Transfer:
 Keybank, N.A.
 Swift Code: KEYBUS33
 Routing #: 041001039
 Hyland Software, Inc.
 Acct. #: 359681326518

This pro forma invoice has been generated based upon either the pending renewal of the annual maintenance contract or the beginning of the first annual maintenance contract. If maintenance coverage is not desired, please make a note on the invoice and mail or fax this invoice back to the Hyland Software Inc. accounting department. If annual maintenance is desired, please pay off this invoice. If this invoice is premature or the dates are incorrect, please notify us of the correct installation date. All renewal maintenance agreements are prorated to a calendar year unless otherwise agreed. The maintenance fee includes all major releases and bug fixes and must be paid retroactive to the install date if not contracted with the original installation. A 10% reinstatement fee will be charged if maintenance fees are not paid on time. Please call us with any questions. We will be happy to assist you.

EAR 758.6: To the extent applicable, these commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited.