



LAKE COUNTY FOREST PRESERVES  
www.LCFPD.org

Preservation, Restoration, Education and Recreation

**DATE:** November 4, 2019

**MEMO TO:** Jessica Vealitzek, Chair  
Operations Committee

Terry Wilke, Chair  
Finance 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 \$45,395.45.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** \$39,000.00 is budgeted for this project in the approved FY 2020 budget. (19224000-701400). The additional \$6,395.45 will be funded from the Information Technology Consulting budget (19224000-701500).

**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, Information Technology Officer, Director of Finance, Corporate Counsel.

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF LAKE        )

**BOARD OF COMMISSIONERS  
LAKE COUNTY FOREST PRESERVE DISTRICT  
REGULAR NOVEMBER MEETING  
NOVEMBER 12, 2019**

**MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **OPERATIONS COMMITTEE** and **FINANCE 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: 11/4/19    Roll Call Vote: Ayes: \_\_\_\_ Nays: \_\_\_\_  
                                   Voice Vote Majority Ayes; Nays: 0

**FINANCE 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 (the "Contract") dated April 7, 2016 with Hyland Software, Inc., Westlake, Ohio ("Licensor"); and

**WHEREAS**, the Contract provides that daily customer support services for the Software, including document storage, agenda management, financial software integration, GIS/mapping integration, and software updates (the "Services") are renewable on an annual basis; and

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

**WHEREAS**, Licensor has submitted a proposal to the District (the "Proposal") for the Services; and

**WHEREAS**, the District's staff, the Purchasing Manager, the Director of Administration, the Operations Committee, and the Finance Committee have reviewed the Proposal and recommend that the Board of Commissioners (i) find that the Proposal be determined to be the proposal that is most advantageous to the District; and (ii) award a contract for the Services to Licensor in the amount of \$45,395.45 (the "Contract Price") in substantially the form attached hereto (the "Contract"); and

**WHEREAS**, the Board of Commissioners hereby finds that the Proposal is the proposal that is 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.** The Contract in the amount of the Contract Price, in substantially the form attached hereto (the "Contract") 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 \_\_\_\_\_, 2019.

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_



Hyland Software, Inc.  
 28500 Clemens Road  
 Westlake, OH 44145  
 United States of America

**MAINTENANCE INVOICE**

LE01-115583

**BILL TO** LAKE COUNTY FOREST PRESERVE DISTRICT  
 1899 West Winchester Road  
 Libertyville, IL 60048  
 United States of America

**SHIP TO** LAKE COUNTY FOREST PRESERVE DISTRICT  
 1899 West Winchester Road  
 Libertyville, IL 60048  
 United States of America

<b>INVOICE DATE</b>	09/25/2019
<b>PO NUMBER</b>	
<b>CONTRACT NUMBER</b>	
<b>DUE DATE</b>	12/31/2019
<b>FEDERAL TAX ID</b>	34-1699247
<b>BILL TO CUSTOMER NO.</b>	14629

Customer No.	Customer Name	OnBase Version	Salesperson
14629	LAKE COUNTY FOREST PRESERVE DISTRICT		

*Maintenance Period:* 01/01/2020 - 12/31/2020

	Description	Quantity	Unit Price	Extended Price
1	Maintenance Fees	1	45,395.45	45,395.45

Electronic Remittance Information	
Mail Checks to: Hyland Software, Inc. 28500 Clemens Rd Westlake, OH 44145	Wire Transfer: Swift Code: KEYBUS33 Routing No: 041001039 Account No: 359681326518 Account Name: Hyland Software, Inc.

Subtotal	45,395.45 USD
Tax	0.00 USD
<b>Total Invoice Amount</b>	<b>45,395.45 USD</b>
<i>Amount Due After 01/30/2020 *</i>	<i>49,935.00 USD</i>

For billing inquiries, please call 1-440-788-6632 or email [renew@hyland.com](mailto:renew@hyland.com).

To make a payment, please call 1-440-788-5045 and select Option 1 for Accounts Receivable or email [accountsreceivable@hyland.com](mailto:accountsreceivable@hyland.com).

This proforma invoice is for maintenance fees which cover technical support and the latest upgrades and enhancements for the billing period. If you have any questions regarding this invoice or you elect to discontinue maintenance coverage please contact your account manager or email [renew@hyland.com](mailto:renew@hyland.com). To continue maintenance coverage, please process this invoice for payment.

\*A 10% reinstatement fee will be charged for maintenance fees received more than 30 days after the due date.

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Further, if you are located in a European Union Member State, Norway or Switzerland, The software is also subject to Council Regulation (EC) No 428/2009. The software must not be transmitted outside of the European Union, Norway or Switzerland without a licence or authorisation being issued by the export control authority of the relevant Member State or the applicable authorities in Norway or Switzerland or as otherwise authorized by law or regulations in the relevant Member State or applicable authorities in Norway or Switzerland.

# Hyland®

Published: 9/26/2019  
Q-111781

HSI #	14629
Quote Delivered	9/26/2019

Customer Name	LAKE COUNTY FOREST PRESERVE DISTRICT
Quote #	Q-111781

Maintenance

Module Code	Product Name	Quantity	Unit Price	Extended Price	Start Date	End Date
AEMPI1	Application Enabler Maintenance	1	\$3,224.18	\$3,224.18	1/1/2020	12/31/2020
AGMPI1	Integration for ESRI ArcGIS Desktop Maintenance	1	\$1,410.58	\$1,410.58	1/1/2020	12/31/2020
BSMPW1	Bar Code Recognition Server Maintenance	1	\$806.05	\$806.05	1/1/2020	12/31/2020
CTMPC	Concurrent Client Maintenance	50	\$225.69	\$11,284.60	1/1/2020	12/31/2020
DIMPW1	Production Document Imaging (Kofax or Twain) (1) Maintenance	1	\$806.05	\$806.05	1/1/2020	12/31/2020
DIMPW2	Production Document Imaging (Kofax or Twain) (2+) Maintenance	4	\$483.63	\$1,934.51	1/1/2020	12/31/2020
DPMPW1	Document Import Processor Maintenance	1	\$806.05	\$806.05	1/1/2020	12/31/2020
EGMPI1	Integration for ESRI ArcGIS Server Maintenance	1	\$1,612.09	\$1,612.09	1/1/2020	12/31/2020
GWMPI1	Public Sector Constituency Web Access Maintenance	1	\$1,134.77	\$1,134.77	1/1/2020	12/31/2020
IDMPC1	Full-Text Indexing Concurrent Client for Autonomy IDOL Maintenance	20	\$60.45	\$1,209.07	1/1/2020	12/31/2020
IDMPI1	Full-Text Indexing Server for Autonomy IDOL Maintenance	1	\$2,015.11	\$2,015.11	1/1/2020	12/31/2020
OAGMPI	OnBase Agenda (Maintenance)	1	\$1,500.00	\$1,500.00	1/1/2020	12/31/2020
OBMPW1	Multi-User Server Maintenance	1	\$1,289.67	\$1,289.67	1/1/2020	12/31/2020
OMMPW1-IPAD	Mobile Access for iPad Maintenance	1	\$806.05	\$806.05	1/1/2020	12/31/2020
OUTMPI1	Integration for Microsoft Outlook Maintenance	1	\$1,612.09	\$1,612.09	1/1/2020	12/31/2020
RIMPI1	Records Management Maintenance	1	\$3,224.18	\$3,224.18	1/1/2020	12/31/2020
UFMPI1	Unity Forms Maintenance	1	\$0.00	\$0.00	1/1/2020	12/31/2020

Module Code	Product Name	Quantity	Unit Price	Extended Price	Start Date	End Date
UNMPI1	Unity Client Server Maintenance	1	\$2,015.11	\$2,015.11	1/1/2020	12/31/2020
WLMPC	Workflow Concurrent Client SL (Maintenance)	20	\$354.66	\$7,093.20	1/1/2020	12/31/2020
WTMPW1	Web Server Maintenance	1	\$1,612.09	\$1,612.09	1/1/2020	12/31/2020

<b>TOTAL: \$45,395.45</b>
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# Terms

- 1 Pricing is valid until 12/31/2019. Pricing is based on information and assumptions provided by you; should such information or assumptions change, this pricing quote may also change.
- 2 The maintenance fees actually invoiced will be a prorated amount based on the number of months remaining in your current maintenance period at the time of the order.

Make Purchase Order out to:

Hyland Software, Inc.  
28500 Clemens Rd  
Westlake, Ohio 44145  
United States

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