



**DATE:** November 2, 2020

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

**FROM:** Mary E. Kann  
Director of Administration

**RECOMMENDATION:** Recommend approval of a Resolution approving the renewal of the Annual Support Agreement for OnBase Document Management Software to Hyland Software, Inc., Westlake, Ohio, in the Contract Price of \$44,710.31 for Fiscal Year 2021.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** This item was budgeted in the FY 2021 Information Technology Contractuals budget in account 19224000 701400 in the amount of \$47,000.00.

**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. The agreement is renewable upon mutual agreement of the parties. The agreement, as renewed, would include all software updates for a period of one year. Hyland has proposed a one-year renewal of the agreement, under the updated pricing in the invoice and quote attached to the attached resolution.

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



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

**A RESOLUTION APPROVING THE RENEWAL OF THE ANNUAL  
SUPPORT AGREEMENT FOR ONBASE DOCUMENT MANAGEMENT SOFTWARE  
WITH 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 (the “Contract”) with Hyland Software, Inc., of Westlake, Ohio (“Licensor”); and

**WHEREAS**, under the Contract, Licensor provides the District with daily customer support services for the Software, including document storage, agenda management, financial software integration, GIS/mapping integration, and software updates (the “Services”); and

**WHEREAS**, the Contract provides that it is renewable on an annual basis only by mutual agreement of the parties; 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 renew the Contract in the form of the invoice and quote attached hereto, which includes updated pricing (the “Proposal”); and

**WHEREAS**, the District’s staff, the Purchasing Manager, the Director of Administration, and the Operations Committee have reviewed the Proposal and recommend that the Board of Commissioners (i) find that the Proposal is the proposal that is most advantageous to the District; and (ii) renew the Contract for the Services under the prices set forth in the Proposal, in a total amount of \$44,710.31 (the “Contract Price”) and in accordance with the other term and provisions set forth in the Proposal; 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: Approval of Renewal of Contract.** The Proposal for the renewal of the Services submitted by Licensor in the amount of the Contract Price is hereby accepted and the District hereby approves a renewal of the Contract for the Services in accordance with the terms and provisions of the Proposal. The Board of Commissioners hereby finds that (i) the Proposal is germane to the original Contract as signed and (ii) the Proposal is in the best interest of the District.

**Section 3: Execution and Approval of Contract Renewal Documents:** The Executive Director of the District is hereby authorized and directed to execute and approve any documents necessary to renew the Contract for the Services in accordance with the other terms and provisions of the Proposal, including the Contract Price.

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

**Section 5: Placement in Contract File.** This Resolution and the Proposal shall be preserved in the District file for the Contract. This Resolution shall constitute the written determination to the extent required by Section 33E-9 of the Illinois Criminal Code, 720 ILCS 5/33E-9.

**Section 6: 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 \_\_\_\_\_, 2020.

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
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**

LE01-175734

**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>	10/01/2020
<b>PO NUMBER</b>	
<b>CONTRACT NUMBER</b>	GS35F249DA
<b>DUE DATE</b>	12/31/2020
<b>FEDERAL TAX ID</b>	34-1699247
<b>BILL TO CUSTOMER NO.</b>	14629

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

*Maintenance Period:* 01/01/2021 - 12/31/2021

	Description	Quantity	Unit Price	Extended Price
1	Maintenance Fees Product:OnBase	1	44,710.31	44,710.31

Electronic Remittance Information	
Mail Checks to: Hyland Software, Inc. PO Box 846261 Dallas, TX 75284-6261	<i>Wire/ACH Payments:</i> Bank Name: Bank of America, N.A. SWIFT: BOFAUS3N ACH Routing No: 071000039 Wire Routing No: 026009593 Account No: 8670616576 CHIPS No: 0959 Account Name: Hyland Software, Inc.

Subtotal	44,710.31 USD
Tax	0.00 USD
<b>Total Invoice Amount</b>	<b>44,710.31 USD</b>
<i>Amount Due After 01/30/2021 *</i>	<i>49,181.34 USD</i>

For billing or payment inquiries, 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 software updates 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 [accountsreceivable@hyland.com](mailto:accountsreceivable@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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# Hyland®

Published: 10/8/2020  
Q-161900

HSI #	14629
Quote Delivered	10/8/2020

Customer Name	LAKE COUNTY FOREST PRESERVE DISTRICT
Quote #	Q-161900

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	1/1/2021	12/31/2021
AGMPI1	Integration for ESRI ArcGIS Desktop Maintenance	1	\$1,128.46	\$1,128.46	1/1/2021	12/31/2021
BSMPW1	Bar Code Recognition Server Maintenance	1	\$806.05	\$806.05	1/1/2021	12/31/2021
CTMPC	Concurrent Client Maintenance	50	\$225.69	\$11,284.60	1/1/2021	12/31/2021
DIMPW1	Production Document Imaging (Kofax or Twain) (1) Maintenance	1	\$806.05	\$806.05	1/1/2021	12/31/2021
DIMPW2	Production Document Imaging (Kofax or Twain) (2+) Maintenance	4	\$483.63	\$1,934.51	1/1/2021	12/31/2021
DPMPW1	Document Import Processor Maintenance	1	\$806.05	\$806.05	1/1/2021	12/31/2021
EGMPI1	Integration for ESRI ArcGIS Server Maintenance	1	\$1,612.09	\$1,612.09	1/1/2021	12/31/2021
FTSMP11	Full-Text Search (Maintenance)	1	\$3,224.18	\$3,224.18	1/1/2021	12/31/2021
GWMP11	Public Sector Constituency Web Access Maintenance	1	\$1,134.77	\$1,134.77	1/1/2021	12/31/2021
OAGMPI	OnBase Agenda (Maintenance)	1	\$1,500.00	\$1,500.00	1/1/2021	12/31/2021
OBMPW1	Multi-User Server Maintenance	1	\$1,289.67	\$1,289.67	1/1/2021	12/31/2021
OMMPW1-IPAD	Mobile Access for iPad Maintenance	1	\$806.05	\$806.05	1/1/2021	12/31/2021
OUTMPI1	Integration for Microsoft Outlook Maintenance	1	\$1,612.09	\$1,612.09	1/1/2021	12/31/2021
RIMPI1	Records Management Maintenance	1	\$3,224.18	\$3,224.18	1/1/2021	12/31/2021
UFMPI1	Unity Forms Maintenance	1	\$0.00	\$0.00	1/1/2021	12/31/2021
UNMPI1	Unity Client Server Maintenance	1	\$1,612.09	\$1,612.09	1/1/2021	12/31/2021
WLMPC	Workflow Concurrent Client SL (Maintenance)	20	\$354.66	\$7,093.20	1/1/2021	12/31/2021
WTMPW1	Web Server Maintenance	1	\$1,612.09	\$1,612.09	1/1/2021	12/31/2021

TOTAL: \$44,710.31



# Terms

- 1 Pricing is valid until 12/31/2020. 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

# Notice

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