



DATE: October 31, 2022

MEMO TO: Jessica Vealitzek, Chair
Operations Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Recommend approval of a Resolution renewing the Annual Software Maintenance Agreement for OnBase Document Management Software with Hyland Software, Inc., in the Contract Price of \$46,945.81, for Fiscal Year 2023.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: This item was budgeted for in FY2023, in account 19224000 701400 Information Technology Contractuals, in the amount of \$50,000.00.

BACKGROUND: The Lake County Forest Preserve District (the “District”) purchased OnBase Document Management Software under a contract in April, 2016, with Hyland Software, Inc., Westlake, Ohio. In June, 2018, the District approved a Software Maintenance Agreement, which is required to utilize the OnBase Document Management software. The Software Maintenance Agreement provides the District with (i) daily customer support services for all of the Document Management Modules, including document storage, agenda management, financial software integration, and GIS/mapping integration and (ii) all software updates for a period of one year.

The Software Maintenance Agreement may be renewed for one-year periods by mutual agreement of the parties (including agreement on updated pricing) and the District and Hyland have renewed it annually since 2018.

The annual pricing has historically been within the parameters of the District’s annual budget and appropriations ordinances. The attached resolution would authorize the Executive Director to exercise future renewals if Hyland’s proposed pricing is within the District’s budget and the Executive Director determines it is in the best interest of the District to do so.

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

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

**A RESOLUTION APPROVING THE RENEWAL OF THE ANNUAL SOFTWARE
MAINTENANCE AGREEMENT FOR ONBASE DOCUMENT MANAGEMENT
SOFTWARE WITH HYLAND SOFTWARE, INC.**

WHEREAS, in April, 2016, the Lake County Forest Preserve District (the “District”) approved a contract to purchase OnBase Document Management Software (the “Software”) from Hyland Software, Inc., Westlake, Ohio (the “Licensor”); and

WHEREAS, in June, 2018, the District approved a Software Maintenance Agreement (the “Contract”) with Licensor, under which Licensor provides the District with the 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, the Licensor has submitted the proposal attached hereto, to the District, to renew the Services and the Contract (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 \$46,945.81, and, in accordance with the terms and provisions set forth in the Proposal;

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: Approval of Future Renewals 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 future years (“Future Renewals”) if, in a given year (i) the price of the Future Renewal is within the amount budgeted by the District’s Budget Ordinance for such year for the Services to be provided under such Future Renewal and (ii) the Executive Director determines it is in the best interest of the District to approve the Future Renewal.

Section 4: Payments. The Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms, 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 _____, 2022

AYES:

NAYS:

APPROVED this ____ day of _____, 2022

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Board Secretary
Lake County Forest Preserve District

Exhibit No. ____

Hyland®

Maintenance
Published: 4/6/2022
Q-238229

HSI #	14629
Quote Delivered	4/6/2022

Customer Name	LAKE COUNTY FOREST PRESERVE DISTRICT
Quote #	Q-238229

Maintenance

Module Code	Product Name	Quantity	Extended Price	Start Date	End Date
AEMPI1	Application Enabler Maintenance	1	\$3,385.39	1/1/2023	12/31/2023
AGMPI1	Integration for ESRI ArcGIS Desktop Maintenance	1	\$1,184.88	1/1/2023	12/31/2023
BSMPW1	Bar Code Recognition Server Maintenance	1	\$846.35	1/1/2023	12/31/2023
CTMPC	Concurrent Client Maintenance	50	\$11,848.83	1/1/2023	12/31/2023
DIMPW1	Production Document Imaging (Kofax or Twain) (1) Maintenance	1	\$846.35	1/1/2023	12/31/2023
DIMPW2	Production Document Imaging (Kofax or Twain) (2+) Maintenance	4	\$2,031.24	1/1/2023	12/31/2023
DPMPW1	Document Import Processor Maintenance	1	\$846.35	1/1/2023	12/31/2023
EGMPI1	Integration for ESRI ArcGIS Server Maintenance	1	\$1,692.69	1/1/2023	12/31/2023
FTSMPI1	Full-Text Search (Maintenance)	1	\$3,385.39	1/1/2023	12/31/2023
GWMPI1	Public Sector Constituency Web Access Maintenance	703,910	\$1,191.51	1/1/2023	12/31/2023
OAGMPI	OnBase Agenda (Maintenance)	1	\$1,575.00	1/1/2023	12/31/2023
OBMPW1	Multi-User Server Maintenance	1	\$1,354.16	1/1/2023	12/31/2023
OMMPW1-IPAD	Mobile Access for iPad Maintenance	1	\$846.35	1/1/2023	12/31/2023
OUTMPI1	Integration for Microsoft Outlook Maintenance	1	\$1,692.69	1/1/2023	12/31/2023
RIMPI1	Records Management Maintenance	1	\$3,385.39	1/1/2023	12/31/2023
UFMPI1	Unity Forms Maintenance	1	\$0.00	1/1/2023	12/31/2023
UNMPI1	Unity Client Server Maintenance	1	\$1,692.69	1/1/2023	12/31/2023
WLMPC	Workflow Concurrent Client SL (Maintenance)	20	\$7,447.86	1/1/2023	12/31/2023
WTMPW1	Web Server Maintenance	1	\$1,692.69	1/1/2023	12/31/2023

Maintenance TOTAL: \$46,945.81

TOTAL: \$46,945.81

Terms

- 1 Pricing is valid until 12/31/2022. 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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