

City Council Item

April 22, 2024



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| Item | Approve the Annual Renewal of Laserfiche Software Subscription Municipality Site license. | |
| File No. | | Item No: D.3 |
| Agenda Section | CONSENT AGENDA | |
| Prepared By | Rick Rice, IT Manager | |
| Reviewed By | Laurie Hokkanen | |

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| <u>SUGGESTED ACTION</u> | |
| "The Chanhassen City Council approves an invoice from OPG-3 for the annual Laserfiche Software Subscription Municipality Site license." | |
| Motion Type | Simple Majority Vote of members present |
| Strategic Priority | Operational Excellence |

SUMMARY

Accept and approve invoice from OPG-3 for the annual renewal of Laserfiche Software Subscription Municipality Site license.

BACKGROUND

The city purchased the Laserfiche document management system in 2002 from Crabtree Companies for the long-term storage of documents required by government retention policies. It has been expanded over the years to include functionality for public viewing of documents, managing records retention, and integrating with other city applications as a central document storage resource. This software license and support services have been renewed annually thru OPG-3, formerly Crabtree Companies. Council approved the upgrade to the Municipality Site Subscription license through OPG-3 in 2023. This added full function client licenses for all staff and access to the full suite of modules including records management. The OPG-3 renewal invoice is attached. A second quote for the renewal was

obtained as per the city purchasing policy from SHI. The renewal costs from OPG-3 were lower than the quote from SHI.

DISCUSSION

BUDGET

The annual renewal expenditures are funded in account 101-1160-4212.

RECOMMENDATION

Staff recommends that the City Council accept and approve invoice from OPG-3 for the annual Laserfiche license and support renewal from OPG-3 in the amount of \$37,852.50.

ATTACHMENTS

[OPG-3 Renewal Invoice](#)

[SHI Quote-24753526.pdf](#)