

Content and Agenda Management Software Upgrade

JUNE 5, 2018

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Conversion Agreement

Background

- SIRE is a document management system used citywide & an agenda management system used by the City Clerk and PC
- 2013: SIRE Technologies acquired by Hyland Software, Inc.; maintenance agreement honored—but no upgrades or system enhancements
- Hyland's OnBase platform now includes Agenda Management w/ video and an HTML platform; cost to convert is approximately \$14k

About OnBase

Document Management

- Central repository for 1.1 million documents across all depts.
- Global search with OCR
- Workflow for document routing

Agenda Management

- Single source for creation/management of agendas, minutes, video, and records related to a meeting
- More user-friendly
 - Public: Universal access to video, supporting documents more readily available, and better search function
- Staff: Windows-based format and usability



Budget

	SIRE	OnBase
Annual Maintenance	\$18,682	\$24,820
Video (Annual)	\$6,000	\$12,000
Total	\$24,682	\$36,820



Implementation

Pending approval of the agreement:

- Scoping meeting with vendor
- Conversion of services (SIRE to OnBase)
- Staff Training
- Live



Questions