

**M** Management Committee  
For the Metropolitan Council meeting of January 23, 2008

Item: 2008-18

**ADVISORY INFORMATION**

**Date Prepared:** January 10, 2008

**Subject:** Electronic Content Management System (ECMS)

**Proposed Action:**

That the Metropolitan Council authorize the Regional Administrator:

1. To amend the current Electronic Content Management System (ECMS) contract with Mid-America Business Systems to increase the maximum contract price by \$103,840 to \$306,644.
2. To execute a second, sole source, agreement for \$75,000 with Mid-America Business Systems for software licenses and consulting services for the Central Corridor Project Office.

**Summary of Committee Discussion / Questions:**

Beth Widstrom-Anderson, CFO, presented this item to the Committee.

Mary Bogie, Controller, answered questions regarding the Accounts Payable pilot project. Accounts Payable is implementing the ECMS as part of a larger project that includes automated workflow and electronic payments to vendors.

The item passed unanimously.

# M Management Committee

**Business Item**

Item: 2008-18

**Meeting date: January 9, 2008**

## ADVISORY INFORMATION

<b>Date:</b>	January 2, 2008
<b>Subject:</b>	Amend Electronic Content Management System (ECMS) Contract
<b>District(s), Member(s):</b>	All
<b>Policy/Legal Reference:</b>	Council Policy 3-3 Expenditures, Federal Transit Administration (FTA) Circular 4220.1d Third Party Contracting Requirements
<b>Staff Prepared/Presented:</b>	Beth Widstrom-Anderson, CFO, 651-602-1567 Auburn Dees, Document Mgt Analyst, 651-602-1346
<b>Division/Department:</b>	All

### Proposed Action

That the Metropolitan Council authorize the Regional Administrator:

1. To amend the current Electronic Content Management System (ECMS) contract with Mid-America Business Systems to increase the maximum contract price by \$103,840 to \$306,644.
2. To execute a second sole source agreement for \$75,000 with Mid-America Business Systems for ECMS software licenses and consulting services for the Central Corridor Project Office.

### Background

In September of 2006, the Council issued an RFP for the implementation of an ECMS. Eight proposals were received and the Council's Evaluation Panel unanimously selected EMC Documentum software and their local implementation partner, Mid-America Business Systems, as the most advantageous to the Council.

The contract, signed in 2007, specified two pilot projects: Comprehensive Plans in Community Development and Invoices in Accounts Payable. A third pilot, Standard Operating Procedures in the Process Control Group in Environmental Services, was added later.

The software, an EMC Documentum product called ApplicationXtender, has been fully installed and the Community Development application has been implemented. The other two pilot implementations are in process and both are expected to go live in the first quarter of 2008.

### Rationale

The document management system will be implemented as projects are identified and software licenses will be purchased only as needed. Each year staff will provide the Management Committee with a status report and a list of planned next stages. The Central Corridor Project Office (CCPO) implementation has been identified as a high priority project for 2008, along with Stage II of Environmental Services Process Control Group application.

At the time the original contract with Mid America Systems was initiated, we did not know that the Council would provide technology services for the CCPO so FTA contract clauses were not included in the RFP or contract. The Central Corridor implementation will use federal funds and will therefore require a separate contract with the required federal clauses and certifications.

### Funding

Funds for this purpose are available in the 2007 and 2008 budgets. Staff will be requesting a carryover of \$50,000 from 2007 to 2008 in the first 2008 budget amendment request.

## Known Support / Opposition

The implementation projects have gone well to-date and many departments have expressed interest and excitement about implementing ECMS applications. Benefits of the system include improved document security, more efficient access to documents, assurance that everyone has the most recent version of a document, and reduction of paper storage space requirements and related costs.

## Request Overview

Current Contract Authority	\$202,804
<b>Maintenance, Years 2 and 3</b>	<b>\$53,840</b>
<b>2008 Projects - Licenses and Consulting</b>	<b><u>\$50,000</u></b>
Amended Authority	\$306,644
<b>Central Corridor Contract</b>	<b>\$75,000</b>