



Department Source: Information Technology

To: City Council

From: City Manager & Staff

Council Meeting Date: April 19, 2021

Re: Appropriating funds for the Upland FileBound Document Management System Master Services Agreement

## Executive Summary

The master services agreement expired and we are seeking approval for the new Master Services Agreement between the City of Columbia and Upland Software, Inc.

## Discussion

In September 2016, Upland acquired Advanced Processing & Imaging. They sunset the existing Optiview product and replaced it with their own FileBound software. The migration from Optiview to FileBound occurred in March of 2020 here at the City. FileBound is utilized by the city clerk and other departments as a document management system for storing, indexing and searching documents. FileBound is also utilized to answer sunshine requests.

IT and Legal worked with the vendor on a new Master Services Agreement. Software maintenance and support expired on 10/31/20. The negotiation process took 6 months, which placed the new maintenance effective date at 6/1/21, automatically renewing annually thereafter. The original amount of \$59,599.31 for software maintenance and support was budgeted and will be due on 6/1/21. Due to the lengthy negotiation process of the new MSA and its new effective date, an additional payment of \$33,110.73 for support and maintenance was made with city manager approval in order to prevent late fees. This payment covered the time period between the FY20 maintenance expiring (11/1/20) and the new MSA effective date (6/1/21). This additional payment left a deficit in account 67401840-504801 for the same amount of \$33,110.73.

An appropriation from fund balance is requested in the amount of \$33,111 to cover maintenance due on 6/1/21.

## Fiscal Impact

Short-Term Impact: One-time payment of \$33,111

Long-Term Impact: None

## Strategic & Comprehensive Plan Impact

### Strategic Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

## [Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

### Legislative History

Date	Action

### Suggested Council Action

Staff recommends approval of the appropriation.