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**Title:** AUTHORIZATION TO APPROVE THE RENEWAL OF AN ANNUAL ICAPTURE SOFTWARE LICENSE SUPPORT AGREEMENT WITH IMPRESSION TECHNOLOGY, INC.  
Staff Contact: Tom Duensing, Director, Finance and Technology

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Agreement C-7133-4.pdf, 2. Impression Tech C7133 & C7133-1

Date	Ver.	Action By	Action	Result
4/14/2015	1	City Council	approved	

**AUTHORIZATION TO APPROVE THE RENEWAL OF AN ANNUAL ICAPTURE SOFTWARE LICENSE SUPPORT AGREEMENT WITH IMPRESSION TECHNOLOGY, INC.**

Staff Contact: Tom Duensing, Director, Finance and Technology

**Purpose and Recommended Action**

This is a request for City Council to approve the renewal of an annual iCapture software license support agreement with Impression Technology, Inc. for one year pursuant to contract numbers C-7133 and C-7133-1 for an amount not to exceed \$51,729, and to authorize the City Manager to execute all documents necessary to implement the maintenance renewal for the period of May 10, 2015 through May 9, 2016.

**Background**

On August 11, 2009, the City Council awarded contract number C-7133 to Impression Technology, Inc. to lease a scanner and purchase scanning software. The City uses the scanner and the software to process monthly utility bills, sales tax documents, and payments. The agreement for annual software maintenance provides technical support, software updates and fixes, and upgrade rights. The contract also allows for the continuation of maintenance on the software annually upon mutual agreement by both parties.

Under the current contract with Impression Technology, Inc., the cost for one year of maintenance is \$46,729 and covers the period of May 10, 2015 through May 9, 2016; in addition, \$5,000 contingency is being requested to allow the City the flexibility to add licenses, if needed, to be purchased during this one-year period.

**Analysis**

Impression Technology, Inc. is the creator of the scanner software and currently provides the maintenance and

support. It is common in the software industry for the software maintenance to be provided only by the creator of the system because the software is proprietary and firms typically do not license other companies to provide support services. This software maintenance and support is necessary to continue to use the scanner for the next year.

**Previous Related Council Action**

On January 28, 2014 and February 12, 2013, City Council approved the annual maintenance support contract and expenditures for the scanning system.

On August 11, 2009, City Council authorized the City Manager to enter into agreements with Impression Technology, Inc. for the scanner software.

**Community Benefit/Public Involvement**

Impression Technology, Inc. provides the software that allows the scanning of sales tax documents and utility bill payments, which are then uploaded to the sales tax and utility billing systems daily to update customer accounts expeditiously.

**Budget and Financial Impacts**

<b>Cost</b>	<b>Fund-Department-Account</b>
<b>\$ 20,691.60</b>	<b>2360-17020-518200, Customer Service Office</b>
<b>\$ 31,037.40</b>	<b>1000-11340-518200, License/Collection</b>

Capital Expense? No

Budgeted? Yes

Requesting Budget or Appropriation Transfer? No

If yes, where will the transfer be taken from?