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Memorandum
MIS Department

TO: John T. Lockerby, Village Manager

FROM: Jim Shaw, MIS Director

DATE: July 10, 2015

SUBJECT: **OpenText Document Management System Annual Maintenance Contract Agenda Item – July 20, 2015 Board Meeting**

Background
The Village utilizes the Open Text eDocs Documents Management System for Document Management. The annual software maintenance and support is up for renewal. It is necessary to renew the contract in order to provide uninterrupted support of the Document Management System.

Budget & Account:	$46,200.00	#J31062	020-0420-418.07-65

Recommended Contractor & Pricing:
Open Text Inc. Chicago, Illinois $44,008.81

Recommendation:
It is recommended that a contract be awarded to Open Text Inc, Chicago Illinois, for support and maintenance of the Open Text eDocs Document Management System, in the amount of $44,008.81.

Cc: Jason Wicha

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