


**Memorandum**  
**Purchasing Division**  
**MIS Department**

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**TO:** John T. Lockerby, Village Manager

**FROM:**   
Michael Aleksic, Purchasing Agent

  
Jim Shaw, MIS Director

**DATE:** June 22, 2016

**SUBJECT: OpenText Document Management System Annual Maintenance Contract  
Agenda Item – July 5, 2016 Board Meeting**

Background

The Village manages most computer-created documents electronically utilizing a document management software application. The Village currently uses the Open Text eDocs Documents Management System for Document Management. The annual software maintenance and support is up for renewal, and it is necessary to renew the contract in order to provide uninterrupted support of the Document Management System.

<u>Budget &amp; Account:</u>	\$48,500.00	#K31066	020-0420-418.03-20
	\$ 2,330.18	#K31059	020-0420-418.03-20

Recommended Contractor & Pricing:

Open Text Inc. Chicago, Illinois \$50,830.18

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 \$50,830.18. This proprietary software is offered and supported exclusively by Open Text Corporation. The Village has purchased this software and annual maintenance from its sole distributor since the original product purchase.

Cc: Jason Wicha

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