

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village Council Meeting**  
**12/7/2021**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
2022 OnBase Maintenance Agreement	Dave Kenny Director, Information Technology

**SYNOPSIS**

A resolution has been prepared authorizing an extension to an agreement for OnBase with Hyland Software, Inc. of Westlake, Ohio in an amount of \$25,706.90.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2021-2023 include *Exceptional Municipal Services*.

**FISCAL IMPACT**

The Proposed FY22 Budget provides \$27,000.00 in the General Fund for the software agreement.

**RECOMMENDATION**

Approval on the December 7, 2021 consent agenda.

**BACKGROUND**

OnBase is an enterprise content management (ECM) software with integrated imaging, document management, business process management, and workflow management in a single application. The Village has used this product since 2004. Hyland, the manufacturer of OnBase, provides direct maintenance and technical support of all its products.

Since the OnBase installation, it has been used extensively by Village staff to move toward a paperless office environment. In 2021, staff continued the conversion of paper and microfiche documents; continued expanding the fulltext search service, and continually converted documents into OnBase.

The maintenance agreement is required on an annual basis.

**ATTACHMENTS**

Resolution  
Agreement

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION AUTHORIZING AN EXTENSION  
TO THE AGREEMENT BETWEEN  
THE VILLAGE OF DOWNERS GROVE AND  
HYLAND SOFTWARE, INC.**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Extension (the "Agreement"), between the Village of Downers Grove (the "Village") and Hyland Software, Inc. (the "Provider"), for the maintenance of the OnBase document management system software, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

\_\_\_\_\_  
Mayor

Passed:

Attest:

\_\_\_\_\_  
Village Clerk

**EXTENSION TO THE AGREEMENT BETWEEN  
THE VILLAGE OF DOWNERS GROVE AND  
HYLAND SOFTWARE, INC.**

The Village of Downers Grove, Illinois and Hyland Software, Inc. (the "Provider") entered into a Software Support Agreement for maintenance and support for Hyland's OnBase program on or about December 2, 2014. Pursuant to the terms stated therein, the parties desire to extend that contract for a twelve-month period under the following terms:

1. The Provider agrees to provide the maintenance and support services for an annual fee of \$25,706.90 as set forth in Exhibit A attached hereto.
2. All other terms from the 2014 Agreement remain in full force and effect.
3. This extension shall be for a one-year period beginning January 1, 2022 and ending December 31, 2022.

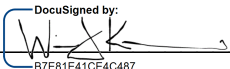
**VILLAGE OF DOWNERS GROVE**

By: \_\_\_\_\_

Title: Village Manager

Date: \_\_\_\_\_

**HYLAND SOFTWARE, INC.**

By:  \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Hyland Legal**

Approved By: 

Date: \_\_\_\_\_

## Exhibit A

	Software Modules	Product Code	QTY	Paid Thru	Next Maintenance Period	Maintenance Fees for Next Period
01	Agenda Management	AMMPW1	1	12/31/2021	01/01/2022-12/31/2022	\$806.05
02	Configuration Migration Utility	CMMP11	1	12/31/2021	01/01/2022-12/31/2022	\$0.00
03	Concurrent Client (1-100)	CTMPC1	20	12/31/2021	01/01/2022-12/31/2022	\$4,513.80
04	EDM Services	DMMPI1	1	12/31/2021	01/01/2022-12/31/2022	\$806.05
05	Document Import Processor	DPIPW1	1	12/31/2021	01/01/2022-12/31/2022	806.05
06	Full-Text Search	FTSMPI1	1	12/31/2021	01/01/2022-12/31/2022	\$3,224.18
07	Public Sector Web Access	GWMP11	1	12/31/2021	01/01/2022-12/31/2022	\$58.56
08	Multi-User Server	OBMPW1	1	12/31/2021	01/01/2022-12/31/2022	\$1,289.67
09	Batch OCR	OCMPW1	1	12/31/2021	01/01/2022-12/31/2022	\$241.81
10	PDF Framework	PDFMPI1	1	12/31/2021	01/01/2022-12/31/2022	\$483.63
11	Virtual Print Driver	PTMPC1	1	12/31/2021	01/01/2022-12/31/2022	\$806.05
12	StatusView Maintenance	STMPI1	1	12/31/2021	01/01/2022-12/31/2022	\$0.00
13	Production Document Imaging (Twain) (1)	TIMPW1	1	12/31/2021	01/01/2022-12/31/2022	\$806.05
14	Production Document Imaging (Twain) (2+)	TIMPW2	7	12/31/2021	01/01/2022-12/31/2022	\$3,385.41
15	Workflow Concurrent Client SL (1-20)	WLMPC1	18	12/31/2021	01/01/2022-12/31/2022	\$6,383.88
16	Conversion from Microsoft Office to Image Framework	WTMPI1-AS	1	12/31/2021	01/01/2022-12/31/2022	\$483.63
17	Web Server	WTMPW1	1	12/31/2021	01/01/2022-12/31/2022	\$1,612.09
	<b>Total Maintenance Fees</b>					<b>25,706.90</b>