

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village Council Meeting**  
**1/5/2016**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
2016 OnBase Maintenance Agreement	Bill Herman Asst. Director, Information Services

**SYNOPSIS**

A resolution has been prepared authorizing an extension to an agreement for OnBase with Hyland Software, Inc. of Westlake, Ohio in an amount not to exceed \$20,085.68.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2015-2017 include *Exceptional Municipal Services*.

**FISCAL IMPACT**

The FY16 budget includes \$23,038.00 in the General Fund for the software agreement.

**RECOMMENDATION**

Approval on the January 5, 2016 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 2015, staff began using OnBase for the internal Village Council agenda management process.

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 Agreement (the "Agreement"), between the Village of Downers Grove ("Licensee") 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 \$20,085.68 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 1st, 2016 and ending December 31st, 2016.

**VILLAGE OF DOWNERS GROVE**

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

Title: Village Manager


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

**HYLAND SOFTWARE, INC.**

DocuSigned by:  
By: Noreen B. Kilbane

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Title: VP, Accounting & Finance

Date: December 17, 2015

DS  


December 17, 2015

**Exhibit A**

<i>Software Modules</i>	<i>Product Code</i>	<i>QTY</i>	<i>Paid Thru</i>	<i>Next Maintenance Period</i>	<i>Maintenance Fees for Next Period</i>
Agenda Management	AMMPW1	1	12/31/2015	01/01/2016-12/31/2016	555.92
Concurrent Client (1-100)	CTMPC1	20	12/31/2015	01/01/2016-12/31/2016	3675.40
EDM Services	DMMPI1	1	12/31/2015	01/01/2016-12/31/2016	\$765.74
Full-Text Indexing Concurrent Client for Autonomy IDOL	IDMPC1	5	12/31/2015	01/01/2016-12/31/2016	\$229.70
Full-Text Indexing Server for Autonomy IDOL	IDMPI1	1	12/31/2015	01/01/2016-12/31/2016	\$1531.48
Multi-User Server	OBMPW1	1	12/31/2015	01/01/2016-12/31/2016	\$765.74
Batch OCR	OCMPW1	1	12/31/2015	01/01/2016-12/31/2016	\$202.15
PDF Framework	PDFMPI1	1	12/31/2015	01/01/2016-12/31/2016	\$459.44
Virtual Print Driver	PTMPC1	1	12/31/2015	01/01/2016-12/31/2016	\$765.74
Production Document Imaging (Kofax or Twain) (1)	TIMPW1	1	12/31/2015	01/01/2016-12/31/2016	\$765.74
Production Document Imaging (Kofax or Twain) (2+)	TIMPW2	7	12/31/2015	01/01/2016-12/31/2016	\$2,144.03
Workflow Concurrent Client SL (1-20)	WLMPC1	18	12/31/2015	01/01/2016-12/31/2016	\$6064.56
Conversion from Microsoft Office to Image Framework	WTMPI1-AS	1	12/31/2015	01/01/2016-12/31/2016	570.00
Web Server	WTMPW1	1	12/31/2015	01/01/2016-	\$1531.48

				12/31/2016	
<b>TOTAL ANNUAL MAINTENANCE FEES</b>					<b>\$20,085.68</b>