



## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: July 08, 2008  
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RTS No.: 07509  
VanRIMS No.: 08-200-20  
Meeting Date: July 8, 2008

TO: Vancouver City Council  
FROM: Program Director - Access Vancouver  
SUBJECT: Award of Contract for Access Vancouver/VanDocs Project

#### RECOMMENDATION

*THAT Council receive this report FOR INFORMATION.*

#### CITY MANAGER'S COMMENTS

The City Manager RECOMMENDS approval of the foregoing.

#### COUNCIL POLICY

Contracts with a value over \$300,000 require approval of City Council. Contracts are awarded on the basis of best value to the City.

#### PURPOSE

The purpose of this report is to inform Council regarding the award of contract to Tower Software Corporation for the supply, implementation, and support of an Electronic Records and Document Management System, in accordance with Request for Proposals PS07034.

## **BACKGROUND**

At the In Camera session of January 15, 2008, Council provided the approval to enter into a contract with a vendor for the Electronic Records and Document Management System (RTS 6990). Council further directed that upon the execution and delivery of the contract, the Program Director - Access Vancouver report back to Council on the award of such contract, as a matter of public record on the outcome of Request for Proposals PS07034.

At the In Camera session of April 15, 2008, Council provided the approval of funding to take advantage of an improved software licensing and maintenance offer from Tower Software Corporation for the supply, implementation and support of an Electronic Records and Document Management System (RTS 7288).

## **DISCUSSION**

Following successful negotiations with the vendor, a signed contract is now in place with Tower Software Corporation for the supply and implementation of software and support services for an Electronic Records and Document Management System at the City of Vancouver.

## **FINANCIAL IMPLICATIONS**

The purchase price and ongoing support costs are within the funding parameters approved by Council on April 15, 2008 in RTS 7288.

## **CONCLUSION**

The award of contract to Tower Software Corporation will enable the City of Vancouver to move forward in the implementation of the Electronic Records and Document Management System which will provide the City and its staff with increased efficiency, effectiveness, security and productivity.

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