

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: INFORMATION TECHNOLOGY

AGENDA DATE: March 30, 2010

CONTACT PERSON NAME/PHONE: ART ARMAS 541-4288/TERRENCE FREIBURG 541-4188

DISTRICT(S) AFFECTED: ALL

SUBJECT:

Request that the Purchasing Manager, Financial Services, Purchasing Division, be authorized to issue a Purchase Order to Professional Document Systems (PDS), the sole source for support and maintenance of document imaging and scanning software used by Police, Developmental Services, Municipal Court, Municipal Clerk, Financial and Environmental Services Departments in the estimated annual amount of \$67,520.

BACKGROUND / DISCUSSION:

Professional Document Systems' imaging scanning software Viewpoint, Doclink, AX Auto Import, Compliant Link, Pre Trail Link, and Docket Scan Link, integrated with Application Extender are used in various combinations to support "JIMS" at the Municipal Court, Accela at Developmental and Environmental Services Departments, Ileads at the Police Department, and records management at the Municipal Clerk's Office and Financial Services.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

No

AMOUNT AND SOURCE OF FUNDING:

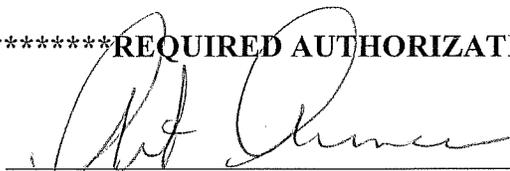
\$67,520 – FY10 General Fund: 502202-01101-39010351

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

PROJECT FORM

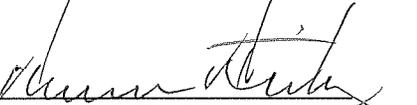
PROJECT: PDS Scanned Imaging System DATE: March 22, 2010
REFERENCE NO: 2010-188 DEPARTMENT: Information Technology
BUDGET NO: 502202-01101-39010351
FUNDING SOURCE: FY10 General Funds
REPRESENTATIVE DISTRICT(S): All

RECOMMENDATION: Vendor: Professional Document Systems, El Paso, Texas
Amount: \$67,520.00

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COUNCIL APPROVED REJECTED MUNICIPAL CLERK _____

APPROVED: COUNCIL MEETING DATE: March 30, 2010


Terrence Freiburg
Purchasing Manager,
Information Technology



**FINANCIAL SERVICES
PURCHASING DIVISION**

SOLE SOURCE AFFIDAVIT

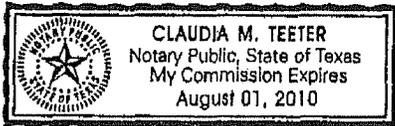
THIS IS AN OFFICIAL PURCHASING DOCUMENT - RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared Matthew Bowman, a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Matthew Bowman. I am over the age of 18, have never been convicted of a crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: Professional Document Systems
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
Viewpoint, Doclink, AX auto import, ComplaintLink, Pre TrialLink, Docket Scan Link, integrated with ApplicationXtender
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.

Matthew Bowman
Signature

SUBSCRIBED AND SWORN to before me on this 8th day of December, 2009.



Claudia M. Teeter
NOTARY PUBLIC
Claudia M. Teeter
PRINTED NAME
08/2010
MY COMMISSION EXPIRES

COMPANY NAME: Professional Document Systems

ADDRESS, CITY, STATE & ZIP CODE 1414 Common Drive, El Paso, TX 79936

PHONE: 915-593-3100 FAX NUMBER: 915-593-3181

CONTACT NAME AND TITLE: Matthew Bowman

WEB ADDRESS: www.pdswest.com EMAIL: mbowman@pdswest.com

FEDERAL TAX ID NUMBER: 85-0435470 TEXAS SALES TAX NUMBER: 1-850435470-7



320 Texas, 3rd Floor
El Paso, TX 79901
Ph: 915-593-3100
Fax: 915-593-3181

2403 San Mateo Blvd P-7
Albuquerque, NM 87110
Ph: 505-872-2222
Fax: 505-872-4949

December 8, 2009

Mr. Terry Freiburg
Director of Procurement
City of El Paso
2 Civic Center 7th Floor
El Paso, Texas 79901

Dear Mr. Freiberg

Professional Document Systems provides the software licensing and annual support for the document imaging system that is currently deployed at the City of El Paso. This is a fully integrated system comprised of Application Extender Software, PDS Viewpoint Software, PDS DocLink Software and related software components.

The below listed imaging system components have been developed by Professional Document Systems and no other like items or products are available. In addition, the products listed are tightly integrated with the database applications within Application Extender. PDS fully supports the integration of both system components.

- 1. PDS "ViewPoint" - Image Search and View Integrated with Application Extender** - A user friendly software module designed by PDS to offer search and view capabilities of images scanned and indexed into AX and stored in the SQL environment. ViewPoint will provide non AX clients with the ability to search, view, print or export images at a fraction of the cost of full featured Legato licenses. This Software product will be an integral part of the implementation at all city departments. ViewPoint Licensing, upgrades and support are only available from PDS.
- 2. PDS DocLink - Image Enable Program Integrated with Application Extender** - PDS has implemented "DocLink" a customized integration program for "JIMS" in the Municipal Court "Accella" in the DSD department, "Ileads at the PD and PeopleSoft in the finance Department.. In addition DocLink will be provided to other departments to facilitate the integration of the imaging components with their respective native software application. DocLink is an intergral part of the overall system and Licensing, upgrades and maintenance are only available from PDS.

Electronic Imaging and Records Management Solutions

www.pdswest.com



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3. **AX Auto Import Program for Application Extender** – Designed and supported by PDS to facilitate the automatic importation of files scanned from large format machines.
4. **Complaint Link Integrated with Application Extender**– Designed and supported by PDS to provide direct interface and importation capabilities of digital complaints produced in the JIMS systems into AX.
5. **Pre-Trail Link Integrated with Application Extender** - Designed and supported by PDS to provide direct interface and importation capabilities of digital Pre Tril documentation complaints generated in JIMS into he JIMS systems into AX.
6. **Docket Scan Link Integrated with Application Extender** - Designed and supported by PDS to provide ability to recognize individual tickets on the docket sheet and place the image into the appropriate ticket number in the Municipal Court "Ticket" application.

We believe the following items further reinforce sole source purchase justification for additional software component licensing, maintenance and support of the existing system and future expansion of the system.

1. **Consistency in the Cities Imaging applications.** - The PD, Developmental Services, Municipal Court, City Clerks Records, Finance, Environmental Services and other city departments now utilize the Application Extender (AX) software solution **supplied and supported by Professional Document Systems**. Continued support for the base system by PDS is essential for the long term stability of the systems. Any support from outside sources would not be possible as the component listed above are closely linked and integrated with the AX system.
2. **Computing infrastructure requirements of the City** - The PDS solution is compatible with the existing computer infrastructure of the city. We are utilizing custom programs designed, installed and supported by PDS for critical archive operations.
3. **Customized programming to link their imaging software to our existing legacy system** - As stated above Professional Document Systems has written customized programs within their solution that export and convert images for uploading into our system.

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4. **On Going support for critical capture hardware** - PDS currently is under contract for maintenance and support of the specialty scanners and related software in many departments that are currently utilizing the AX imaging system. PDS is the exclusive Canon Imaging Filing Dealer in this area and a Certified Reseller and Service Center for Canon scanners. With the scanners being an integral component of the software document capture process, maintenance, support and trouble shooting by a company that possess knowledge of all system component (i.e. hardware and software) is essential for the ongoing deployment of the imaging system .
5. **AX Reference Sites** - Professional Document Systems has been a reseller of the AX software for over 14 years and has extensive experience with installation, support and customization. In addition PDS is the leader in electronic imaging applications in the government sector. A sample of existing customers can be provided.
6. **Locally based trained technicians and qualified support staff**
 - a. Professional Document Systems maintains two (2) tested Certified Document Imaging Architects (CDIA) on staff . This qualification ensures that the project will be managed by a firm with industry recognized skills and knowledge of complex imaging and computing challenges.
 - b. In addition, the company will also be supporting the proposed system with three (3) "manufacturer" trained software technicians (AX) and three (3) hardware technicians that are manufacturer trained on the scanning equipment (Canon).

Look forward to working with you and the City of El Paso. If you have any question you can reach me directly at 593-3100. Thank you

Sincerely,

A handwritten signature in black ink that reads "Matt Bowman". The signature is written in a cursive, slightly slanted style.

Matt Bowman

President

Electronic Imaging and Records Management Solutions

www.pdswest.com



ATTACHMENT A

CITY OF EL PASO - PDS IMAGING SYSTEM ANNUAL SUPPORT OUTLINE

CONTRACT TERM 2/1/2010 - 1/31/2011

	QTY	UNIT COST	TOTAL COST
PDS ViewPoint Unlimited License	1	\$6,400	\$6,400
PDS DocLink for JIMS - Muny Court	1	\$6,600	\$6,600
DocLink for Accela - DSD / ESD	1	\$3,000	\$3,000
PDS DocLink for iLeads - EPPD	1	\$1,200	\$1,200
PDS DocLink for PeopleSoft - Finance	1	\$1,800	\$1,800
ScanManager Batch / OCR Capture 10 Licenses (Municipal Court)	1	\$2,728	\$2,728
Large Format Scan Auto Import into AX - (Kyrocera Scanner)	1	\$620	\$620
Large Format Scan Auto Import into AX - Engineering	1	\$620	\$620
Municipal Court automated Import of Complaints Program (ComplaintLink)	1	\$1,500	\$1,500
Municipal Court automated Import of Pre-Trial Notifications (Pre-TrialLink)	1	\$1,500	\$1,500
Municipal Court automated Docket Scan Ticket Separation Utility	1	\$1,500	\$1,500
Application Xtender Licenses	151	\$198	\$29,898
ERM Xtender 50 Licenses	50	\$172	\$8,600
ERM Xtender Server	1	\$1,100	\$1,100
Scan Xtender Licenses	10	\$110	\$1,100
Contex G600 Wide Format Scanner	1	\$1,600	\$1,600
Bulding Permits - Minolta RP 609Z Reader/Printer with Carrier	1	\$2,037	\$2,037
EPPD - Canon DR 5060F Scanner / Filmer w/2 24x Camera Heads	1	\$1,943	\$1,943
TOTAL ANNUAL RATE ALL DEPARTMENTS			\$73,746
Less Discount Provided 2/05			-\$6,226
TOTAL CITY OF EL PASO			\$67,520

NOTE: Prices quoted do not include increases in software license quantities or scanners