

OnBase Document Management TTI Presentation

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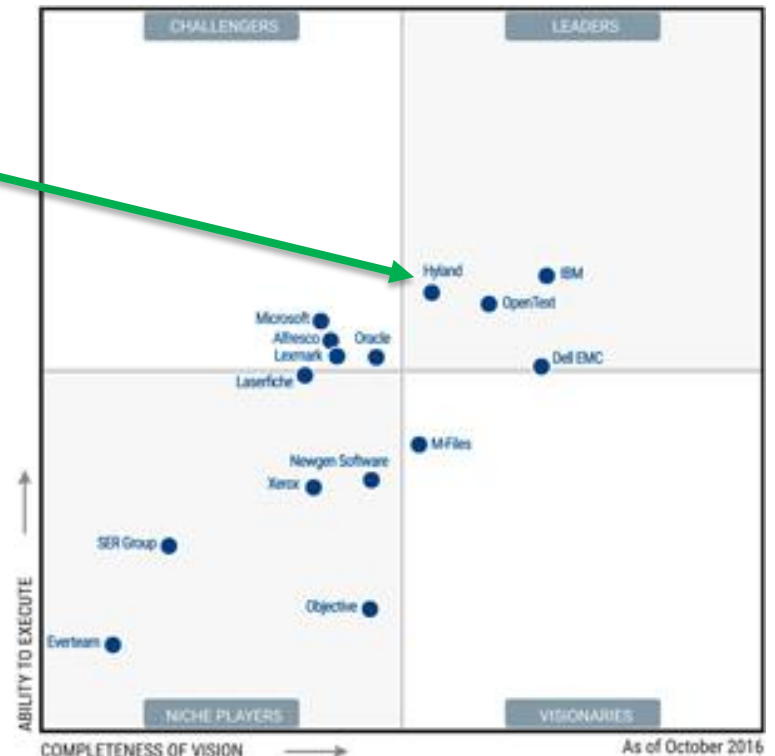
Bottom Line Up Front: Contract Consolidation

Vendor	Hyland OnBase
Purpose:	<p><i>OnBase has been adopted as the Enterprise Document Management System (EDMS) for the City of Houston. This supports the City's long-term strategy to migrate to electronic records and reduce waste associated with paper processing.</i></p> <p>The City currently issues separate Purchase Orders by department for Hyland products and services. The goal of this contract is to consolidate all licenses and software maintenance for the existing on premise and Cloud services for Hyland OnBase EDMS. The proposed new contract also includes funding for additional license acquisition, as well as professional services.</p>
Contract Amount:	\$4,606,735.00 over the contract term will be revised (lower)
Term:	3 Years, plus two optional renewal years
Primary Department Users:	Municipal Courts, Aviation, Housing and Community Development, Planning and Development; Human Resources, Houston Libraries, Houston Information Technology

What is OnBase?

OnBase is an enterprise information management platform created by Hyland Inc. OnBase supports records management, case management, business process workflow, and personnel document management for several City departments.

For the past seven years, Hyland OnBase has been recognized as an industry leader of Enterprise Content Management platforms by Gartner, a technology research and advisory company



How OnBase is used throughout the City



- Employee Benefits Records
- Employee Personnel Records
- Payroll Actions (New Hires, Transfers, Promotions)

- Certified system of records for electronic invoice processing & airport badge applications. Integrates with SAP, GIS, and DocuSign.
- Document storage for engineering drawings, and Airport Emergency Management manuals

- MCD uses OnBase as the primary image storage system for case related documentation.
- Scanned artifacts from citizens in support of a case/violations and notices
- Interfaces with CSMART to store image of the original scanned citation

- Records and document management
- Disaster Recovery Repair Program
- Application tracking
- Home Buyer Assistance
- Critical Emergency Home Repair
- Blue Tarp Program
- Grant Management
- etc

Future initiatives using OnBase

FIN – Electronic Invoicing	Implement an integrated software solution for electronic invoice processing that works with SAP. Replace the manual process of paying invoices
HRD – Employee Records Automation	The Human Resources Department would like to move to a paperless environment. Employee records date back 75 years. Translate employee files from paper to an electronic record based system.
HHD – Vital Records Automation	The HHD Vital Statistics Program houses approximately 10,000 books containing approximately 1.4 million physical records. An electronic solution is necessary to store and protect the critical documentation/data.
HRD – Manager Self Service	Full deployment of SAP Manager Self Service capabilities will require additional OnBase concurrent user licenses

5 year spending authority requested for Hyland Products and Services

Department	Maintenance yr 1	Maintenance yr 2	Maintenance yr 3	Maintenance yr 4	Maintenance yr 5	Maint. Ext 5 yrs	Services Ext 5 yr
HITS - Enterprise Applications	\$54,455	\$56,088	\$57,771	\$59,504	\$61,289	\$289,108	\$100,000
HR MSS	\$48,956	\$50,470	\$51,984	\$53,544	\$55,150	\$260,104	\$100,000
MCD	\$50,000	\$51,500	\$53,045	\$54,636	\$56,275	\$265,457	\$100,000
Houston Airport (HAS)	\$141,479	\$145,723	\$150,095	\$154,598	\$159,236	\$751,130	\$100,000
Houston Housing (HCD)	\$285,470	\$294,034	\$302,855	\$311,941	\$321,299	\$1,515,599	\$100,000
						\$3,081,397	\$500,000
Contingency						\$ 1,025,338.00	
						** \$4,606,735	

UPDATE: HCD will remain on separate PO for year 1

** This represents the *current spend plus forecasted 5-year maintenance escalation* for Hyland Onbase licenses citywide. Consolidating licenses will result in *some* reduction of license costs into a lower price tier. Savings will be identified upon completion of contract negotiation.

Contingency is comprised of estimated additional licenses and maintenance required for defined new projects (prior page), and a placeholder for future projects.

OnBase Enterprise Contract

Questions?