

## **SUMMARY SHEET**

### **I. Description of Item**

This resolution is necessary to approve a contract with Casto Information Management Systems, Inc. (CIMS) in the amount not to exceed \$83,000.00 for the provision of maintenance, license and development on the OnBase document management system. The period of the award is from the date of execution through June 30, 2017 with the option to renew for four additional one-year periods.

### **II. Source and Amount of Funding**

Source of funding is a Federal through State Grant from the Tennessee Department of Human Services, Child Support Services grant, the FY 2017 proposed budget, and FY 2018 through FY 2021 proposed budgets of Juvenile Court, in the following Fund-Section-Accounts:

550-706153-6465, Software Acquisitions and Licenses	\$63,000.00
550-706153-6620, Computing Telecom. Services Contracted	\$20,000.00

### **III. Communicate How the Resolution Affects:**

- A. Sub-Awards** - N/A
- B. Personnel** - N/A
- C. Supplies** - N/A
- D. Equipment** - N/A
- E. Contracts** - Proposed contract with CIMS in the amount not to exceed \$83,000.00

### **IV. Other Relevant Information**

CIMS provides the Juvenile Court Child Support Bureau with the OnBase document management system. The vendor was initially selected from RFP #04-012-27, Document Management System Preferred Vendor. Approval for sole/single source was granted on April 22, 2016.

Annual maintenance and license fees in the amount of \$63,000.00 covers hardware, software, report and other services. An additional \$20,000.00 has been allocated for continued development of e-filing and other automated processes, configuration and development of electronic forms, custom queries and reports, and system upgrades.