

<b>To:</b>	Warden Halliday and Members of Grey County Council
<b>Committee Date:</b>	October 25, 2018
<b>Subject / Report No:</b>	ITR-CW-05-18
<b>Title:</b>	Electronic Document and Record Management System License Renewal
<b>Prepared by:</b>	Jody MacEachern, Acting Director of Information Technology
<b>Reviewed by:</b>	Kim Wingrove
<b>Lower Tier(s) Affected:</b>	None
<b>Status:</b>	Adopted by the Committee as presented as per Resolution CW252-18; Endorsed by County Council on November 8, 2018 as per Resolution CC105-18.

## Recommendation

1. That report ITR-CW-05-18 regarding document management software licensing be received; and
2. Council acknowledges that a two-year agreement with Appnovation Technologies Inc. Alfresco licensing is required and staff be directed to move forward with this purchase as approved by the Chief Administrative Officer in and in accordance with Sections 1 and 2 of By-law 5029-18, being the Lame Duck By-law.

## Executive Summary

- In 2016, Grey County selected Appnovation Technologies Inc., to provide licensing and support for a new document management system, Alfresco.
- The County entered into a two-year licensing term, expiring 2018.
- The County has the opportunity to continue licensing for another two-year period under the current terms.

## Background and Discussion

An electronic document and record management system (ERDMS) is used to manage digital content created and received by an organization. It improves content management over traditional file storage in a few key ways. With an ERDMS, an organization can manage files in a multi-editor environment, reduce file storage requirements, control permissions for access based on users or individual roles, include metadata with the documents themselves, and audit access and changes to files. Furthermore,

when documents are finished, they can be managed as corporate records, and stored in accordance with the County's Record Retention By-law.

In 2016, Grey County implemented a new ERDMS, Alfresco. This software allows staff to seamlessly apply retention rules to folders which contain almost 300,000 records current and archived records.

Since 2016, County staff have used this new system to continuously improve the management of corporate records. Alfresco is also used as a platform to manage or present data to other applications. For example, council and committee reports and agendas are created using Alfresco, and the agenda packages and minutes are made available to the corporate website and council portal through integrations with Alfresco. Staff have also used Alfresco to drive business processes such as IT project prioritization, based on document metadata.

Grey County engaged Appnovation Technologies Inc. as the Canadian reseller of Alfresco software and service provider to assist with the project implementation and provide licensing. The software was licensed for a two-year period, expiring December 2018.

The County's Alfresco licensing is now due for a renewal. Appnovation Technologies Inc., has provided a quote to license the software for an additional two-year period under the same terms as the original agreement.

## Legal and Legislated Requirements

Alfresco allows staff to add retention categories to each folder in compliance with the County's Records Retention By-law. The retention by-law complies with many different pieces of legislation.

## Financial and Resource Implications

A two-year renewal of Alfresco, through Appnovation Technologies Inc., will cost \$201,984, a 4% increase over the previous two-year agreement. This would be approximately \$205,540 CAD, including the non-refundable portion of HST.

These funds will be included in two equal portions in the 2019 and 2020 Information Services operating budget.

## Relevant Consultation

Internal - CAO

External

## Appendices and Attachments

[ITR-CS-15-15 EDRMS Single Source Procurement](#)