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Jared Black
Director of Information
Technology
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TO: The Honorable Township Board

FROM: Jared Black, IT Director

DATE: December 21, 2022

SUBJECT: 2023 OnBase Document Management Software Maintenance

It is time to renew the annual maintenance for our OnBase document management software system. This year's quote is attached. This system is used for storage and retrieval of official Township records, including current and historical scanned and electronically produced documents from various departments.

This vendor is on the Board-approved single-source list, due to this being necessary for the maintenance of an established mission critical system. The original vendor is the sole source of software maintenance of this system.

The amount on the quote is the exact amount estimated and included in the approved 2023 budget. The cost will be allocated among the Computer Repair and Maintenance budgets of several different departments, according to system usage.

Although this vendor is on the approved single-source list, the amount of this quote requires that the Township Board approve the purchase.

At this time, I would like to request that the Township Board approve the payment of the 2023 OnBase Document Management Software Maintenance, in the amount of \$56,315.84, per the attached quote.

*With us there are no
boundaries*