



TO: Mayor Linda Gorton,
Honorable Members, Urban County Council

FROM: Liz Rodgers, Chief Information Officer

DATE: June 10, 2025

SUBJECT: Revenue Digitalization Project and Konica Minolta Sourcewell Contract update

Request:

Requesting Council approve the Mayor or the Chief Information Officer, on behalf of the Lexington-Fayette Urban County Government, be authorized to execute the necessary documents for the Lexington-Fayette Urban County Government to procure software and related services under the same terms and conditions as contract #060624-KON, an updated Contract between Sourcewell and Konica Minolta Business Solutions U.S.A, Inc., including a Statement of Work related to the digitalization of Net Profits filings for the Division of Revenue (cost estimated not to exceed \$91,500), which is attached hereto and incorporated herein by reference, and any future Statements of Work related to the procurement of software and service solutions for various departments and divisions of the urban county government, as determined to be necessary, cost effective and feasible by the Chief Information Officer and the Division of Procurement, all subject to the appropriation of sufficient funds.

Purpose:

The Urban County Government has demonstrated a growing demand for document digitization and automation of document workflows as a means of streamlining handling, processing, and retention, and Hyland OnBase is the UCG's enterprise technology standard for such capabilities. Konica Minolta provides software and professional services for developing workflow solutions on the OnBase platform including digitizing current paper based workflows and for scanning paper documents into digital formats. The Division of Revenue seeks to use these services to digitize a large volume of annual tax filings to improve constituent interactions with the city and streamline internal workflows.

Term and Termination:

SOW includes an opt-out clause prior to Functional Requirements document creation. Client must provide written notice of its decision to opt out no later than five (5) business days after the conclusion of the Initial/Discovery Phase.



Underlying terms and conditions via Sourcewell's cooperative purchasing contracts with Konica Minolta, a long-term supplier of software and services to LFUCG supporting digital document and workflow solutions, with contract expiring October 25, 2028. Contract allows up to three additional one-year extensions upon request of Sourcewell and written agreement by Konica Minolta.

Budgetary Implication:

Cost for FY26 is projected to be \$91,500

Are the funds budgeted? Yes

\$46,500 from 1101-202505-0001-71208

\$45,000 from 1101-202601-0001-71208

File Number: 0611-25

Director/Commissioner: Rodgers/Hensley

