



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

FROM: Liz Rodgers, Chief Information Officer

DATE: June 7, 2024

SUBJECT: Digital transformation for the Division of Human Resources

Request:

Requesting amendment to Resolution 221-2024, which authorizes the Mayor or the Chief Information Officer, on behalf of the Lexington-Fayette Urban County Government, to execute the necessary documents for the Lexington-Fayette Urban County Government to procure software and related services from Konica Minolta Business Solutions U.S.A, Inc. under the same terms and conditions as 030321-KON and 090320-KON, both contracts between Konica Minolta Business Solutions U.S.A, Inc. and Sourcewell. This includes a Statement of Work related to digital transformation of forms for the Division of Human Resources (cost estimated not to exceed \$51,000), 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 professional services for developing workflow solutions on the OnBase platform, and for scanning of paper documents into digital formats by way of cooperative contracts 030321-KON and 090320-KON. The Division of Human Resources seeks to use these services to create electronic forms and document processing workflows for improved processing, error control, and retention.

Budgetary Implication:

Cost for FY24 is projected to be \$51,000



Are the funds budgeted? Yes

\$12,000: 1101-210101-0001-71208

\$39,000: 1101-160502-1821-71299

File Number: 0636-24

Director/Commissioner: Stewart/Rodgers

