



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

FROM: Liz Rodgers, Chief Information Officer

DATE: April 8, 2024

SUBJECT: Document digitization for the Division of Planning

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**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 030321-KON, a Contract between Sourcewell and Konica Minolta Business Solutions U.S.A, Inc., including a Statement of Work related to the scanning of documents to OnBase for the Division of Planning (cost estimated not to exceed \$21,509), 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. The Division of Planning seeks to use these services to digitize a large volume of material from the Planning Commission, Board of Adjustments, and Paris Pike Corridor project, which must be retained as final work product. This project will reclaim a large portion of floor space currently used for document storage and provide digital copies for secure retention.

**Budgetary Implication:**

Costs are projected



Are the funds budgeted? Yes

\$10,000 from 1101-160701-0001-71299

\$11,509 from 1101-202505-0001-71208

File Number: 0400-24

Director/Commissioner: Rodgers

