

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: November 17, 2011

To: Supervisor Lee Holloway, Chairman, County Board of Supervisors

From: Laurie Panella, Interim Chief Information Officer, IMSD

Subject: Request for Authorization to execute a Professional Services Contract Amendment with the Security Microimaging Corporation

POLICY ISSUE

Milwaukee County Code of General Ordinances (MCGO) Chapter 56.30 (4)(b)(3)(a) requires County Board approval for professional service contracts and extension exceeding \$50,000. The Interim Chief Information Officer of the Information Management Services Division (IMSD) is requesting authorization to execute a professional service contract amendment with Security Microimaging Corporation (SMI).

BACKGROUND

An appropriation of \$195,000 is budgeted in the 2012 Adopted Capital Improvements Budget for project WO205 – Fiscal Automation Program with the intent to continue efforts in leveraging technology to create efficiencies and improve access to information County-wide.

Milwaukee County as an organization is primarily operated using business processes that depend upon the creation, routing, updating and filing of paper documents. These processes have proven to be reliable and suited to a high-tenure work force. However, times have changed, creating a need to modify our business processes so technological advances are fully utilized. More specifically, there is a pressing need to identify paper-driven business processes which may be well-suited to automation.

In 2008, SMI was awarded a professional services contract with Milwaukee County for the purchase and development of a document management and process work flow application called OnBase. Since that time IMSD, in conjunction with SMI, has implemented OnBase with Child Support Enforcement and the County Clerk's office. IMSD is in the process of expanding the use of OnBase across multiple departments to provide more efficient, effective and timely access to information and to reduce paper consumption.

The 2012 appropriation will be used to amend the current contract with SMI for programming and support needs as well as the acquisition of software modules to complete several projects including:

- Automation of Accounts Payable Invoicing Process (Phase I)

- Medical Examiner – Converting past and future paper images to electronic
- County Clerk – Green Files and Marriage Licenses (Phase II)
- Ethics Board – Automating the Statement of Economic Interest Process


IMSD will be providing a presentation of OnBase to the December cycle of the Finance and Audit Committee illustrating the efficiencies created through this application and the opportunity for future projects spanning across County departments. Power point slides and notes are attached for reference.

RECOMMENDATION

The Interim Chief Information Officer respectfully requests authorization for the Information Management Services Division to execute a professional service contract amendment with Security Microimaging Corporation to continue the implementation of Capital Project WO205 – Fiscal Automation Program.

FISCAL IMPACT

The Interim Chief Information Officer, IMSD is requesting the authority to execute a professional service contract amendment with Security Microimaging Corporation in the amount of \$195,000. There are sufficient funds in Capital Project WO205 – Fiscal Automation Program to cover the cost of this request.



Laurie Panella, IMSD
Interim Chief Information Officer

attachments

cc: Chris Abele, County Executive
George Aldrich, Chief of Staff, County Executive's Office
Tia Torhorst, County Executive's Office
Supervisor Johnny Thomas, Chair, Finance and Audit Committee
Lynne Debruin, Vice Chair, Finance and Audit Committee
Patrick Farley, Director, DAS
Pamela Bryant, Interim Fiscal and Budget Manager, DAS
Steve Cady, Fiscal and Budget Analyst, County Board
Carol Mueller, Committee Clerk, Finance and Audit Committee
Rich Foscatto, IT Director - Applications
Jimmie Lindsay, IT Manager - Applications