



March 19, 2019

Item No. 2

**RECOMMENDATION TO AWARD CONTRACT FOR AN UPGRADE AND EXPANSION OF THE ENTERPRISE CONTENT MANAGEMENT SYSTEM**

Presenter: Patricia Rios, Chief Administrative Officer

**RECOMMENDATION**

The Chief Executive Officer recommends that the Board of Commissioners (Board) of the Chicago Housing Authority approve the award of a contract to Electronic Knowledge Interchange Company to provide services for the upgrade and expansion of the CHA’s Enterprise Content Management System for a two (2) year base term with compensation in the not-to-exceed amount of \$2,799,240.00, plus three (3) one-year options for staff augmentation and support with compensation for each option term in the not-to-exceed amount of \$466,782.00, resulting in total compensation for the cumulative base and option terms in the not-to-exceed amount of \$4,199,586.00. The Board delegates authority to the Chief Executive Officer to use his discretion to exercise the options. The Chief Executive Officer shall not exercise more than one option in any year.

Recommended Awardee	Base Contract Value	Base Term	Option Terms	Total Contract Value
Electronic Knowledge Interchange Company	\$2,799,240	2-year		\$2,799,240
			1 <sup>st</sup> Option: \$466,782 2 <sup>nd</sup> Option: \$466,782 3 <sup>rd</sup> Option: \$466,782	\$1,400,346
<b>NTE Total:</b>	<b>\$ 2,799,240</b>		<b>Aggregate NTE Total:</b>	<b>\$4,199,586</b>

The requested action complies in all material respects with all applicable federal, state and local laws, and Chicago Housing Authority board policies. Staff have completed all necessary due diligence to support the submission of this initiative.

**Funding**

Administrative Division Budget

## **Background**

In an effort to further expand the use one central document repository and improve business processes, CHA will further enhance its current SharePoint Enterprise Content Management System (“ECMS”). The requested enhancement of the current ECMS is referred to as iFile Phase II.

In February 2015, the Chicago Housing Authority replaced its legacy document management solution by implementing a new Enterprise Content Management System (also known as iFile Phase I). This solution leveraged the Microsoft SharePoint platform and today consists of additional integrated systems and modules from KnowledgeLake, including its Imaging, Capture Server Pro, Unify and Advance Capture systems. This effort included the migration of over ten (10) million documents from the legacy system into iFile. The solution increased customer service delivery and operational efficiencies by providing rapid, intuitive records search and retrieval capability as well as providing an integrated means to scan, capture, store, manage and retain information assets across departments in the Authority.

With iFile Phase II, CHA will upgrade to the most current versions of KnowledgeLake and Metalogix StoragePoint software, expand the use and capabilities of CHA’s iFile system, identify and create new document types and document libraries for selected departments, and optimize existing business process into electronic workflows.

Respectfully Submitted:

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Patricia Rios  
Chief Administrative Officer

**RESOLUTION NO. 2019-CHA-**

**WHEREAS,** the Board of Commissioners of the Chicago Housing Authority has reviewed the Board Letter dated March 19, 2019 entitled "RECOMMENDATION TO AWARD CONTRACT FOR AN UPGRADE AND EXPANSION OF THE ENTERPRISE CONTENT MANAGEMENT SYSTEM."

**THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY:**

**THAT,** the Board of Commissioners authorizes the Chief Executive Officer or his designee to execute a contract with Electronic Knowledge Interchange Company in the aggregate not-to-exceed amount of \$4,199,586 to provide services for the upgrade and expansion of the CHA's Enterprise Content Management System for a two (2) year base term, and with three (3) one-year options for staff augmentation and support services reserved to the CHA.

This award is subject to the Contractor's compliance with the CHA's MBE/WBE/DBE/ Section 3 hiring and insurance requirements.

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Eugene E. Jones, Jr.  
Chief Executive Officer  
Chicago Housing Authority