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ORDER OF THE NEW HAVEN BOARD OF ALDERS AUTHORIZING THE CITY OF NEW HAVEN (MAYOR OR CONTROLLER) TO ENTER INTO A MULTI-YEAR AGREEMENT WITH HYLAND SOFTWARE, INC. AND INITIUM SOFTWARE, LLC FOR THE IMPLEMENTATION, EXPANSION, AND CLOUD HOSTING OF THE ONBASE ENTERPRISE CONTENT MANAGEMENT PLATFORM IN SUPPORT OF THE CITY'S DIGITAL RECORDS RETENTION POLICY

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WHEREAS, pursuant to Section 2-376(A) of the Code of General Ordinances of the City of New Haven and the City's procurement ordinance authorizing cooperative purchasing through nationally recognized cooperative purchasing organizations, including OMNIA Partners Public Sector, the City may utilize competitively solicited cooperative contracts in lieu of issuing its own solicitation, and Board of Alders approval is required for multi-year contracts and contracts exceeding One Hundred Thousand Dollars (\$150,000); and

WHEREAS, the City of New Haven is in the process of adopting and implementing a Records Management Program Manual establishing policies for lifecycle management of records, electronic records retention, litigation holds, and archival preservation; and

WHEREAS, the City requires a centralized, secure, cloud-hosted enterprise content management system to ensure compliance with Connecticut Municipal Records Retention Schedules, Federal Rules of Civil Procedure, FOIA requirements, and applicable confidentiality statutes; and

WHEREAS, Hyland Software's OnBase Cloud platform and related professional services provided by Initium SoftWorks, LLC (ISW) provide document taxonomy development, automated redaction, historical backfile ingestion, records retention configuration, and system integration services necessary to meet the City's digital records retention and compliance obligations; and

WHEREAS, the OnBase Cloud Renewal and Expansion Agreement provides for a three (3) year subscription term for cloud hosting, licensing, and related platform services, invoiced annually; and

WHEREAS, professional implementation services for Phase One include requirements gathering, document taxonomy development, automated redaction configuration, historical document migration, system configuration, project management, and training services necessary to support the initial deployment; and

WHEREAS, the City anticipates that additional implementation phases may be required to further expand the OnBase platform across City departments, including but not limited to workflow automation, document retention configuration, integrations with additional City systems, migration of additional repositories, and development of public-facing access capabilities; and

WHEREAS, Initium SoftWorks, LLC serves as an authorized implementation partner for Hyland Software and possesses specialized knowledge of the City's existing OnBase environment

established under prior authorization, and continuity of services will support efficient project delivery and reduce implementation risk; and

WHEREAS, the City may engage Initium SoftWorks, LLC for additional future implementation phases, subject to the development of department-specific scopes of work, cost proposals, and the availability of appropriated funds.

NOW, THEREFORE, BE IT ORDERED by the New Haven Board of Alders that the Mayor or Controller is hereby authorized to enter into a three (3) year agreement with Hyland Software, Inc., and Initium SoftWorks, LLC, for the implementation, expansion, and cloud hosting of the OnBase Enterprise Content Management platform, the terms and conditions of which are subject to the approval of the Office of the Corporation Counsel.

BE IT FURTHER ORDERED that the City may procure additional licensing, implementation services, integrations, and platform expansions associated with the OnBase Enterprise Content Management platform as departmental needs are identified, provided that such expenditures are subject to available appropriations.