



Justin Elicker
Mayor

Bureau of Purchases
Department of Finance
City of New Haven
200 Orange Street, Rm 301
New Haven, CT 06510
www.newhavenct.gov



Malinda M. Figueroa
Purchasing Agent

Shawn J. Garris
Deputy Purchasing Agent

March 16, 2026

Honorable Tyisha Walker-Myers, President
Board of Alders of the City of New Haven
165 Church Street
New Haven, CT 06510

Dear President Walker-Myers:

Attached for consideration by the Board of Alders is an Order authorizing the City of New Haven to enter into a multi-year agreement with Hyland Software, Inc. and Initium SoftWorks, LLC for the implementation and expansion of the City's OnBase enterprise content management platform.

The intent of this Order is to support the City's digital records management program by centralizing document storage, implementing automated redaction of sensitive information, and migrating historical document repositories into a secure cloud-based system. This work advances the City's Records Management Program and strengthens compliance with records retention requirements, FOIA obligations, and litigation hold procedures.

The proposed agreement builds upon the platform previously authorized under Legislative Matter LM-2022-0166 and is being procured through cooperative purchasing authority via OMNIA Partners. Phase One implementation services are estimated not to exceed \$170,000, and the Order authorizes a three-year agreement for cloud hosting and related services.

Future phases of the project may include additional departmental integrations, workflow automation, and development of public-facing access to certain records as departmental needs are identified.

We appreciate your attention to this matter and respectfully request your support of the proposed order.

Respectfully Submitted,

Malinda M. Figueroa
Purchasing Agent

enclosures

c: Rebecca Bombero, Acting Controller
Shawn Garris, Deputy Purchasing Agent
Michael Simeone, Chief Technology Officer
Chester Sawicki, IT Director
file