

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves the contract for the purchase of a Document Management solution from Hyland Software for the Technology Services Department.

BACKGROUND

As Collin College migrates away from Banner, it is necessary to incorporate a new document management system into our ecosystem. Hyland Software, developers of the OnBase Document Management and Brainware applications, is a highly regarded partner of Workday and is used by many higher education institutions in Texas. The OnBase Document System will facilitate uploading and electronic management of documents, and the Brainware application will enable the electronic processing of transcripts for incoming students.

Hyland Software has a contract through the DIR cooperative purchasing program to provide Document Management Solution, Contract Number DIR-TSO-4378. The contract complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code. Reference Contract number SCON-100616 was issued to track contract spend for Hyland Software.

IMPACT OF THIS ACTION

This agreement includes the software licenses, training, development of workflows to support Collin College's business needs, and conversion of historical data to comply with state and federal retention requirements.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$1,160,000 for three (3) years. Year one (1) will be funded from the Workday project budget (\$675,000) and years 2-3 will be funded from the Technology Services Department's operating budget (\$485,000).

MONITORING AND REPORTING TIMELINE

The contract term is March 1, 2023 through August 31, 2025.

RESOURCE PERSONNEL

Dr. Abe Johnson, SVP Campus Operations
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