

## **AGENDA ITEM 7**

**RE:** Annual Softdocs License Renewal

**STAFF RECOMMENDATION:** That the Board of Trustees approve the year four (4) licenses and support renewal for Softdocs Etrive Document Management System in the amount of \$72,654.75. This renewal will be procured using E&I Cooperative Contract #EI00063~2021MA via the reseller Carahsoft.

**BACKGROUND:** The College acquired Softdocs Etrive document management system in July 2022. The offices using the system are Human Resources, Admissions, and Registrars.

**BUDGETARY CONSIDERATIONS:** Funds for these services have been budgeted in the 2025 Information Technology budget account number:

305021- (Technology Support Main)

**CONTACT PERSONS:**

Dr. Minita Ramirez, President

Mr. Cesar Vela, CPA Vice President of Finance and Administration

Mr. Albert Chavez, Associate Vice President of Information Technology

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