

November 14, 2012

**ITEM NO. F1**

**AUTHORIZATION TO ENTER INTO A CONTRACT WITH CATALYST  
CONSULTING GROUP TO IMPLEMENT A SHAREPOINT ENTERPRISE CONTENT  
MANAGEMENT SYSTEM**

**To the Honorable Board of Commissioners:**

**RECOMMENDATION**

It is recommended that the Board of Commissioners authorizes the Chief Executive Officer or his designee to enter into a contract with Catalyst for the implementation of a SharePoint Enterprise Content Management System in an amount not-to-exceed \$4,231,168 for the implementation and two (2) one-year maintenance and support options.

The Executive Vice President (EVP) of Finance, the Office of the General Counsel and the Office of Procurement have completed all necessary due diligence to support the submission of this initiative and recommend the approval of this item accordingly.

**CORPORATE GOAL**

- Streamline operations to make CHA more customer-focused and efficient.

The CHA generates large amounts of electronic and paper records annually in support of its paper-driven, manual processes. This project will enable the CHA to leverage its investment in the Microsoft SharePoint platform by integrating a SharePoint Enterprise Content Management System (ECMS) solution to meet its growing content management and business process support needs. A new SharePoint ECMS solution will provide the complete functionality of automated records management systems and transform enterprise-based, manual processes into automated flows.

**FUNDING:** General Fund, Fiscal Year 2012 / 2013

**SOLICITATION SUMMARY**

**Specification No.:** RFP 12-00934

**Vendor:** Catalyst Consulting Group, Inc.  
Travis Bloomfield  
211 West Wacker Drive, Suite 450  
Chicago, Illinois 60606

**Contract Type:** Professional Services

**Base Contract Amount:** \$ 3,735,000.00

**Base Contract Period:** 2 Years (Implementation)

**Maintenance/Support Options:** Two (2) One Year Options

**Publication(s):** Chicago Sun-times,  
Chicago Defender, Extra

**Vendor List:** Four Hundred (400)

**Pick-up List:** Forty-Four (44)

**Solicitation Release Date:** May 28, 2012

**Days Advertised:** 30

**Addendum/a:** 3

**Pre-Bid/Proposal Date:** May 31, 2012

**Solicitation Due Date:** June 29, 2012

**Assist Agencies:** Sixty-Four (64)

**Respondents:** Four (4)



**M/W/DBE Participation:****Direct:**MBE 51 %WBE 3 %DBE \_\_\_\_\_%**Indirect:**

MBE \_\_\_\_\_%WBE \_\_\_\_\_%DBE \_\_\_\_\_%

Waiver \_\_\_\_\_(Yes/No)

**Section 3:**Hiring 2 (#) Subcontracting \_\_\_\_\_(\$ ) Other Economic Opportunities \_\_\_\_\_(\$)**GENERAL BACKGROUND**

Currently, the CHA's FileNet system is primarily used as a document repository. Quillix Capture Software is used with FileNet to capture, scan and index paper documents, such as forms, correspondence, applications, and customer-related information. The version of FileNet currently in use at the CHA (Version 3.0) has not been upgraded to the latest supported version. CHA's current maintenance plan is on a calendar year renewal. On two occasions the CHA has generated an RFP attempting to upgrade the FileNet system. The vendors' upgrade approach posed a high risk to the CHA's live data. The cost was also high and CHA subsequently pursued an alternative ECM solution based upon Microsoft's SharePoint software.

The CHA's business processes have evolved considerably since the initial document management implementation of the FileNet system and the system's configured indexes no longer align optimally with changes to the CHA's business processes. As a result, the CHA reviewed the actual use of the document management system and solicited possible enhancements that might be needed and work flow requirements from the CHA's user community.

In order to better manage its information assets and achieve efficiencies in its business processes, the CHA seeks to implement a new SharePoint Enterprise Content Management System solution that provides the complete functionality of automated records management systems (capture, index, store, track, retrieve, archive, dispose and report) and transforms enterprise-based, manual processes into automated flows. The recommendation is to move forward with the SharePoint ECMS solution that includes KnowledgeLake's ECM and K2's work flow software. This solution will provide the following:

KnowledgeLake software includes:

- Imaging server software that will transform SharePoint into a production ECM system.
- Capture module is the low to high volume (batch) production-level scanning solution that makes it easy for employees to electronically share their documents securely.
- Capture server allows for easy and cost-effective scanning and saving of documents to SharePoint using office copiers, multi-function devices, fax servers and network scanners.
- Connect module enables users to easily upload files in seconds, without having to open SharePoint.
- KnowledgeLake Unify module brings SharePoint content to business applications to enable users to search, reference and archive documents in SharePoint without leaving familiar business applications.



- KnowledgeLake Advanced Capture module is an intelligent, accurate and scalable automated document processing solution that helps businesses across the industry spectrum.

K2 blackpearl software includes:

- Visual tools to automate business processes, such as document approval, employee onboarding or inventory control.
- Complete workflow and business process management platform that includes: designer, workflow designer for K2 and SharePoint forms, K2 Studio and K2 Designer for Visual Studio.

The Board action recommended in this item complies in all material respects with all applicable Chicago Housing Authority board policies and all applicable federal (HUD) procurement laws.

The EVP of Finance concurs with the recommendation to enter into a two (2) year base term contract with Catalyst to implement a SharePoint Enterprise Content Management System solution, with up to two (2) one-year support and maintenance options.

The CHA recommends the approval to enter into a contract with Catalyst for a two (2) year base term to implement a SharePoint Enterprise Content Management System solution, with up to two (2) one-year maintenance and support options reserved to the CHA.





**RESOLUTION NO. 2012-CHA-99**

**WHEREAS,** the Board of Commissioners has reviewed the Board Letter dated November 14, 2012, entitled "AUTHORIZATION TO ENTER INTO A CONTRACT WITH CATALYST CONSULTING GROUP TO IMPLEMENT A SHAREPOINT ENTERPRISE CONTENT MANAGEMENT SYSTEM";

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT** the Board of Commissioners ("Board") authorizes the Chief Executive Officer or his designee to enter into a contract with Catalyst Consulting Group to implement a SharePoint Enterprise Content Management System in an amount not to exceed \$4,231,168.00, including two (2) one year maintenance and support options.

These awards are subject to each Contractor's compliance with the CHA's MBE/WBE/DBE, Section 3 resident hiring, and bonding and insurance requirements.

