

Enterprise Contract Management [T515] Buyer's Guide

Purpose

This guide provides summarized information for the buyer of active, enterprise contract products and services. By clicking on quick links — [underlined, blue-colored words or sentences](#) — one is redirected to various documents; such as, the awarded contract, the Invitation to Bid (ITB), guides and brochures that will assist in building a purchase order for the products and services on the specific contract, and in some guides allow direct access to the e-mail addresses or Web sites of vendor contacts.

Award Date	Duration	Estimated Re-bid Year
12/01/2013	5 years	2018

Description

The purpose of this enterprise contract is to provide State agencies an avenue to purchase Enterprise Content Management (ECM) System Software Products and ECM Professional Services. Political subdivisions, local government agencies, and public educational institutions may at their discretion use this contract to purchase ECM related software or services included in this contract. ECM software generally includes software supporting or providing document scanning, indexing, quality assurance, storage, retrieval and workflow processes. The awarded software vendor is responsible for installing and configuring the software. Services may include such services as ECM architecture, design, integration, customization, programming and training related to implementing ECM systems.

There are two categories of ECM functions or processes:

1. simple/centralized represented by *Attachment B* (see ITB)
2. complex/distributed represented by *Attachment C* (see ITB)

Each category has an ECM software component and an ECM system integration service component. The intent was to award one ECM software contract for each category and up to three system integration services contracts for each ECM software category awarded. Each services contract award was dependent upon the software awarded.

The software was bid as a percentage discount from the manufacturer's ECM software catalog. The services contract was bid using the percentage discount off the hourly rates for services. The discount applied to the entire catalog.

Compulink Management Center (d/b/a LaserFiche) was awarded the contract to provide all ECM software and services. There are no discounts displayed but the vendor may offer applicable discounts as outlined in the contract and the Product Guide (see link below).

Please contact the vendor directly to determine the most appropriate application of the software or services offered.

Contract Notice of Award

[Link to Contract](#)

Original ITB

[Link to ITB](#)

Product Guide & How to Order

Use the [Product Guide](#) to obtain the summarized contract information such as; company names, catalog links, discount rates, product descriptions, and contact information. If applicable and if available, link to the vendor's website to review the product line and determine all specifications for the product or service that you wish to purchase. If the website offers capabilities such as; product comparisons and fill-a-cart or creation of a basket for purchasing, then take advantage of those features. Finally, complete a purchase order for one item and [print the completed purchase order](#) to use as a worksheet. You cannot purchase the product from the vendor's site, but the worksheet will assist with your State purchasing request.

Enterprise Contract Management [T515]
Buyer's Guide

Employee Discount

Not applicable for this contract.

Vendor Brochure

Links or complete brochures will be provided when available from the vendor.