



Agenda Item

City Council

Item #: 3.4.

5/13/2025

File #: 25-0251

TO: Honorable Mayor and Members of the City Council

THRU: Tom Kisela, City Manager

FROM: Steven Scardina, Information Technology Manager

1. SUBJECT

Agreement with GovOS, Inc. for SeamlessDocs forms management services.

2. SUMMARY

The City utilizes forms management software for a variety of workflow initiation and processing purposes. The City first contracted with GovOS forms management software service in June 2017. This agreement renews the ongoing use of the software for a three-year term.

3. RECOMMENDED ACTION

Approve a three-year agreement with GovOS, Inc. in the amount of \$64,036.23 for forms management services; and authorize the Mayor and the City Clerk to execute on behalf of the City.

4. FISCAL IMPACT

The expense for this amendment is \$20,843.33 and will be funded through Information Systems (780).

780.1601.53915.00000 Annual Software License and Maintenance

5. STRATEGIC PLAN GOALS

Goal 5: Improve Infrastructure, Mobility, and Technology

6. DISCUSSION AND BACKGROUND

SeamlessDocs forms management has been in use by the City for seven years. It is a hosted solution. This software has allowed many former paper forms to be automated and fully electronic. In addition, the forms management solution facilitates stages of workflow approval and accommodates electronic signatures. The forms workflow solution serves both internal City staff as well as the public. Staff are satisfied with the service, have integrated the service into many processes, and recommend its continued use.

7. ATTACHMENTS

- Agreement with GovOS, Inc.