

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 North Capitol Street, NE
Washington, DC 20002**

**APPROVAL OF FY 2010 OPERATING BUDGET EXPENSE FOR ENTERPRISE CONTENT
MANAGEMENT SUITE**

WHEREAS, the Metropolitan Washington Council of Governments (COG) though general course of business generates paper and electronic documents; and

WHEREAS, contractual, regulatory, and legal requirements necessitate the proper retention, discoverability, and disposal of paper and electronic documents; and

WHEREAS, events could require COG staff work remotely and the ability to access critical documents from outside COG's office; and

WHEREAS, to do so, COG requires an Enterprise Content Management Suite to automate the creation, retention, retrieval, and disposal of paper and electronic documents.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:**

The Executive Director, or his designee, is authorized to enter into a contract not to exceed \$200,000 with a selected firm as chosen through competitive procurement to install and implement an Enterprise Content Management software suite. Funding for this project has been allocated in COG's FY 2010 operating budget. No COG matching funds are required.
