

This Proposal was prepared especially for:

Village of Oak Park
Finance Department
123 Madison Street
Oak Park, Illinois 60302



RFP for Laserfiche ECM Solution

By:

Jerry Breitbarth



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Thursday, February 23, 2017

The contents of this proposal are for the exclusive use of your company and are considered by TKB Associates, Inc. to be private. The data and recommendations in this proposal are based upon information provided by you. All prices, terms, and conditions are based upon current prices and are subject to change within 90 days of the proposal date.

Cover Letter



Thursday, February 23, 2017

Village of Oak Park
Finance Department
123 Madison Street
Oak Park, Illinois 60302

Re: Laserfiche Enterprise Content Management System

I am pleased to submit the attached response to your Request for Proposal for a Laserfiche ECM Solution and Integrator Services. Compulink Management Center, Inc. (DBA Laserfiche) is the developer of the award-winning Laserfiche™ enterprise document management software as well as a respected systems integrator and consultancy. Laserfiche software is engineered specifically to meet the document imaging, management and workflow needs of organizations like the Village of Oak Park, and we are submitting this proposal to satisfy all the requirements stated in your RFP.

We are confident that after your review, you will find that Laserfiche will meet all of your needs. Laserfiche is well qualified to provide the Village of Oak Park with the optimum solution for all of your demands.

We will be pleased to discuss this proposal and to provide a comprehensive demonstration of the proposed Laserfiche document management solution based on the use cases provided in your RFP. Choosing Laserfiche for the Village will meet your objectives of allowing personnel, on a Village-wide basis, to efficiently search, retrieve, distribute, and manage electronic and hard copy documents in an integrated environment. TKB Associates, Inc. has been a Laserfiche VAR for over 17 years and has implemented over 260 Laserfiche solutions in Illinois. This includes over 100 municipalities in Illinois alone making us the largest reseller of Laserfiche in Illinois. We at TKB Associates look forward to working with you on this important project.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jerry Breitbarth', written in a cursive style.

Jerry Breitbarth
President
TKB Associates, Inc.
Email: jbreitbarth@tkbassociates.com

Executive Summary

The Village of Oak Park has solicited proposals for an Laserfiche Enterprise Content Document Management System that can be deployed Village wide. The ECM application to be implemented will enable the Village to Improve Document Retrieval Efficiency, Reduce Printing and Labor Costs, Protect its Historical Documents, and Reduce the Amount of Storage Space Needed for Paper Documents. The objective of the ECM is to establish a Village standard to provide a common platform that can be integrated with Village systems, simplify a number of general processes facing most departments and also be configurable enough to meet the specific document management, workflow and records management needs of individual departments.

Laserfiche is widely recognized as a pioneer in the document management industry and has been providing simple, elegant document management solutions that help organizations run smarter for more than 30 years. Our overriding philosophy has been that a successful solution is one that is utilized to its full potential by the people who should use it – regardless of the technical merits of the software. As we've continued to improve our software over the years, we've focused on delivering solutions that meet the global needs of an organization while remaining flexible enough to be uniquely configured for individual departments or groups of users. To validate this approach, we recently conducted a global study with The Economist Intelligence Unit to quantify the need to centralize and standardize information management processes while providing local business units with the autonomy they need to remain productive.

Laserfiche Avante bundles functionality so everyone granted access to the system will have the tools they need to utilize the solution to become more productive. Our ability to implement distributed capture and document processing workflow solutions will simplify the process of capturing, indexing and classifying content and allow the Village to leverage their existing technical infrastructure. Our Transparent Records Management Strategy simplifies the implementation and management of a formal records management file plan while presenting information in a format tailored to each department. Our flexible and extensible workflow platform will automate business processes, keep other systems synchronized based on activity in the ECM and provide process oversight through ad-hoc and customized reports.

We're excited at the prospect of working with the Village to deliver on the promise of the solution described in this proposal. We feel strongly that the technology, technical expertise and experience of our team are especially well suited to meet the business needs highlighted by the Village in the RFP. Finally, we look forward to an opportunity to demonstrate the proposed solution and share our vision of an Enterprise Content Management Solution for the Village of Oak Park.

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Addendums

Laserfiche RFP 2017-2-8.PDF
Laserfiche RFP Q&A-2-17-17.PDF

Company Profile and Qualifications

TKB Associates, Inc. is an Illinois Corporation that has been providing Laserfiche Electronic Records Management Solutions to its clients since May of 2000. With a client base of over 260 installations we have a great deal of experience in all sectors with an emphasis on government agencies, law enforcement, and healthcare. TKB Associates, Inc. has been a Laserfiche Winner Circle VAR every year since 2000 and has continued to be the top reseller in Illinois. We also provide conversion from paper, microfilm, and microfiche to digital format. 100% of all revenue generated by TKB Associates, Inc. is driven from ECM solutions including software, hardware, installation & training, integration projects, and conversion services.

Jerry Breitbarth is the President of TKB Associates, Inc. and the main office is located at 9459 Enterprise Drive in Mokena, IL. This office is located approximately 27 miles to the Village of Oak Park. We currently have a staff of 7 that supports our Laserfiche solutions.

The Laserfiche employees who would be responsible for supporting the proposed solution work out of the corporate headquarters in Long Beach, California where there are 175 employees. The TKB Associates employees who would participate in the implementation and support of the proposed solution work out of their Mokena, IL headquarters where there are 7 employees.

The vast majority of Laserfiche employees work out of the corporate headquarters in Long Beach, California with small satellite offices in Shanghai, China, and Bedford, Massachusetts. All TKB Associates employees work out of the corporate headquarters in Mokena, IL.

The TKB Associates team responsible for assuring a high quality engagement at the Village includes the following people:

Jerry Breitbarth, President

Mr. Breitbarth is the President of TKB Associates and is responsible for overall project design, implementation and management. He handles systems designs, implementation strategy and project coordination. He is responsible for ensuring that the appropriate on-site and off-site personnel and resources are available to efficiently complete this project.

He also works closely with the Compulink Development Team and the Technical Support Team to ensure that product development and consumer demands keep pace with market trends.

For the last 20 years, Jerry has successfully configured, implemented and supported document imaging systems including Laserfiche for the last 17 years. His understanding of network architecture, hardware components, and Laserfiche software has helped many customers.

Jerry has been apart of over 260 systems implementations of various sizes on the Laserfiche Document Imaging System and has lead hundreds of conversion service projects. His email is jbreitbarth@tkbassociates.com.

Linda Russell, Support Technician

Laserfiche GOLD Certified Support technician with over 7 years' experience supporting Laserfiche systems. Specializing in first tier support calls, installation and configurations of Laserfiche software, and running training sessions.

Edgar Vallecillo, Support Technician

Laserfiche GOLD Certified Support technician with over 7 years' experience supporting Laserfiche systems. Specializing in second tier support calls, custom configurations, building workflow and forms, and SQL certified.

Lisa Durham, Document Management Specialist

Energetic project manager / problem solver with sharp analytical and technical skills. This, combined with an outgoing positive personality, has enabled the acquisition of a wide array of experience to draw upon as a team member whether trouble shooting a critical issue or implementing a new system. Experience includes over 15 years of systems analysis & design, database development, solutions implementation, technical support, training, (to include full enterprise scale program design, development and implementation) and team management. Supporting Laserfiche systems since January of 2002. Certified Laserfiche Administrator

Barb Breitbarth, Lead Service Bureau Scanner Operator

Mrs. Breitbarth will serve as the key scanner operator for the proposed professional scanning engagement. Mrs. Breitbarth joined TKB Associates in 2007 and has performed document scanning and conversion services for all Laserfiche customers. She can be reached at 708-478-4100.

Travis McIntosh

Full time Laserfiche Certified Professional with over 7 years' experience implementing, maintaining, upgrading and supporting Laserfiche systems. Specializes in Laserfiche Work Flow and Quick Fields implementation, support and troubleshooting. Supporting Laserfiche systems since September 2009. Certified Laserfiche Administrator, Multiple Certifications; Admin I & II, Troubleshooting and Laserfiche Business Process Management.

Hunter Bush

Director of Operations. Rounding out the technical team with a strong background in management and accounting. Brings with him nine years of customer service experience. Laserfiche Admin I Certification.

A Sampling of Recent Projects Includes:

- Laserfiche RIO implementation project for one of the largest convenience store chains in North America encompassing multiple domains and locations spanning almost coast to coast. This included project planning, technical team lead, deployment, implementation and training. Workflow development and implementation to replicate and improve upon business processes in multiple departments. QF session development to automate data capture from both documents and external data sources (accounting and human resources systems).
- Implementation of Laserfiche RIO for multi-state hospital association. Coordinated with development team to integrate multiple systems with Laserfiche.
- Upgrade to RIO and implementation of virtual environment for Laserfiche system for multi-hospital organization. System migration & upgrade installation and configuration. Workflow definition development to replicate & improve upon current business processes.
- Laserfiche RIO / LincDoc Enterprise implementation for mid-west state police department. Full LF system implementation: Installation, configuration & training. Development of workflow definitions to replicate and improve business processes. Quick Fields session development to automate data capture from both documents and external data sources. LincDoc implementation and forms development (over 700 forms) to capture data from RMS (Oracle backend) and store in Laserfiche.
- Laserfiche RIO / LincDoc Enterprise implementation for County Prosecutor's Office. Full LF system implementation: Installation, configuration & training. Development of workflow definitions to replicate and improve business processes. Quick Fields session development to automate data capture from both documents and external data sources. LincDoc implementation and forms (over 300 forms) development to capture data from RMS (MS SQL backend) and store in Laserfiche.
- Laserfiche RIO implementation for multi-district education service unit - coordination of system installation, configuration, & training. Development of workflow definitions to replicate business processes. Multiple QF session development and implementation to automate data capture from both documents and external data sources.
- Completed Laserfiche and LincDoc System Implementations from small offices to enterprise deployments across multiple states.

References

TKB Associates, Inc. has extensive experience working with Government institutions and managing implementations at the Local and State level of government. The projects listed on the following pages represent a sampling of the implementations that we have managed for our government clients, and this list is by no means exhaustive.

Through reviewing this RFP, TKB Associates, Inc. understands the Village's ultimate objective: to deploy a quality ECM solution that has the flexibility to be effective in a variety of departments. This will allow the Village to leverage a centralized IT infrastructure and a standardized purchasing process, while giving each department a solution optimally configured to meet their needs. Our goal with this collection of project summaries and references is to demonstrate our ability to fit a department of any size, and to highlight our track record of providing our government clients the exact solution to address their unique needs. Above all, this collection of project references should serve to demonstrate the deployment flexibility Laserfiche will bring to the Village of Oak Park.

Customer Name	City of Highland Park
Contact Name	Babrok Arman – Systems Analyst
Contact Address	1707 St. Johns Avenue Highland Park, IL 60035
Contact Telephone	847-926-1029
Contact Email	BArman@cityhpil.com
Installation Date	May 2015
Description of System	The initial project here was to convert all of the data from an existing Papervision ECM product into Laserfiche. Once completed the Laserfiche solution is used effectively throughout the village including the Village Clerk, Finance, Community Development, Public Works, Engineering, Purchasing, and Human Resources. We have also converted 100s of banker boxes to digital files and imported into Laserfiche completely indexed for retrieval. Laserfiche workflow has completely automated the scanning, indexing and storing processes.

Customer Name	Village of Schaumburg
Contact Name	Peter Schaak - Director of Information Technology
Contact Address	101 Schaumburg Ct Schaumburg, IL 60193
Contact Telephone	847-923-3825
Contact Email	pschaak@ci.schaumburg.il.us
Installation Date	January 2016
Description of System	The initial project here was to convert all of the data from an existing SIRE ECM product into Laserfiche. Once completed the Laserfiche solution is used effectively throughout the entire Village. Laserfiche workflow has completely automated the scanning, indexing and storing processes. Transparency to Village documents is provided through the Laserfiche Weblink portal for unlimited public access to documents. They also utilize NovusAGENDA for the automation of meeting for submitting agenda items, routing rules, and ultimately electronically publishing the agenda.

Customer Name	Village of Burr Ridge
Contact Name	Jerry Sapp – IT Director
Contact Address	7660 S County Line Rd Burr Ridge, IL 60521
Contact Telephone	630-654-8181
Contact Email	jsapp@burr-ridge.gov
Installation Date	August 2002
Description of System	Departments using Laserfiche: Administration, Clerk, Finance, Police, and Community Development.

	The system is deployed Village-wide with an assortment of file types including minutes, resolutions, ordinances, agendas, Boards & Commissions, Engineering, Public Works, and finance files. They also have an extensive database of building and zoning files including large format drawings and building permits. The police department records include Arrest Records Log Sheets, Incidents and Accident reports, Pawn Reports, Vehicle Inspection Sheets and Holding Facility Inspection Sheets.
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Customer Name	Village of Oak Brook
Contact Name	Jim Fox, Asst. Information Technology Director
Contact Address	1200 Oak Brook Road Oak Brook, IL 60523
Contact Telephone	630-368-5174
Contact Email	jfox@oak-brook.org
Installation Date	October 2013
Description of System	The initial project here was to convert all of the data from an existing OnBase ECM product into Laserfiche. We have also converted 100s of rolls of microfilm to digital images and imported into their Laserfiche system. Once completed the Laserfiche solution is used effectively throughout the village including the Village Clerk, Finance, Community Development, Public Works, Engineering, Village Police Department, Fire Department, Purchasing, and Human Resources. Laserfiche workflow has completely automated the scanning and storing processes.

Customer Name	Village of Mount Prospect
Contact Name	Joan Middleton
Contact Address	50 S Emerson St Mt Prospect, IL 60056
Contact Telephone	847-392-6000
Contact Email	<u>JMIDDLET@MOUNTPROSPECT.ORG</u>
Installation Date	November 2000
Description of System	<p>The Laserfiche solution at the Village of Mount Prospect is a result of following the Project Management Methodology that has made TKB Associates the largest Laserfiche solution provider in the State of Illinois. The classification of documents, file plan, access control policy, retention management and disaster recovery plans all follow our best practices. The solution is used effectively throughout the village including the Village Clerk, Finance, Public Works, Village Police Department, and Human Resources.</p> <p>TKB Associates has been utilized to make other software solutions more effective through integration. Noteworthy projects include integration with the Village's GIS system (ESRI) and finance software (New World).</p> <p>TKB Associates has also converted 100's of banker boxes to digital format for this client in the building, and police departments. We also converted over 100 rolls of microfilm to digital format for the community development department that has been imported into their Laserfiche system.</p>

Customer Name	Village of Decatur
Contact Name	Cheryl Laskowski - Senior Systems Analyst
Contact Address	1 Gary K. Anderson Plaza Decatur, IL 62523
Contact Telephone	217-450-2212
Contact Email	CLaskowski@decaturil.gov
Installation Date	August 2009
Description of System	Departments using Laserfiche: Administration, Clerk, Finance, HR, and Community Development.

	The system is deployed Village-wide with an assortment of file types including minutes, resolutions, ordinances, agendas, project files, and building files. They have also implemented a web based integration with their ESRI GIS system and an automated electronic Agenda Manager solution for their meetings. Comprehensive search tools help the staff and public quickly find the information they need.
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Customer Name	Village of Addison
Contact Name	Mike Sampey- IT Director
Contact Address	1 Friendship Plaza Addison, IL 60101
Contact Telephone	630-693-7514
Contact Email	mike@addison-il.org
Installation Date	September 2004
Description of System	<p>Departments using Laserfiche: Police, Village Clerk, Purchasing, Engineering, Finance, Public Utilities, Building & Safety</p> <p>The Laserfiche solution at the Village of Addison is a great example of using integration to automatically configure and build a comprehensive content repository. Through integration with the Police Department's RMS system, case folders are automatically created and case documentation is automatically indexed and filed. Similarly, through integration with their ESRI GIS system, supporting property files are automatically retrieved with the click of a button. The end result is a system that stores and protects critical documents and provides secure access twenty-four hours a day / seven days a week.</p> <p>TKB Associates has also converted 100's of banker boxes to digital format for this client in the clerks, building, and police departments. We also converted over 200 rolls of microfilm to digital format that has been imported into their secure Laserfiche system.</p>

Partial List of TKB Associates, Inc. Laserfiche Clients in Illinois:

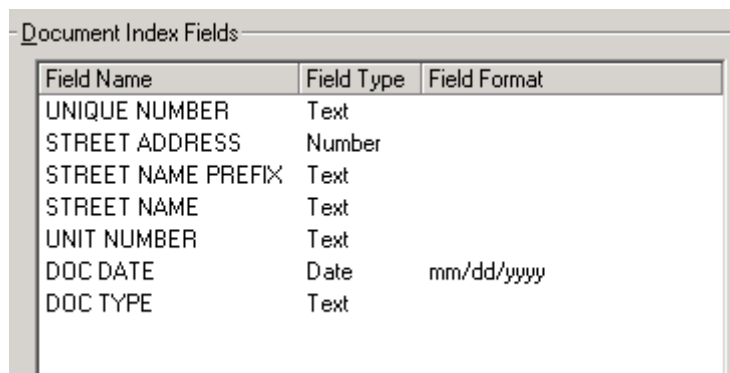
Village of Addison	Village of Deer Park	Livingston County	Village of Riverdale
Village of Alsip	City of Des Plaines	City of Lockport	Village of River Forest
Arlington Heights Park District	City of Elgin	City of Loves Park	City of Rochelle
Village of Arlington Heights	Village of Elk Grove	Village of Mahomet	Village of Rockton
City of Aroma Park	Village of Franklin Park	City of Mattoon	Village of Romeoville
Village of Barrington	City of Freeport	Village of Maywood	Village of Roscoe
Village of Bartlett	Village of Gilberts	Village of Minooka	Village of Rosemont
Village of Beach Park	Village of Glencoe	City of Monticello	Village of Schaumburg
City of Belvidere	Village of Glendale Heights	Village of Morton Grove	Village of Shorewood
City of Berwyn	Village of Glenview	Village of Mount Prospect	City of South Beloit
City of Bloomington	Village of Godfrey	Village of Mundelein	Village of South Elgin
City of Blue Island	Village of Grayslake	Naperville Park District	St. Clair County
Village of Buffalo Grove	City of Greenville	Village of Niles	Village of Sugar Grove
Bureau County	Village of Hawthorn Woods	Village of Northbrook	Village of University Park
Village of Burr Ridge	Village of Hazel Crest	Village of Northfield	Vermilion County
Calumet City	City of Highland Park	Village of Oak Lawn	Village of Villa Park
Village of Carpentersville	Village of Homewood	Village of Oak Brook	City of Warrenville
Village of Cherry Valley	Village of La Grange	Village of Oswego	City of West Chicago
Village of Chicago Ridge	Village of Lake in the Hills	Village of Palatine	Village of Winfield
City of Collinsville	Village of Lake Villa	City of Palos Heights	City of Yorkville
Daviess County Prosecutor	Village of Lemont	City of Park Ridge	
Village of Davis Junction	Village of Lincolnwood	Peoria County	
City of Decatur	Village of Lindenhurst	Village of Plainfield	
Village of Deerfield	Village of Lisle	City of Princeton	

Itemized Laserfiche Scope of Project

- Vendor will perform initial review of business processes and paper documents to develop a strategy for enterprise content management system design. The departments in the initial implementation and training process will be HR and IT.
- Vendor will provide all required software and licenses.
- Vendor will design and build centralized Laserfiche repository based on Avante for SQL server and perform necessary configuration including but not limited to: create index templates for various document types, setup document and page level security, and create repository access levels for appropriate groups and users.

For initial implementation Village will require:

- 25 full named user licenses. All users should be able to e-sign documents;
- 25 Laserfiche Form licenses;
- 50 forms authenticated participants;
- 25 Laserfiche Connector licenses;
- Standard audit trail;
- Forms portal;
- Web Access;
- Starter Public portal;
- Laserfiche Import Agent;
- Vendor will integrate Laserfiche with Harris CityView permitting application via CityView (ver. 2016.11 or greater) interface and migrate all documents from CityView repository to Laserfiche.
 - Oak Park attached a CityView document describing the required Laserfiche integration on a document entitled Laserfiche RFP Q&A-2-17-17.pdf
 - Approx. 30,000 files to be migrated
- Vendor will configure 5 screens of BS&A ERP (ver. 02/01/2017 or greater) application with Laserfiche Connector.
 - Screens to be defined by Oak Park during implementation. Laserfiche templates with required fields per screen will also be created.
- Vendor will migrate documents from Papervision DMS repository into Laserfiche
 - About 40GB (~935,000 files)
 - 98% tiff, rest jpeg
 - Index Fields



Field Name	Field Type	Field Format
UNIQUE NUMBER	Text	
STREET ADDRESS	Number	
STREET NAME PREFIX	Text	
STREET NAME	Text	
UNIT NUMBER	Text	
DOC DATE	Date	mm/dd/yyyy
DOC TYPE	Text	

- Develop 1 complete and detailed workflow with document approval process for Human Resource's Personnel or Payroll Change.
- Vendor will provide training for named license users and administration and workflow for IT personnel.

Digital Signatures

There are several ways our users are using some form of a “digital signature” in Laserfiche. Based upon my initial read of your RFP and the fact you were getting Laserfiche forms I assumed you would be using Laserfiche forms as a part of your digital signature requirement. Knowing there are also other options I will include them here as well. Here are some of the ways it has been implemented:

- **Laserfiche Forms.** In Laserfiche Forms, you can create forms with signatures using the new Signature field in the Form Designer. With this field, you can add a signature to your form with a single click! With a Signature field, users can sign a form using a finger, mouse, stylus, or stylized type.
- **The “signature” field with Workflow.** When a user changes a “signature” or “approval” field (usually restricted with security), workflow takes their username, date/time, and action and adds the data to a “history” multi-value field. The history field is read-only to everyone except workflow. This allows users to see who has taken action on the document and when/where, even if they’re accessing the documents through Laserfiche.
- **The stamp approach.** Using a stamp is perfectly reasonable for a digital signature. You can use a custom stamp with %(Username) that automatically gets replaced with the signer’s username or you could use a generic private/public stamp.
- **Digital Signatures.** This is a new feature as of Laserfiche 8.3 and provides users to “sign” a document and later check the integrity of the content.
 - **DocuSign.** Our new integration with DocuSign can send a document from Laserfiche to another person for a signature using the DocuSign service. It requires Web Access 9.0.2 and the DocuSign integration on the Marketplace which costs \$300.00 annually. You also need to pay for the DocuSign signature service.

As you can see, there are a several ways to do digital signatures in Laserfiche and it’s really up to the organization to determine what their needs are, regulations, and what will work for them. Please let us know if you have any additional questions.

Laserfiche & Integrations

Laserfiche provides a number of ways to customize system behavior or integrate the system with other applications. The primary programming interface for Laserfiche is the Laserfiche Integrators Toolkit which includes a COM based API, exposes the Laserfiche notification system and documents the Laserfiche Query Language. The vast majority of the “off-the-shelf” integrations available from the Laserfiche Marketplace were developed using the toolkit because it’s an intuitive and complete API. It should be noted that the API we provide customers and partners is the same API utilized by the Laserfiche development staff to develop all client-side applications it’s well tested, documented and supported.

The simplest way to integrate Laserfiche with other applications is through the workflow system which natively supports generic scripting activities as well as Laserfiche specific toolkit activities. The benefit of using the workflow system is that its embedded script editor speeds development and it includes trouble shooting, error logging and integration capabilities. It also provides the ability to synchronize other applications with Laserfiche because integration activities are triggered by specific actions that have occurred within the system.

Finally, both Laserfiche web interfaces are natively image enabled. They support the request for specific documents and the passing of search criteria through URL string and if only one document matches the search criteria, it is automatically displayed. In addition to the Laserfiche toolkit API we utilize the Laserfiche Connector for many of our integrations primarily for its ease of use and low cost entry point.

Laserfiche Integrations with BS&A

Customer: Village of Northbrook

Contact: Lori Baker, Chief Information Officer. 847-664-4080 lori.baker@northbrook.il.us

Jerick Cabral, IT Specialist 847-664-4082 Jerick.Cabral@northbrook.il.us

We most recently completed a successful integration between BS&A software and Laserfiche at the Village of Northbrook in February 2016. The initial phase was with the Accounts Payable screen in BS&A and using the Laserfiche Connector. We image enabled the token values for Vendor Name, Invoice Number, Invoice Date, PO#, and Amount. The integration has two result display options being the Laserfiche Client or Laserfiche Weblink depending upon which user is making the inquiry. They can also scan directly from the BS&A screen into Laserfiche capturing the same identified token field values to automatically populate the Laserfiche template fields and store the document automatically in Laserfiche by Vendor Name and Year. The document name is automatically named the Vendor Name and Invoice Number as well.

We work very closely with Kevin Schafer, Account Executive from BS&A Software, and have identified numerous other opportunities in the local area to implement integrations between the two applications in 2017.

Laserfiche Integrations with CityView

We have tested the CityView screens for an integration project for the Village of Mundelein using the Laserfiche Connector but have not officially deployed the project. We are awaiting the 'Go Ahead Call' from the client. However, you will see in our client references we have successfully deployed numerous integrations projects to Laserfiche and have a vast knowledge of the Laserfiche architecture and the API. In addition, CityView is a Laserfiche PDP partner and they have provided the integration scope and process in a very detailed whitepaper detailing the integration process. This integration was also provided in your RFP and was quoted as such to follow the parameters as defined within your environment. Our time quoted reflects following this integration as presented.

Laserfiche Migrations from Papervision to Laserfiche

Customers: Some of the clients we have completed Papervision conversion projects for the City of Highland Park, Village of Mundelein, Mount Prospect Police Dept., City of Des Plaines, and Village of Morton Grove. Contact names and info can be provided upon request.

We have completed more migrations to Laserfiche from Papervision than any other application. These range in assorted documents from Engineering, Building, Clerk, Police, Finance, etc. We verify each profile with the document types, index fields, and document counts. Our process then exports the current documents from Papervision along with their supporting metadata for a seamless transfer to Laserfiche templates and metadata fields. Once in Laserfiche we verify document counts and data and create a workflow to properly name and store the documents with the Laserfiche folder structure based upon client specifications.

Itemized Laserfiche Scope Pricing

Product	Description	Qty	Price	Total
Server Licenses				
MSE30	Laserfiche Avante for MS SQL with Workflow	1	\$5,000.00	\$5,000.00
MSE30B	Laserfiche Avante for MS SQL with Workflow Annual LSAP (1 Yr.)	1	\$1,000.00	\$1,000.00
MPP1	Laserfiche Weblink Starter Portal (Includes 10 Concurrent Web Link Only Retrieval Connections)	1	\$15,000.00	\$15,000.00
MPP1B	Laserfiche Weblink Unlimited Public Portal Annual LSAP (1 Yr.)	1	\$3,000.00	\$3,000.00
MPFRM	Laserfiche Forms Portal	1	\$7,995.00	\$7,995.00
MPFRMB	Laserfiche Forms Portal Annual LSAP (1 YR.)	1	\$1,600.00	\$1,600.00
Named User Licenses				
MNF16	Laserfiche Named user with Web Access, Mobile, Snapshot and Email	25	\$600.00	\$15,000.00
MNF05B	Laserfiche Named user with Web Access, Mobile, Snapshot and Email Annual LSAP (1 Yr.)	25	\$120.00	\$3,000.00
MATX	Laserfiche Standard Audit Trail	25	\$75.00	\$1,875.00
MATXB	Laserfiche Standard Audit Trail Annual LSAP (1 YR.)	25	\$15.00	\$375.00
MFRM16	Laserfiche Forms	25	\$50.00	\$1,250.00
MFRM16B	Laserfiche Forms Annual LSAP	25	\$10.00	\$250.00
Additional Laserfiche Software				
MAFRM005	Laserfiche Forms Authenticated Participants	50	\$140.00	\$7,000.00
MAFRM005B	Laserfiche Forms Authenticated Participants Annual LSAP (1 YR.)	50	\$28.00	\$1,400.00
MCNC	Laserfiche Connector	25	\$25.00	\$635.00
MCNCB	Laserfiche Connector Annual LSAP (1 YR.)	25	\$5.00	\$125.00
MCA01	Laserfiche Import Agent	1	\$1,495.00	\$1,495.00
MCA01B	Laserfiche Import Agent Annual LSAP (1 YR.)	1	\$390.00	\$390.00
Subtotal Software (Before 10% Govt. Discount)				
				\$55,250.00
Subtotal 1 Year Support (Before 10% Govt. Discount)				
				\$11,140.00
10% Government Discount on Laserfiche Software & LSAP				
				(\$6,640.00)
Total Laserfiche Software Investment (Includes 1 Year LSAP for all products)				
				\$59,750.00
Professional Services				
INSTALL/CONFIG	Vendor will perform initial review of business processes and paper documents to develop a strategy for enterprise content management system design. Vendor will provide all required software and licenses. Vendor will design and build centralized Laserfiche repository based on Avante for SQL server and perform necessary configuration including but not limited to: create index templates for various document types, setup document and page level security, and create repository access levels for appropriate groups and users.	24	\$150.00	\$3,600.00

INTEGRATE	Vendor will integrate Laserfiche with Harris CityView permitting application via CityView (ver. 2016.11 or greater) interface and migrate approximately. 30K documents from CityView repository to Laserfiche.	12	\$150.00	\$1,800.00
INTEGRATE	Vendor will configure 5 screens of BS&A ERP (ver. 02/01/2017 or greater) application with Laserfiche Connector.	8	\$150.00	\$1,200.00
CONVERSION	Vendor will migrate documents from Papervision DMS repository into Laserfiche 40GB – 935K Images	70	\$150.00	\$10,500.00
CONFIG	Develop 1 complete and detailed workflow with document approval process for Human Resource's Personnel or Payroll Change.	12	\$150.00	\$1,800.00
TRAINING	Vendor will provide training for named license users, administration, workflow and Laserfiche Forms for IT personnel.	24	\$150.00	\$3,600.00
	Subtotal Professional Services			\$21,500.00
	Grand Total – Software, LSAP & Professional Services			\$81,250.00