MCCi
ExperienceExcellence

HUMAN RESOURCES TASK ORDER
FORT LAUDERDALE, FL

PRESENTED BY: LOGAN DI LIELLO & AMANDA SOMMERS

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BACKGROUND

The City of Fort Lauderdale awarded MCCI a contract for the purchase and deployment of Laserfiche, an Enterprise Content Management System (ECMS) procured via Bid# 744-11384 and contract approved by City Commission under CAR# 15-0251 on 2/17 /2015. This city-wide deployment continues with the present Task Order for the Human Resources (HR) implementation of Laserfiche.

SCOPE OF WORK

- Conversion/Migration of the existing HR document images and metadata from Empower360
- Design and implementation of online forms and workflow processes (limited to availability of PM hours)
- Training

BILLABLE EVENTS

- License purchased
- Repository structure setup
- Records management training
- End user training
- Data migration
- Monthly accrual of PM hours

PROJECT SCHEDULE

Timeline will be followed as closely as possible to the project plan set forth in Appendix A, Item 1- Project Timeline (pg. 4). This is provided per the term listed in the Laserfiche Agreement, page 2, Item III. Timeline is subject to change due to scheduling conflicts, resource availability, change requests, and unforeseen issues. All changes will be documented and reflected on the timeline.

PROFESSIONAL FEES AND EXPENSES

A breakdown of fees and expenses listed in Appendix A, Item 2- Billing Milestones (pg. 6). These are provided per the terms listed in the Laserfiche Agreement, page 2, Item III.

LOCATION

This task order will be completed remotely and onsite by the MCCi Project Manager or other MCCI appointed employee. Secure remote access shall be granted so MCCI is able to perform tasks remotely. All training sessions shall be conducted onsite unless specifically agreed upon. Travel expenses are outlined in Appendix A, Item 2- Billing Milestones (pg. 6).

ACCEPTANCE OF DELIVERABLES

Acceptance of Deliverables shall be provided via e-mail by Fernando Ayrosa, Sr. Technology Strategist to Amanda Sommers, MCCI Project Manager. See Page 2, Item IV of the Laserfiche Agreement.

PAYMENT SCHEDULE

Invoices shall be accepted upon completion of the milestones outlined herein.

APPENDIX A

ITEM 1: PROJECT TIMELINE

Funding for this project is being provided by the current budget and the next fiscal year budget. This means that some payments will only be able to be processed after the new fiscal year, in October 2017. We will need to synchronize funding and deliverables to coincide with correct budget year.

Task Name	Duration	Start	Finish	Predecessors	Resource Names
Project Kickoff	**5 days**	**Mon 5/1/17**	**Fri 5/5/17**		**Client Business Analyst, Client Project Manager, MCCi Project Manager**
Executed Contract Processed	1 day	Mon 5/1/17	Mon 5/1/17		
Order Licenses from Laserfiche	3 days	Tue 5/2/17	Thu 5/4/17	2	
Kickoff/Handoff Call	1 day	Fri 5/5/17	Fri 5/5/17	3	
License Install/Repository Creation	**2 days**	**Mon 5/8/17**	**Tue 5/9/17**		**Client IT Administrator/Network Administrator, Client Workflow Administrator, MCCi Project Manager**
Update Master License and Assign Licenses to HR Groups	1 day	Mon 5/8/17	Mon 5/8/17		
Configuration of HR Repository	1 day	Tue 5/9/17	Tue 5/9/17	6	
Repository Structure Setup	**13 days**	**Tue 5/16/17**	**Thu 6/1/17**		**Client Project Manager, Client Records Manager, MCCi Project Manager**
Onsite Records Manager Training	2 days	Tue 5/16/17	Wed 5/17/17		
Remote Repository Structure Setup/Security	10 days	Mon 5/22/17	Fri 6/2/17		
Business Process Consulting and Configuration	**91 days**	**Thu 5/18/17**	**Thu 9/21/17**		**Client Business Analyst, MCCi Project Manager, Client Project Manager,**

					Client Records Manager
Onsite Process Analysis and Configuration	1 day	Thu 5/18/17	Thu 5/18/17		
Remote Consulting/Configuration of HR Business Processes	90 days	Mon 5/22/17	Fri 9/22/17		
Existing Data Conversion	**50 days**	**Mon 5/8/17**	**Fri 7/14/17**		**Client Project Manager, MCCi Project Manager**
Data Analysis	10 days	Mon 5/8/17	Fri 5/19/17		
Workflow Testing	30 days	Mon 5/22/17	Fri 6/30/17	15	
Data Conversion (Varies based on amount of data)	10 days	Mon 7/3/17	Fri 7/14/17	16	
End User Training	**2 days**	**Tue 9/26/17**	**Wed 9/27/17**		**Client End Users, Client Project Manager, MCCi Project Manager, MCCi Trainer**
Client Training	1 day	Tue 9/26/17	Tue 9/26/17	13	
Go-Live Training	1 day	Wed 9/27/17	Wed 9/27/17	19	
Project Close-Out	**6 days**	**Thu 9/28/17**	**Thu 10/5/17**	**11,18**	**Client Project Manager, MCCi Project Manager**
Project Follow-Up Call	1 day	Thu 9/28/17	Thu 9/28/17		
Internal Documentation Updated	5 days	Fri 9/29/17	Thu 10/5/17	22	

Initial user license purchase:
- 12 licenses
- Projected PM hours: 2 (license add on installation)

Repository structure setup:
- Projected PM hours: 2 (Assistance in creating a new repository on a dedicated volume)

Records management training:
- Projected PM hours: 1
- Course cost: BAFO
- Travel Cost: BAFO

End user training:
- Projected PM hours: 1
- Course cost: BAFO
- Travel Cost: BAFO

Onsite Process Analysis and Configuration:
- Projected PM hours: 0
- Course cost: BAFO ($1,120.00)
- Travel Cost: BAFO ($500.00)

Data Migration:
- Fort Lauderdale will rely on a manual or automated import of Empower360 images via Import Agent configuration. Additionally, filing and naming conventions will be applied via Laserfiche Workflow and Empower360 database lookup that will be built with assistance from MCCi's Project Manager.
- Projected Project Manager Hours: 20.

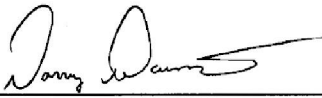**Monthly accrual of PM hours:**
- Projected PM hours: 80 to be applied to the design and implementation of online forms and workflow processes other than those expressly mentioned above.

ITEM 3: TASK ORDER TOTALS

- 12 Named User Licenses
- 80 Project Manager Hours – Monthly accrual
- 2 End User Training Course Days
- 2 End User Training Travel Cost
- 1 Process Analysis/Consulting Days
- 1 Process Analysis/Consulting Travel Cost
- 2 Records Mgmt. Training Course Days
- 2 Records Mgmt. Training Travel Cost
- 20 Project Manager Hours – HR Empower Migration

Submitted by: **MCCi,** a Limited Liability Company

Date: 4/26/2017
                        _____

By: _____
                                        (Signature)

                            Donny Barstow – President
                        _____
                                   (Printed Name & Title)

Noted Items Accepted by: **CITY OF FORT LAUDERDALE, FL**

Date: 4/26/2017
                        _____

By: _____
                                        (Signature)

                        FERNANDO AYROSA, Sr. tech Strategist
                        _____
                                   (Printed Name & Title)

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