

ACCELA DSD TASK ORDER

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 CAM# 15-0251 on 2/17/2015.

SCOPE OF WORK

- Subscription and implementation of the Accela-Laserfiche integration license
- Laserfiche configuration including but not limited to the update and creation of new templates, fields, workflows, development or any other work that may fall under either professional services or integration services needed to adapt the current Laserfiche repository to the Accela integration. Services included here assume the purchase of actual Laserfiche/Accela integration by Fort Lauderdale from Accela. The cost of services will be budgeted based on the rate for Professional Services. If integration services are requested, they will be paid from the same pool of available hours, but using the integration services rate as specified in the contract documents - Best and Final Offer (BAFO).

BILLABLE EVENTS

- License Subscription
- Monthly Accrual of Project Management/Developer hours.

All billable events shall be subject to PO issuance.

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 14, Item XI VARIANCES AND EXCEPTIONS to the RFP, (2).

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. 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. All invoices shall reference the specific PO for each specific task order.

APPENDIX A

Item 1: Project Timeline

Task Name	Duration	Start	Finish	Resource Names
Project Kickoff	5 days	Mon 10/16/17	Fri 10/20/17	Client Business Analyst, Client Project Manager, MCCi Project Manager
Executed Contract Processed	1 day	Mon 10/16/17	Mon 10/16/17	
Order Licenses from Laserfiche	3 days	Tue 10/17/17	Thu 10/19/17	
Kickoff/Handoff Call	1 day	Fri 10/20/17	Fri 10/20/17	
License Install/Configuration	3 days	Mon 10/23/17	Wed 10/25/17	Client IT Administrator/Network Administrator, MCCi Project Manager, Client Project Manager
Update Master License and Assign Licenses the DSD - Accela Group in LF Directory Server	1 day	Mon 10/23/17	Mon 10/23/17	
Configuration of Laserfiche Licenses for Test and Production Repository	2 days	Tue 10/24/17	Wed 10/25/17	
Consulting/Configuration of Laserfiche items related to the Accela Integration	265 days	Thu 10/26/17	Wed 10/31/18	Client Business Analyst, MCCi Project Manager, Client Project Manager, Client Records Manager, Client End Users
User Acceptance Testing	265 days	Thu 10/26/17	Wed 10/31/18	
Consulting/Configuration dealing with Laserfiche items based on the feedback of user acceptance	265 days	Thu 10/26/17	Wed 10/31/18	
Project Close-Out	6 days	Thu 11/1/18	Thu 11/8/18	Client Project Manager, MCCi Project Manager
Project Follow-Up Call	1 day	Thu 11/1/18	Thu 11/1/18	
Internal Documentation Updated	5 days	Fri 11/2/18	Thu 11/8/18	

Item 2: Billing Milestones

- Initial subscription:
 - 3 Keyed Integrator's License for the Accela Integration with Laserfiche Rio
- Monthly accrual of Project Management hours

Up to 80 hours of Project Management Services or Integration Services including but not limited to remote installation, configuration, development and/or training sessions on the above referenced products where applicable via web conference. Services included here assume the purchase of actual Laserfiche/Accela integration by Fort Lauderdale from Accela.

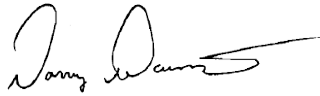
Item 3: Task Order Totals

Description	Qty	Cost	Total
ANNUAL SOFTWARE SUPPORT/SUBSCRIPTION - BASIC LSAP Keyed Integrator's License for the Accela Integration with Laserfiche Rio (25 concurrent connections) Note: This license key only provides concurrent connections and not the actual integration software code. Additionally, this quote does not include any professional services time that may be needed from MCCi in relation to the integration project. This is a reoccurring yearly cost.	3	\$ 3,000.00	\$ 9,000.00
MCCi Project Management Services, up to 80 hours	1	\$ 13,200.00	\$ 13,200.00
Total Cost			\$ 22,200.00

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

Date: 08.10.2017

By:



(Signature)

Donny Barstow – President

(Printed Name & Title)

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

Date:

By:

(Signature)