

CITY CLERK 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. This city-wide deployment continues with the present Task Order for the City Clerk implementation of Laserfiche.

SCOPE OF WORK

- Conversion/Migration of the existing City Clerk document images and metadata from Empower360
- Implementation of transparent records management.
- Design and implementation of online forms and workflow processes (limited to availability of PM hours)
- Training

BILLABLE EVENTS

- License purchase
- Repository structure setup
- Records management training
- End user training
- Data migration
- Monthly accrual of PM 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 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. 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	4 days	Fri 12/1/17	Wed 12/6/17	Client Business Analyst, Client Project Manager, MCCi Project Manager
Executed Contract Processed	1 day	Fri 12/1/17	Fri 12/1/17	
Order Licenses from Laserfiche	3 days	Mon 12/4/17	Wed 12/6/17	
Kickoff/Handoff Call	1 day	Wed 12/6/17	Wed 12/6/17	
License Install/Repository Creation	5 days	Thu 12/7/17	Wed 12/13/17	Client IT Administrator/Network Administrator, Client Workflow Administrator, MCCi Project Manager
Update Master License and Assign Licenses to HR Groups	1 day	Thu 12/7/17	Thu 12/7/17	
Initial Repository Structure Setup	5 days	Thu 12/7/17	Wed 12/13/17	Client Project Manager, Client Records Manager, MCCi Project Manager
Onsite Records Manager Training	12 days	Thu 12/14/17	Fri 12/29/17	Client Project Manager, Client Records Manager, MCCi Project Manager
Onsite Records Manager Training	2 days	Thu 12/14/17	Fri 12/15/17	
Remote Consulting on Repository Structure/Record Series	10 days	Mon 12/18/17	Fri 12/29/17	
Business Process Consulting and Configuration	90 days	Thu 12/7/17	Wed 4/11/18	MCCi Project Manager, Client Business Analyst, Client Project Manager, Client Records Manager
Existing Data Conversion	50 days	Thu 12/7/17	Wed 2/14/18	Client Project Manager, MCCi Project Manager

Data Analysis	10 days	Thu 12/7/17	Wed 12/20/17	
Workflow Testing	30 days	Thu 12/21/17	Wed 1/31/18	
Data Conversion (Varies based on amount of data)	10 days	Thu 2/1/18	Wed 2/14/18	
End User Training	2 days	Thu 2/15/18	Fri 2/16/18	Client End Users, Client Project Manager, MCCi Project Manager, MCCi Trainer
Client Training	2 days	Thu 2/15/18	Fri 2/16/18	
User Acceptance	15 days	Mon 2/19/18	Fri 3/9/18	
Project Close-Out	6 days	Thu 4/12/18	Thu 4/19/18	Client Project Manager, MCCi Project Manager
Project Follow-Up Call	1 day	Thu 4/12/18	Thu 4/12/18	
Internal Documentation Updated	5 days	Fri 4/13/18	Thu 4/19/18	

ITEM 2: BILLING MILESTONES

Initial user license purchase:

- Licenses – 7 Full Users
- Projected PM hours: 2 (license add on installation)

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

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.

Monthly accrual of PM hours:

- Projected PM hours: up to 12 to be applied to the design and implementation of online forms and workflow processes.

ITEM 3: TASK ORDER TOTALS

- 7 Named User Licenses
- Up to 16 Project Manager Hours – Monthly accrual
- 1 End User Training Course Days
- 1 End User Training Travel Cost
- 2 Records Mgmt. Training Course Days
- 2 Records Mgmt. Training Travel Cost

Description	Qty	Cost	Total
Software Licenses	7	\$ 480.00	\$ 3,360.00
Professional Services (up to... hours)	16	\$ 165.00	\$ 2,640.00
Training including travel (2 day records management and 1 day end user)	3	\$ 1,620.00	\$ 4,860.00
Maintenance (first year estimated 16 months, depending on proration assuming October purchase)	7	\$ 128.00	\$ 896.00
Total Project Cost			\$ 11,756.00

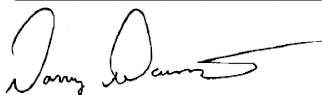
Submitted by:

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)

(Printed Name & Title)