

# FIRE DEPT 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 Fire Department implementation of Laserfiche.

## SCOPE OF WORK

- Conversion/Migration of the existing Fire Department document images and metadata from Empower360
- Implementation of transparent records management.
- Design and implementation of online forms and workflow processes (limited to availability of hours). The pool of available hours will be budgeted 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 development services rate as specified in the contract documents - Best and Final Offer (BAFO).
  - **Forms to be converted (subject to project scope to be developed and availability of Professional Services hours):**
    - Rules and Regulations
    - Standard Operating Procedures
    - Incident Command
    - CEMP
    - COOP
    - Emergency Storm Plan
    - Vendor Registration Form
    - Travel Forms
- 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
<b>Project Kickoff</b>	<b>5 days</b>	<b>Fri 6/1/18</b>	<b>Thu 6/7/18</b>	<b>Client Business Analyst, Client Project Manager, MCCi Project Manager</b>
Executed Contract Processed	1 day	Fri 6/1/18	Fri 6/1/18	
Order Licenses from Laserfiche	3 days	Mon 6/4/18	Wed 6/6/18	
Kickoff/Handoff Call	1 day	Thu 6/7/18	Thu 6/7/18	
<b>License Install/Repository Creation</b>	<b>1 day</b>	<b>Fri 6/8/18</b>	<b>Fri 6/8/18</b>	<b>Client IT Administrator/Network Administrator, Client Workflow Administrator, MCCi Project Manager</b>
Update Master License and Assign Licenses the Fire Dept Group	1 day	Fri 6/8/18	Fri 6/8/18	
<b>Repository Structure Setup</b>	<b>12 days</b>	<b>Mon 6/11/18</b>	<b>Tue 6/26/18</b>	<b>Client Project Manager, Client Records Manager, MCCi Project Manager</b>
Onsite Records Manager Training	2 days	Mon 6/11/18	Tue 6/12/18	
Remote Repository Structure Setup/Security	10 days	Wed 6/13/18	Tue 6/26/18	
<b>Business Process Consulting and Configuration</b>	<b>90 days</b>	<b>Wed 6/27/18</b>	<b>Tue 10/30/18</b>	<b>Client Business Analyst, MCCi Project Manager, Client Project Manager, Client Records Manager</b>
Remote Consulting/Configuration of Fire Dept Business Processes	90 days	Wed 6/27/18	Tue 10/30/18	

<b>Existing Data Conversion</b>	<b>50 days</b>	<b>Fri 6/8/18</b>	<b>Thu 8/16/18</b>	<b>Client Project Manager, MCCi Project Manager</b>
Data Analysis	10 days	Fri 6/8/18	Thu 6/21/18	
Workflow Testing	30 days	Fri 6/22/18	Thu 8/2/18	
Data Conversion (Varies based on amount of data)	10 days	Fri 8/3/18	Thu 8/16/18	
<b>End User Training</b>	<b>16 days</b>	<b>Fri 8/17/18</b>	<b>Fri 9/7/18</b>	<b>Client End Users, Client Project Manager, MCCi Project Manager, MCCi Trainer</b>
Client Training	1 day	Fri 8/17/18	Fri 8/17/18	
User Acceptance	15 days	Mon 8/20/18	Fri 9/7/18	
<b>Project Close-Out</b>	<b>6 days</b>	<b>Wed 10/31/18</b>	<b>Wed 11/7/18</b>	<b>Client Project Manager, MCCi Project Manager</b>
Project Follow-Up Call	1 day	Wed 10/31/18	Wed 10/31/18	
Internal Documentation Updated	5 days	Thu 11/1/18	Wed 11/7/18	

## ITEM 2: BILLING MILESTONES

### **Initial user license purchase:**

- Licenses – 28 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.
- Projected Project Manager Hours: up to 16.

### **Monthly accrual of PM hours:**

- Projected PM hours: up to 60 to be applied to the design and implementation of online forms and workflow processes as outlined under **Scope of Work** above.

### ITEM 3: TASK ORDER TOTALS

- 28 Named User Licenses
- Up to 80 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	28	\$ 480.00	\$ 13,440.00
Professional Services - Project Manager (up to... hours)	80	\$ 165.00	\$ 13,200.00
Training including travel (2 day records management and 1 day end user)	3	\$ 1,620.00	\$ 4,860.00
Maintenance (first year estimated depending on proration)	28	\$ 96.00	\$ 2,688.00
Total Project Cost			\$ 34,188.00

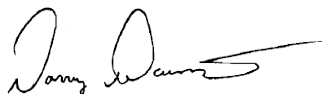
Submitted by:

**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)