

BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	07/02/15	Meeting Date:	07/06/15
Contact Information:			
Requested by:	Janet P. Alexander, Clerk-Treasurer		
On Behalf of Organization or Individual: City of Franklin			
Telephone:	317-736-3609		
Email address:	jalexander@franklin.in.gov		
Mailing Address:	70 E. Monroe Street		
Describe Request:			
Request Approval of Contract with MP Digital			
List Supporting Documentation Provided:			
Memo & Contract			
Who will present the request?			
Name:	Janet P. Alexander	Telephone:	317-736-3609

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.

Memorandum

Date: Wednesday, July 01, 2015
To: Board of Public Works and Safety
From: Janet P. Alexander, Clerk Treasurer
Regarding: Record Managements and Digital Scanning Agreement

Attached is a contract and pricing worksheet from MP Digital, a company that specializes in digital record management commonly referred to as "laserfiche". The City Attorney has reviewed the original proposed contract and made specific requests for modification to which the vendor agreed. The contract presented for your consideration is the amended version.

The pricing worksheet has two sections. The first part is the list of products (software platforms), modules, and access licenses for the first year. The second part is the annual management cost.

Laser fiche programs allow companies and governments to archive all paper documents and to make some or all of them public. Many Indiana communities are currently using laser fiche to improve public access, reduce the need for public record requests, and to open their historical records up to the public. There are many excellent examples online that we hope to duplicate.

I have attached an example of a local government webpage that lists the type of documents that are commonly found in digital archives like the one we plan to build using laserfiche.

The usefulness of this type of repository cannot be understated. Members of the public, genealogists, historians, as well as council members, plan commission members and others would be able to see and read some of our oldest documents. Further the actual documents – the ordinance books and minute books could then be transferred to the state archives for permanent safe keeping.

To see how this looks I have visited the City of Richmond's public record access site by going to <http://www.richmondindiana.gov/> the City of Carmel's site at www.carmel.in.gov or the City of South Bend's searchable document archive <http://www.ci.south-bend.in.us/government/service/document-archive>

Funding for this project is available in the 2015 Rainy Day budget.

Thank you for your consideration.

City of Franklin (*hereafter known as "Customer"*)
Janet Alexander/Stephanie Shepherd

Phone: 317-346-1165
Email: jalexander@franklin.inm.gov
Email: sshepherd@franklin.in.gov

In connection with Customer purchasing, renting, leasing or otherwise acquiring an interest in hardware or software from MP Digital LLC ("MP DIGITAL"), whether the software is created by a third party or MP DIGITAL, Customer acknowledges that MP DIGITAL has no obligation to provide any service to the software or hardware, other than as expressly provided in an agreement signed by both MP DIGITAL and the Customer, and then only to the extent so expressly provided therein, and Customer acknowledges that a default by any licensor of the software or manufacturer of the hardware does not constitute a default by MP DIGITAL and will not relieve the Customer of its obligation to make required payments to MP DIGITAL pursuant to all agreements between MP DIGITAL and Customer.

To the extent that Customer experiences lost, corrupted or incompatible files or programs or any other loss unless caused by the negligence of MP Digital, the Customer expressly assumes responsibility and liability for such claims and damages and expressly waives any and all claims of every kind or nature for such loss or damage against MP DIGITAL based on any and all theories of law or claims in equity, for any damages arising from any such loss of data or any other loss, including but not limited to losses arising out of software code and programs written by MP DIGITAL for Customer.

MP DIGITAL MAKES NO AND SPECIFICALLY EXCLUDES ANY REPRESENTATION OR WARRANTY RELATING TO ANY SOFTWARE OR HARDWARE, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF TITLE, VALIDITY OR ENFORCEABILITY OF LICENSE, NONINFRINGEMENT, COMPATIBILITY, AVAILABILITY OR QUALITY OF VENDOR SUPPORT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

The Customer acknowledges that it is solely responsible for having all software data copied or backed up, and to possess legitimate copies of the operating system or application software to produce the backed up copies. The Customer acknowledges that it is also responsible for copying or backing up any software programs that were included with the computer or loaded on the computer at the time of purchase.

If Customer's data is lost or corrupted, it is the sole responsibility of the Customer to reinstall, or have installed, all system and/or program software, user documents and data files without recourse to MP DIGITAL.

If the Customer so requests, MP DIGITAL may agree to reinstall software application programs and customer data at MP DIGITAL's then-current hourly onsite rate. The original program diskettes, CD-ROM disks, or copies, with proof of purchase, must be provided by the Customer to MP DIGITAL for any such installation.

In the event MP DIGITAL has created and provided Customer with customized software code ("software") for any purpose, including, but not limited to, addressing workflow issues, whether or not for the purpose of linking hardware or software to Customer's existing software program, Customer acknowledges that MP DIGITAL retains ownership of such software and has permitted Customer to install and use the software for the term of its agreement with MP DIGITAL, but Customer may not share, copy, distribute, sell or otherwise use or dispose of the Software.

This Release and Waiver represents the entirety of the understanding between the parties with respect to its subject matter, and may only be modified by a written instrument signed by the parties hereto.

I acknowledge that I have read and understand this Release & Waiver and agree to its terms:

Printed Name

Title

Signature

Date

City of Franklin

June 15, 2015

Customer Contact:
Title:Phone:
Email:MP Digital Contact:
Title:
Email Address:Phone:
Email:

Business Need(s):	Laserfiche is being proposed as a solution that will ...
<ul style="list-style-type: none">• Provide Enterprise Content Management, give the City of Franklin a platform where documents can be deposited and made available to the public.	
Project Summary:	At the end of the project the customer will have a solution that will...
<ul style="list-style-type: none">• Provide a secure environment to accomplish the business need.	
Assumptions:	To evaluate your project we assume the following...
<ul style="list-style-type: none">• City of Franklin will provide personnel to scan the documents. Training will be provided by MP Digital to establish a business process for City of Franklin to accomplish business need.	
Constraints:	Schedule or budget limitations that might affect our evaluation of this project:
<ul style="list-style-type: none">• None Known at this time.	

City of Franklin

Janet Alexander
Stephanie Shepherd

Customer Information

Phone:

Email:

MP Digital Project Engineer
Cliff Primmer
PO Box 573
Worthington, OH 43085

MP Digital Information

Phone

Email

Pre-Installation

Project Management:

- Kick-off meeting, define initial schedules, milestones, contacts
- Continuous review of scope of project vs. ordered configuration
- Plan integration with third-party integrator/contractor, if required

Document Sciences:

- Discovery of current document workflow, design initial digital workflow
- Confirm page volume, number of users, capture devices
- Design customized workflow for third-party integration, if required

Pre-Configuration:

- Review server & network configuration

Other: Document records, number of documents, how much disk space will be needed,

On-Site Training

End-User Training (For Up To 6 User(S)):

- Entering template instructions (indexing)
- Annotation and manipulation of documents
- Importing application files
- Document scanning at the capture device
- Searching

Administrator Training (For Up To 2 User(S)):

- Security
- Repository creation
- Index creation
- Backup operations

Other: Rick Littleton, IT and Superintendent of Waste Water Treatment plant. Go to Guy

Installation

Standard Installation Services:

- Installation and configuration of Laserfiche server software
- Installation and configuration of MP DIGITAL-provided capture devices, Minolta Copier with scanner
- Creation of 1 repository and up to 20 folders with security
- Creation of up to 5 metadata templates
- Configuration of 2 scan destination, if required
- Create initial set of users & groups (up to 6 users & 3 groups) users, Records Manager, Admin
- Installation of client software on up to 6 customer workstations

Other: Stephanie to have a desktop scanner as well as warehouse location. Workstation to be connected to Network.

Post-Installation

Standard Post-Installation Services:

- System design and configuration documentation
- Live telephone and/or remote login support, covers:
- Bug fix and repair activities
- Customer operational difficulties
- Software upgrade installations are not covered support activities
- Live support available from 9:00am to 5:00pm Eastern time

Other:

City of Franklin

Janet Alexander
Stephanie Shepherd

Customer Information

Phone:
Email:

MP Digital Project Engineer
Cliff Primmer
PO Box 573
Worthington, OH 43085

MP Digital Information

Phone:
Email:

Customer Requirements

- MP Digital personnel will have access to all areas necessary for installation during normal business hours and will be notified of any high security and/or hazardous areas.
- MP Digital Systems Engineer(s) will have administrative access to all servers, domains, and workstations necessary for this installation.
- Software installation often requires rebooting impacted servers. The Customer should be prepared for this.
- The Customer's designated Network Administrator must be available to the MP Digital Systems Engineer(s) and/or its designated subcontractor(s) during all phases of the installation and training specified above.
- The Customer's designated Project Coordinator (someone who has the authority to make decisions related to changes in the installation) must be available to the MP Digital and/or its designated subcontractor(s) during all phases of the installation and training specified above.
- Should work not be completed as a continuous effort due to unavailability of the Customer's Network Administrator or Project Coordinator or due to an inability to perform required system reboots in a timely manner, additional labor costs may, at MP Digital's option, be billed to the customer at its current hourly onsite rate. If the MP Digital Systems Engineer(s) will not be available for installation or training at the scheduled time, every reasonable effort will be made to provide the customer with at least 24 hours prior notice.
- Any changes in project scope (as laid out in this document) must be made in writing. Verbal agreements are not valid.
- Unless otherwise stated, there is no implied warranty or commitment for ongoing support. Additional requests for service will be on a time and materials basis.
- MP Digital assumes that the customer has performed complete backups on all impacted systems.
- MP Digital will not be responsible for scanning customer documents as a part of this digital filing system installation project.
- Any work not listed in the Project Scope document which is requested by the Customer or is deemed necessary to the successful completion to the project by the Project Coordinator is "Out of Scope" and will be billed additionally at our current hourly onsite rate.
- This project does not include the correction of preexisting conditions that may or may not have been discovered prior to the start of this project, including, but not limited to, machine lockups, error messages, intermittent hardware or software failures, or poor performance.
- Signature for approval of this Statement of Work confirms accuracy in the description of this project as specified above
- I acknowledge that I have read and understand this Statement of Work and Customer Requirements and agree to its terms;

Printed Name

Title

Signature

Date

City of Franklin
 Customer Contact:
 Title:

Phone:
 Email:

16-May-2007

MP Digital Contact:
 Title:

Phone:
 Email:

Software	Quantity
Laserfiche Avante 6 users with LF Forms, RME Module Web Distribution Portal	
Additional Support Services	Quantity
3 days of Professional Services	
Support, Implementation, Training, Project Management Services	Quantity
Included in Scope of Project	
Miscellaneous Hardware, Software and Accessories	Quantity
None at this time	
Additional Services	Quantity
None at this time	

Solution as Proposed:

\$31,040.00

This pricing and other purchase terms of this proposal are valid and will be honored for a period of sixty days, after which time they must be confirmed in writing.

What's a Laserfiche LSAP (Laserfiche Software Assurance Plan)?

LSAP guarantees a rapid response from support engineers, providing expert assistance to keep your mission-critical document management application up and running at all times. LSAP offers numerous options for solving problems quickly, including telephone and e-mail support through your reseller, direct Web chat with Laserfiche experts and the escalation of urgent cases to senior staff.

LSAP ensures access to product updates through your reseller as soon as they are released, expanding your system's capabilities and helping you adapt to new operating systems and other infrastructure changes. You also receive 100% credit for existing software when you upgrade Laserfiche solutions.

Laserfiche Support Agreements include:

Basic LSAP provides the services noted above plus telephone support from Laserfiche engineers through your reseller within 24 hours.

Down payment \$19,145.00

Balance \$11,895.00 due after installation has been verified.

City of Franklin
Janet Alexander

Phone:
Email:

All deliverables outlined in the project scope statement have been completed as described therein. Any exceptions are outlined below.

Unless otherwise stated, there is no implied warranty or commitment for ongoing support. System maintenance including, but not limited to, backups and system or database updates is the sole responsibility of the customer. MP Digital can provide software upgrade services at the hourly rate current at the time the service is provided.

This project is considered complete. I(we) understand that any further on-site support or consulting services will be provided at the hourly rate current at the time the service is provided.

Exceptions:

I acknowledge I have read and understand the Installation Signoff and agree to its terms:

Printed Name

Title

Signature

Date



Product Code	Product Name	Quantity	Unit Price	Discount	Total
MSE30	Avante MS SQL Server	1	\$5,000.00		\$5,000.00
MNF05	Named Full User w/Email and Snapshot	6	\$500.00		\$3,000.00
MFRM	Laserfiche Forms	6	\$50.00		\$300.00
MSM60	Records Management Module	1	\$6,000.00		\$6,000.00
MPD	Web Distribution Portal	1	\$7,995.00		\$7,995.00
MCA01	LF Import Agent	1	\$1,495.00		\$1,495.00
Total:					\$23,790.00

LSAP

Product Code	Product Name	Quantity	Unit Price	Discount	Total
MSE30B	Avante MS SQL Server Basic LSAP	1	\$1,000.00		\$1,000.00
MNF05B	Named Full User w/Email and Snapshot Basic LSAP	6	\$100.00		\$600.00
MFRMB	Laserfiche Forms Basic LSAP	6	\$10.00		\$60.00
MSM60B	Records Management Module Basic LSAP	1	\$1,200.00		\$1,200.00
MPDB	Web Distribution Portal Basic LSAP	1	\$1,600.00		\$1,600.00
MCA01B	LF Import Agent Basic LSAP	1	\$390.00		\$390.00
Total:					\$4,850.00

MPPS	MP Digital Professional Services	3	\$800.00		\$2,400.00
------	----------------------------------	---	----------	--	------------

Grand Total: \$31,040.00



Welcome to the City of South Bend Document Search Center.

Enter text in the box below to search the document repository, or click a link to browse for documents by category.

Please click '**LOGOUT**' in the upper right corner of your screen before exiting the Document Search Center.

[Building Department](#)
[Common Council](#)
[Economic Development Commission](#)
[Executive Orders](#)
[Finance](#)
[Industrial Revolving Fund](#)
[Minority & Women Business Enterprise Diversity Board](#)
[News Releases](#)
[Newsletters](#)
[Parks & Recreation Board](#)
[Public Safety](#)
[Public Works](#)
[Redevelopment Authority](#)
[Redevelopment Commission](#)

Document management portal powered by Laserfiche WebLink 8.0.2 © 1998-2010 [Laserfiche](#)