

CAPITAL IMPROVEMENT PROGRAM

City of Missoula CIP Project Request/Update Form FY 2018-2022

Department Priority		Major Department	New or Update	Required Is this project Required?	Delay Can project be delayed?	Project Title		
2	of 2	Central_Services	New	No	Yes	Enterprise Content Management Software		
Project Rating	Project Number	Division/ Sub-Department						
Efficiency	0	City Clerk	Is the project APPROVED for Fiscal Year 2018?			Y	FUNDED?	N

Summary Description and rationale of project and funding sources:

An Enterprise Content Management (ECM) software solution will streamline records management and workflows, eliminate the current need for storing paper copies, allow internal and external users to search and access city records online. and will prevent the loss of access to records that now occurs when there are changes to the city's website security and/or changes to the directories in which records are stored.

History & Current Status: Impact if Cancelled or Delayed

An ECM has the added benefit of reduction and possibly prevent the loss of access to records with changes and/or future updates to website security and directory protocols.

Are there any site requirements/ Potentially Affected Interest (PAI) Coordination:

None.

How is this project going to be funded:

Funding Source	Accounting Code	Prior Year Summation	Unappropriated subsequent years				
			FY18	FY19	FY20	FY21	FY22
Clerk General	1000.223.410910.350	See "UPDATE" tab for detail of revenue funding sources and amounts.		74,286			
Water Enterprise	5210.335.430510.350			9,658			
Other Enterprise Funds?							
			-	83,944	-	-	-

How is this project going to be spent:

Budgeted Funds	Accounting Code	Prior Year Summation	FY18	FY19	FY20	FY21	FY22	
A. Land Cost		See "UPDATE" tab for detail of expenditures sources and amounts.						
B. Construction Cost								
C. Contingencies (10% of B)								
D. Design & Engineering (15% of B)								
E. Percent for Art (1% of B)								
F. Equipment Costs						83,944		
G. Other								
			-	83,944	-	-	-	

Is this equipment prioritized on an equipment replacement schedule?

Is there ongoing Operating and/or Maintenance costs upon completion of project?

If "Y" then complete the section below (Operational Budget Impact)

Y

(account for operational savings and/or reduction in current budget of previous operating/maintenance charges)

Expense Object	Accounting Code	FY18	FY19	FY20	FY21	FY22
A. Personnel	Ongoing software maintenance					
B. Supplies						
C. Purchased Services				15,963	15,963	15,963
D. Fixed Charges						
E. Capital Outlay						
F. Debt Service						
G. (Operational Savings)						
		-	-	15,963	15,963	15,963

NOTE: Approval of the CIP does not indicate approval of the ongoing operating and maintenance costs. Those costs must be submitted as a "New Request" in the regular budget process. This will ensure the coordination exists between the CIP and the new request

Description of additional operating budget impact: There will be annual operating software maintenance costs associated with the implementation of this software.

Has the possibility to be split between the general fund and the enterprise funds.

Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials
Marty Rehbein	Central Services	4/21/2017	1/22/2018 13:02	KH

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Project description/Rating

(See C.I.P Instructions for explanation of the Project Rating and Rational that is required)

Department Priority	Project Rating	Department	New or Update	Project Title
2	Efficiency	Central_Services	New	erprise Content Management Softv
of 2	0	City Clerk		
Project Rating #1				
Efficiency		Project Rationale #1		
Does the project demonstrate a clear efficiency or productivity gain as demonstrated by a cost/benefit analysis? Include analysis and supporting documentation.		Yes - records and workflow efficiency. If analysis is necessary, it will be provided at a later date.		
Project Rating #2				
Expansion		Project Rationale #2		
Does the project improve or expand upon essential City services (or correct a deficiency) where such services are recognized and accepted as being necessary and effective? Identify the deficiency or need and how proposed program will fulfill the		Yes - this project improves upon customer service with records availability both internally and externally. Deficiency - Current system is outdated and failing.		
Project Rating #3				
#N/A		Project Rationale #3		
#N/A				
Project Rating #4				
#N/A		Project Rationale #4		
#N/A				

Enterprise Content Management software solutions are ubiquitously used by various municipal, county, state, and federal agencies as well as with for profit businesses for the purposes of records management, public access to information, and streamlining business processes. With the addition of Missoula Water Company to the City of Missoula, an ECM software solution is necessary to manage water company records and invoice approval queues, as this is the type of system that is currently used by Moutain Water Company. In addition, records such as resolutions and ordinances are currently indexed in an Excel spreadsheet, converted to a PDF, and posted on the website to make these records available to the public and staff. This system is outdated and failing. Errors routinely occur during conversion due to the size of the spreadsheets, and links to documents have been broken through out the years as files have been moved between directories and website security has changed. An ECM software solution will allow the city to move its records management and businesses processes into current standard practices, prevent future problems with records management, and allow additional departments and divisions to add on to the system in the future.

3 Clerk General Fund
2 RT
2 water - Split 2 license for water
Split training for water 50/50

MCCI
Experience Excellence

Laserfiche
Avante

Product Description:	Qty.	Cost	NCPA 11-04	Total
ECM SOFTWARE LICENSING FOR AVANTE				
Avante Server Records Management Edition for MS SQL 000 2015.2 Certified	1	\$11,000.00	\$10,336.70	\$10,336.70
LF Full Named User 7 users Includes Web Access, Snapshot, Email, and Workflow	7	\$600.00	\$563.82	\$9,946.74
Laserfiche Advanced Audit Trail 7 users	7	\$100.00	\$93.97	\$657.79
OCR Scheduler for Laserfiche - Requires one dedicated Laserfiche User License	1	\$1,500.00	\$1,409.95	\$1,409.95
LF Scanconnect 10-pack	1	\$915.00	\$859.83	\$859.83
LF Workflow	1	Included	Included	Included
LF Forms 7 named forms ppl to create public to complete forms	7	\$50.00	\$46.99	\$328.93
LF Forms Portal *Allows Forms Portal to be activated on a Forms server. Multiple licenses are needed if multiple activations are required. Allows form submission only, from unlicensed (public) and non-authenticated users.	1	\$7,995.00	\$7,512.90	\$7,512.90
LF Forms Authenticated Participants (1-49 Users) Approve or deny only in addition to 4-7	5	\$200.00	\$187.94	\$939.70
Laserfiche Starter Public Portal Includes Weblink and 10 Retrieval Connections	1	\$15,000.00	\$14,095.50	\$14,095.50
Laserfiche Connector, Per User	7	\$25.00	\$23.49	\$164.43
ECM Software Licensing Total			Overtime	\$49,752.07
ANNUAL SOFTWARE SUPPORT/SUBSCRIPTION - BASK				
LSAP				
Avante Server Records Management Edition for MS SQL	1	\$2,200.00	\$1,980.00	\$1,980.00
000 2015.2 Certified				
LF Full Named User	7	\$120.00	\$108.00	\$756.00
Includes Web Access, Snapshot, Email, and Workflow				
Laserfiche Advanced Audit Trail	7	\$20.00	\$18.00	\$126.00
OCR Scheduler for Laserfiche - Requires one dedicated Laserfiche User License	1	\$390.00	\$297.00	\$297.00
LF Scanconnect 10-pack	1	\$184.00	\$165.60	\$165.60
LF Workflow	1	Included	Included	Included
LF Forms	7	\$10.00	\$9.00	\$63.00
LF Forms Portal *Allows Forms Portal to be activated on a Forms server. Multiple licenses are needed if multiple activations are required. Allows	1	\$1,600.00	\$1,440.00	\$1,440.00

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5210.585.430510

form submission only, from unlicensed (public) and non-authenticated users.

<input checked="" type="checkbox"/>	LF Forms Authenticated Participants (1-49 Users)	5	\$40.00	\$36.00	\$180.00
<input checked="" type="checkbox"/>	Laserfiche Starter Public Portal Includes Weblink and 10 Retrieval Connections	1	\$3,000.00	\$2,700.00	\$2,700.00
<input checked="" type="checkbox"/>	Laserfiche Connector, Per User	7	\$5.00	\$4.50	\$31.50
<input checked="" type="checkbox"/>	Laserfiche Administration Services, Level 1	1	\$5,568.75	\$5,568.75	\$5,568.75
Consulting Services	Laserfiche Administration Services needs are estimated based on the current software components provided herein: up to 37.5 hours.				
<input checked="" type="checkbox"/>	Training Center 10 - 24 Users	1	\$1,620.00	\$1,620.00	\$1,620.00
<input checked="" type="checkbox"/>	MCCI SLA 11-24 Laserfiche Users Receive 4 hour or less response time and up to 10% off future professional service engagements - full SLA document available upon request	1	\$1,150.00	\$1,035.00	\$1,035.00
Optional client-side retraining	Annual Support Total			Yearly	\$15,962.85 +
	For budgetary purposes, the Client should include \$15,962.85 in annual budget for renewal of the items quoted above. Please note that if you subscribe to MCCI's SLA or Training Center, additional user licenses may increase the cost of these items at the time of your next annual renewal.				
MCCI PROFESSIONAL SERVICES					
<input checked="" type="checkbox"/>	Laserfiche Filing Workflow Configuration *Up to 15 Documents	1	\$3,300.00	\$3,036.00	\$3,036.00
<input checked="" type="checkbox"/>	Records Management Module Training, per day *Travel expenses included.	1 day	\$2,200.00	\$2,024.00	\$2,024.00
<input checked="" type="checkbox"/>	Basic Onsite Training of software, per day Workflow training and installation excluded. Travel expenses included. web user administration	2 days	\$2,200.00	\$2,024.00	\$4,048.00
<input checked="" type="checkbox"/>	LF Forms Training - Comprehensive includes remote installation with up to 2 days onsite training. MCCI will provide remote forms configuration assistance for up to 30 days post onsite training.	1 day	\$6,050.00	\$5,566.00	\$5,566.00
<input checked="" type="checkbox"/>	MCCI Project Management Services Start-to-Finish	1	\$11,715.00	\$10,777.80	\$10,777.80
<input checked="" type="checkbox"/>	Laserfiche Connector Integration Configuration & Training Configuration for up to one application screen with 3 standard actions on one machine. Remote "Train the Trainer" training of up to 4 hours on configuration.	1	\$2,475.00	\$2,277.00	\$2,277.00
Bridge activities when applicable by client	Professional Services Total			One-time training + oner	28,000.00 +
	Total Project Cost				\$83,943.72
	All Quotes Expire in 30 Days				

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