



## Content Management Proposal

for



VILLAGE OF  
PALOS PARK

May 1, 2019

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## Executive Summary

The Village of Palos Park is looking to eliminate redundancy, reduce paper files, automate business processes, and increase efficiency. A Content Management System based on Laserfiche technology will provide a centralized repository for documents, electronic forms capability and automated workflows for business processes.

## Project Plan

Proven IT will design a content management system, based on the Laserfiche 10.4 architecture. The Laserfiche system will accomplish the following goals as well as increase efficiency and productivity for Village of Palos Park.

## Project Goals

- Create central repository for electronic content.
- Ability to create, submit unlimited electronic forms with mobile submission.
- Integration with unlimited scanning and MFP devices.
- Allow for a disaster recovery plan to be implemented
- Reduce paper heavy system(s).

## Project Scope

- Discovery
  - Review the paper documents to be converted to determine appropriate index fields and archive schema
  - Review security concerns regarding content to determine user access rights
  - Review paper forms to be converted to electronic forms and their related business processes
  - Recognize and accomplish all scanning and MFP device integration
- Design and Build
  - Design a centralized Laserfiche repository for all business content
  - Create index templates for various document types
  - Create electronic, web-based forms for submission and process initiation
  - Create document and page level security for documents
  - Create levels of repository access for appropriate groups and users



- Maintain and Review
  - Train system administrators and end users
  - Maintain existing Laserfiche system for maximum productivity
  - Review changes in future business needs and processes and address accordingly

## Project Assumptions

The following assumptions were made when determining the scope of this project.

### **Customer Obligations:**

- Windows 2012 Server R2 or newer, minimum 16GB RAM, Quad Core Processor
- Be available for interview during discovery process
- Provide integrate back-up strategy (unless this agreement states that Proven will provide and integrate back-up strategy)

## Maintenance and Support

### The Laserfiche Software Assurance Plan

The Laserfiche Software Assurance Plan (LSAP) will cover the Laserfiche content management solution. This ensures that your Laserfiche Solution will maintain compatibility and functionality throughout the life of the product.

All Laserfiche updates and upgrades are covered by LSAP.

Proven IT will provide on-going end user training and assistance.



## Investment Option 1- Perpetual

	Name	Description	Qty
1	Laserfiche Avante Server for MS SQL Express with Workflow	An ECM System providing a Centralized repository for all content and automated workflow capability.	1
2	Laserfiche Named Users with Laserfiche Forms, Web Access, Mobile Capability.	Allows authenticated access to repository, forms participation, and activity auditing. Full licenses can be converted to seat/device licenses for unlimited concurrent users.	2
3	Laserfiche Import Agent	Allows automated importing of documents into Laserfiche repository and integration with unlimited MFPs and scanners.	1
4	Professional Services	Discover, install, configure, and train.	20 Hours
Purchase Price: \$8,395.00 63 Month Lease to Own: \$190.00 48 Month Lease to Own: \$235.00 39 Month Lease to Own: \$279.00 *First year of annual LSAP is included* *Additional years of Annual LSAP- \$1,078.00*			



## Acceptance and Authorization

A signature below indicates acceptance of this professional services agreement (SOW) and authorizes Proven IT to initiate the engagement upon receipt.

Agreed and accepted:  
**Village of Palos Park**

John F. Mahoney  
Signature

John F. Mahoney  
Print Name

MAYOR  
Title

June 10, 2019  
Date

Agreed and accepted:  
**Proven IT**

Mark Ellickson  
Signature

Mark Ellickson  
Print Name

Solutions Manager  
Title

7/13/2019  
Date