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Proposal for
City of Columbus
Public Utilities

Project Title:
Safety & Inspection Management Proposal

Submitted by,
PRIME AE Group, Inc.
October 4, 2016

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David Hupp
910 Dublin Rd
Columbus, OH 43215

RE: Safety & Inspection Management Proposal

Dear Mr. Hupp:

PRIME AE Group, Inc. (PRIME) is a leader in the Architectural, Engineering, and Technology fields. PRIME has been doing business across the U.S. since 1992. PRIME's technology division, now PRIME3SG, Inc., started as 3SG in 1999 with a vision to help companies "go-digital" and ease their problems storing, locating, filing and retrieving paper, microfiche and microfilm documents.

PRIME3SG expanded from providing document imaging services to also implementing Enterprise Content Management (ECM), also known as Enterprise Document Management solutions. A few other services and technology solutions that PRIME3SG offers are in the areas of Geographic Information System, Data Migration, and Project Management. PRIME3SG prides itself on creating technology solutions aimed towards increasing productivity, reducing paper usage, reducing operating costs, and increasing annual revenue for our clients across several markets.

PRIME has more than 350 employees, including approximately 55 professionals in the technology division. With 12 offices located in the East Coast, Mid-Atlantic, and Mid-West regions, PRIME's headquarters is in Columbus, Ohio.

PRIME caters to Customers in a wide variety of markets including local, state, and federal government; Departments of Transportation in multiple states; Department of Defense; healthcare and senior living; higher education; corporate; and industrial. In Ohio, PRIME3SG works extensively with the Franklin County, City of Columbus, and Ohio Turnpike.

Company Name: PRIME AE Group, Inc.

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Contact Name and Title: Nanda Nair, Principal

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We look forward to working with the Customer on this significant project.

Respectfully,



Nanda Nair, Principal

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Vendor Contact Information

Company Name: PRIME AE Group, Inc.

Company Location: 8415 Pulsar Place | Suite 300 | Columbus, OH 43240

Company Point of Contact: Nathan Dilley

Phone Number: 740.503.0467

Email Address: ndilley@prime3sg.com

Qualifications

PRIME3SG has been a **solution provider** since 1999. Over the last few decades, we have implemented many solutions for small, medium and large enterprises. PRIME3SG has a Customer base primarily in Government, Utilities, Corporations and Healthcare sectors.

Enterprise Content/Document Management:

- PRIME3SG is an industry-leading provider for Enterprise Content/Document Management solutions providing solutions for over a decade. Our certified staff streamlines business processes and implements solutions that help organizations to operate more efficiently and effectively.
- Our Transactional Content Management Solutions feature a system of record that captures documents; manages content; stores, organizes, and tracks documents; delivers documents; and preserves and protects important documents.
- Our Collaborative Content Management Solution features a system designed to process and assist the simultaneous creation of content by multiple authors across a network-based infrastructure. This solution allows an entire team to work off the same master document, tracking changes, saving minor drafts and embedding files.
- Code base of over 30+ reusable components, tools and framework. PRIME3SG has implemented over 100+ workflows for its Customers.
- Implementing best-practices, standards and lessons learned.
- Alliances with industry leaders in EDM space.

Business Analysis:

- PRIME3SG provides highly experienced business analysts with the capabilities to successfully interview, understand, document and provide recommendations. Our focus on improving business process efficiencies provides the necessary recommendations that an organization can put into place to achieve results.
- Our Senior Business Analysts conduct large enterprise assessments for organizations of all sizes. Their focus is to understand the current processes, line of business applications, risk and resolutions.

Project Management:

- PRIME3SG provides highly experienced project managers with the leadership capabilities to successfully guide, manage, and support high-visibility initiatives. Our focus on quality provides the necessary assurance that the project is being executed as anticipated and within scope.

- Our Senior PM Consultants lead large cross-functional project teams on challenging projects and regularly facilitate program charters, activity identifications, staffing analysis, validation and compression of project schedules, establishment of governance procedures, and implementation of Project Offices.

Document Conversion and Data Migration Services:

- PRIME3SG can turn paper files and other media into an electronic format for easy retrieval and elimination of document-related expenses.
- Our team has extensive experience extracting data from different systems, including legacy or proprietary and home-grown solutions.

Geographic Information System:

- PRIME3SG offers consulting and management, data services and analysis, software and applications development, system integration, infrastructure design and implementation, needs assessments, and strategic planning, as well as training for enterprise GIS deployments.
- Integrations with ESRI put documents on the map. GIS users access supporting documents right from the maps they use, allowing them to work efficiently in the interface they are most comfortable with.

Project Outline

The Department of Public Utilities is looking for a solution that allows inspections to be completed by mobile devices.

Based on the conversations PRIME3SG had with the department so far, below is an understanding of a high level approach to the solution that will address the needs.

- Create, assemble and review inspection documents
- Update WAM (Work and Asset Management)
- Create consolidated report
- Automation of inspection and remediation process
- Process
 1. Opening meeting
 - Inspection Team
 - Lead Inspector
 - Safety Manager
 - Safety Technician
 - Industrial Hygienist
 - Initiate inspection
 2. Safety Technicians perform inspection
 3. Consolidation of reports
 4. Safety Manager review
 5. Hygienist review (Annual)
 6. Save report-alert Maintenance/Site Manager (depending on site)
 7. Review assigned resources
 8. Create work orders and tasks in WAM
 - 1 work order per line item
 9. Create consolidated document with WAM numbers

This is a preliminary scope based upon current conversations between PRIME3SG and DPU. A Detailed scope will be provided as a part of the business analysis phase.

Integration Point

- Access inspection documents from Oracle WAM (Application Enabler)

OnBase Modules

Based on our initial understanding, we have compiled a list of modules based on solving the challenges in the most cost-effective manner. These modules will be defined in detail upon a discovery and business analysis of the current environment within the City.

- **Multi-User Server:** Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, three-tier OnBase Broker and a License to use the copyrighted OnBase Database in conjunction with a supported SQL Database Management System (DBMS) in a single instance, multi-user environment.
- **Unity Client Server:** Desktop client built on .NET and WPF that provides a customizable user experience to the desktop.
- **Web Server:** Provides an ActiveX or HTML browser interface to access documents stored in an OnBase database via the Internet, Extranet or corporate Intranet.
- **Document Import Processor:** Imports documents (scanned or other) and their respective index information. This module is often used in conjunction with third party forms processing software as well as data conversion utilities
- **Unity Integration Toolkit:** Provides an object-oriented API that exposes key OnBase functionality. Unity contains functionality to query, store, retrieve and modify documents and metadata as well as other document-centric features such as notes.
- **Named Client Licenses:** Provides retrieval, viewing, printing, and management of documents for a single named user.
- **Workflow Concurrent Licenses:** Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.
- **Production Document Imaging:** Scans paper documents using only TWAIN compatible devices.
- **Desktop Document Imaging:** Scans paper documents using only TWAIN compatible devices
- **Application Enabler:** Provides image enabling to third-party software applications that are GUI, browser, or text-based.
- **PDF Framework:** Enables PDF features for dependent products as referenced in the OnBase Requirements section for that product.
- **Mobile Access for Windows:** Provides the ability to access pending work in Workflow Queues, view the document, view keywords, execute ad-hoc tasks and view, modify and create notes from a Windows device.

Requirements

1. Inspection details should match the existing forms.
2. Inspections may be made in areas where with no connection to the Internet or a Cellular network.
3. Multiple inspectors may be working on the same inspection.
4. Inspection "line items" may include photographs.
5. Existing business process is to be followed.
6. Each inspection line item will create a work order in Oracle WAM.

7. A comprehensive report will be created based on all individual line items of an inspection.
8. The comprehensive inspection report will include the Oracle WAM work order and task numbers with each line item.
9. The comprehensive inspection report will be saved in OnBase.
10. Individual inspection reports will be searchable and viewable in OnBase.
11. Users will be able to find inspection reports (both comprehensive and individual) directly from Oracle WAM.

PRIME3SG Solution

1. Solution will be a combination of a custom inspection application that will run on Microsoft Surface Pros, electronic form creation and workflow processes in OnBase, and OnBase integration with Oracle WAM.
2. Inspections will be initiated in OnBase in order to create an inspection ID for insertion into the custom application. Reminders for inspections will be initiated by OnBase.
3. The custom application will operate in a disconnected mode, allowing the collection of inspection data without connection to the Internet or a cellular network.
4. The inspectors will be able to capture required information and take pictures.
5. Data and images will be housed on the Surface Pro until the laptop is back on the City network.
6. Once network connection is established, the inspector will be able to transfer the data to OnBase.
7. OnBase will then house all data and images for the individual inspections in order to create the comprehensive inspection report.
8. Additional forms needed for the comprehensive inspection report will be created electronically in OnBase.
9. Once all items are complete, OnBase will compile the inspection data and additional forms into a comprehensive inspection report.
10. Creation of the comprehensive inspection report will trigger the workflow in OnBase.
11. PRIME3SG will develop an integration with Oracle WAM to create the work orders and tasks and retrieve the work order and task numbers for insertion in the comprehensive inspection report.

Assumptions

1. DPU will provide their full participation and endorsement of the project in order for it to proceed smoothly and successfully.
2. Target delivery dates will be based on the DPU's timely input and participation.
3. DPU must be fully engaged in project and assign resources to be available as needed.
4. Forms and reports do not have to identically match existing documents, but content must be maintained.
5. Access to Oracle WAM (via API or other method) will be provided by DPU.
6. Oracle WAM will return work order and task numbers when new work orders and tasks are created.
7. Oracle WAM has RESTful API, .Net Modules or other method of integration.
8. DPU has done integration with WAM and can provide examples or general guidance.
9. Management and tracking of remediation efforts will be performed by Oracle WAM.
10. DPU/DOT will be responsible for the technology infrastructure to support the project.

11. PRIME3SG recommends DPU to purchase Microsoft Surface Pros for field inspection staff.
12. Surface Pro must have at a minimum Windows 10.
13. The Department of Public Utilities will leverage the existing OnBase system hosted by the Department of Technology.
14. DPU will not require OnBase access outside of the City of Columbus network.

Software Pricing

Software	Qty	Unit Cost	Extended Price	Maintenance (20%)	Total Price
Multi-User Server*	0	\$6,448.36	\$0.00	\$0.00	\$0.00
Unity Client Server*	0	\$8,060.45	\$0.00	\$0.00	\$0.00
Web Server**	0	\$8,060.45	\$0.00	\$0.00	\$0.00
Document Import Processor*	0	\$4,030.23	\$0.00	\$0.00	\$0.00
Unity Integration Toolkit	1	\$8,060.45	\$8,060.45	\$1,612.09	\$9,672.54
Named client licenses	2	\$564.23	\$1,128.46	\$225.69	\$1,354.15
Concurrent Client	15	\$1,128.46	\$16,926.90	\$3,385.38	\$20,312.28
Workflow Named User Client SL	1	\$1,128.46	\$1,128.46	\$225.69	\$1,354.15
Workflow concurrent licenses	15	\$1,773.30	\$26,599.50	\$5,319.90	\$31,919.40
Production Document Imaging	1	\$4,030.23	\$4,030.23	\$806.05	\$4,836.28
Desktop Document Imaging	2	\$806.05	\$1,612.10	\$322.42	\$1,934.52
Enterprise Application Enabler	1	\$40,302.27	\$40,302.27	\$8,060.45	\$48,362.72
PDF Framework	1	\$2,418.14	\$2,418.14	\$483.63	\$2,901.77
Reporting Dashboard	0	\$8,060.45	\$0.00	\$0.00	\$0.00
Mobile Access for Windows	1	\$4,030.23	\$4,030.23	\$806.05	\$4,836.28
		Estimated Totals	\$106,236.74	\$21,247.35	\$127,484.09

Please note all prices are as per The Ohio State Term Schedule Prices.

*These licenses will be leveraged through the existing environment hosted at DoT for the Department of Building and Zoning OnBase implementation, hence the \$0.00.

Below are the different phases of our implementation methodology:

- Business Analysis
- Functional Specification Document
- Solution Design and Configuration
- Documentation and Training
- User Acceptance Testing
- Go-Live and Support

Professional Services

Professional Services	Code	Qty	Unit Price	Extended Price
Consulting Services- Project/Business Analysis	WFCNS1	16	\$205.79	\$3,292.64
Installation	INSTL1	488	\$188.85	\$92,158.80
Project Management/Quality Assurance	PMSSUP	60	\$146.29	\$8,777.40
			TOTAL	\$104,228.84

Cost Summary


Cost Summary		
Software	\$106,236.74	Upfront and one-time
PRIME3SG Solution/Software Annual Maintenance	\$35,071.17	Upfront and Annually
Professional Services	\$104,228.84	One-time implementation cost
Total Cost	\$245,536.75	

*This proposal is valid for 60 days from the date of issue.

City of Columbus, Public Utilities

PRIME3SG, Inc.

By: _____

By:  _____

Name (print): _____

Name (print): Nanda Nair

Title: _____

Title: Principal

Date: _____

Date: 10/04/2016

