Proposal for

City of Columbus

DOT

Project Title:

OnBase 16 Upgrade

Submitted by,

PRIME AE Group, Inc.

March 8, 2017

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Sonia Krammes

RE: OnBase 16 Upgrade

Dear Ms. Krammes:

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.
Address: 8415 Pulsar Place | Suite 300 | Columbus, OH 43240
Contact Name and Title: Nanda Nair, Principal
Phone Number: 614.839.0250
Fax Number: 614.839.0251
Email: nanda@prime3sg.com
Website: www.prime3sg.com

We look forward to working with your organization on this significant project.

Respectfully,

Nanda Nair, Principal

Table of Contents

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 City of Columbus version of OnBase is currently on version 15. This proposal is to upgrade the current OnBase 15 to OnBase 16. Due to the nature of the current system installation, both City of Columbus DOT and PRIME3SG will have assigned tasks to ensure a successful upgrade.

Upgrade Phase 1

1. Current Status
    a. OnBase 16 Test environment installed on DEV2
    b. All components and solutions of the OnBase 15 PROD have been updated in this test system as at the time of upgrade
    c. BZS is completing testing of OnBase 16
    d. Department of Public Health (Vital Statistics) have not started testing.
    e. Public Service solution is not available in DEV2 and they don't have a custom solution at this time.
        i. No testing required in OnBase 16

2. Department testing – PRIME3SG and **DOT Task**
    a. Configure click once installation – PRIME3SG Task
    b. Install unity client for each test person – **DOT Task**
    c. User Testing – **DOT Task**
    d. Confirmation from DOT that Applications have been tested and production can be upgraded. – **DOT Task**

Upgrade Phase 2

1. Setup new processing servers for OnBase 16 – **DOT Task**
    a. Workflow
    b. Web/Application

      c.   DIP/Sweep

      d.   OCR

      e.   Barcode

      f.   Admin

2. Install and configure OnBase 16 components – **PRIME3SG Task**

3. Bring OnBase 15 PROD down – **PRIME3SG Task**

4. Backup OnBase PROD Database and Diskgroups – **DOT Task**

5. Install OnBase 16 Unity Clients (Uninstall OnBase 15 Unity Clients) to User PCs – **DOT Task**

6. Upgrade OnBase 15 PROD database schema to OnBase 16 – **PRIME3SG Task**

7. Repoint DNS entry (obproduction.columbus.local) to new server – **DOT Task**

8. Bring OnBase16 Live – **PRIME3SG Task**

9. Decommission Old OnBase 15 processing servers – **DOT Task**

Staging Environment

Staging "As Is"

    a. Uninstall OnBase 15 components in current STAGING server - **PRIME3SG Task**

    b. Install 16 components in current STAGING - **PRIME3SG Task**

    c. Upgrade STAGING DB to OnBase 16 - **PRIME3SG Task**

    d. Upgrade OnBase Accela API (Adapter) in STAGING **– PRIME3SG Task**

Assumptions

1. City of Columbus DOT 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 City of Columbus DOT's timely input and participation.

3. City of Columbus DOT must be fully engaged in project and assign resources to be available as needed.

4. City of Columbus DOT will install the all required Windows server roles, .NET Framework (PRIME3SG will provide the details) and Windows updates

OnBase 16 Upgrade Professional Services

Service	Per Hour Cost	Qty.	Total
Configuration & Customization Software Implementation	$188.85	157 hrs.	$29,649.45
Project Management Services	$146.29	15 hrs.	$2,194.35
		Total	**$31,843.80**

Software Pricing

Software	Qty	Unit Cost	Extended Price	Maintenance (20%)	Total Price
Concurrent Client License	1	$1,128.46	$1,128.46	$ 225.70	$1,354.16
Workflow Concurrent License	1	$1,450.88	$1,450.88	$290.18	$1,741.06
		Estimated Totals	**$ 2,579.34**	**$515.88**	**$3,095.22***

Training Courses

Course	Quantity	Cost (Online Class)	Total Price
System Administrator	**2**	**$2,720.40**	**$5,440.80**
The System Administration course is designed to introduce new and existing OnBase System Administrators to the use, maintenance and administration of OnBase. The class provides in-depth, hands-on experience that directly maps to the day-to-day activities of an OnBase System Administrator. The class also investigates effective maintenance strategies and resources available to OnBase System Administrators.			

Staging Environment

Staging "As-Is" with API Adapter

Service	Per Hour Cost	Qty.	Total
Configuration & Customization Software Implementation	$188.85	65 hrs.	$12,275.25
Project Management Services	$146.29	8 hrs.	$1,170.32
		Total	**$13,445.57**

Enterprise-Wide Licensing

Software	Qty	Unit Cost	Extended Price	Maintenance (20%)	Total Price
Full-Text Indexing for Autonomy	1	$8,060.45	$8,060.45	$1,612.09	$9,672.54
Integration for ESRI ArcGIS Server	1	$8,060.45	$8,060.45	$1,612.09	$9,672.54
Integration for ESRI ArcGIS Desktop	1	$5,642.32	$5,642.32	$1,128.46	$6,770.78
		Estimated Totals	**$21,763.22**	**$4,352.64**	**$26,115.86**

Cost Summary

Cost Summary		
OnBase 16 Upgrade	**$31,843.80**	
DOT User Licenses	**$2,579.34**	Upfront and one-time
DOT User Software Annual Maintenance	**$515.88**	Upfront and yearly recurring
Systems Administrator Courses	**$5,440.80**	
Staging "as-is" with adapter	**$13,445.57**	
Enterprise Software	**$21,763.22**	Upfront and one-time
Enterprise Software Annual Maintenance	**$4,352.64**	Upfront and yearly recurring
Total Cost		**$79,941.25**

*This proposal is valid for 90 days from the date of issue.

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City of Columbus   **PRIME3SG, Inc.**

By: _____   By: _____

Name (print): _____   Name (print): Nanda Nair

Title: _____   Title: Principal

Date _____   Date: 03/08/17