

**Citywide Document Imaging and Management System and Services**  
**RFP-RH-22-044**

**Best and Final Offer Tabulation**

	ICC Community Development Services Rochester, New York	Image Soft Royal Oak, Michigan	Konica Minolta Business Solutions Ramsay, New Jersey
<b>Schedule 1: Software Licensing, Maintenance and Support</b>			
Software License Fees – Year 1	\$73,710.00	\$113,348.00	\$72,900.00
Software License Fees – Year 2	\$80,000.00	\$116,748.44	\$76,545.00
Software License Fees – Year 3	\$80,000.00	\$120,250.89	\$80,372.00
Software License Fees – Year 4	\$82,400.00	\$123,858.42	\$84,391.00
Software License Fees – Year 5	\$84,872.00	\$127,475.17	\$88,610.00
Software License Fees – Year 6	\$87,418.16	\$131,401.40	\$93,041.00
Software License Fees – Year 7	\$90,040.70	\$135,343.44	\$97,693.00
Software License Fees – Year 8	\$92,741.93	\$139,403.74	\$102,578.00
Software License Fees – Year 9	\$95,524.18	\$143,585.86	\$107,706.00
Software License Fees – Year 10	\$98,389.91	\$147,893.43	\$113,092.00
<b>Total Years 1-10</b>	<b>\$865,096.88</b>	<b>\$1,299,308.79</b>	<b>\$916,928.00</b>
Are Licenses Concurrent?	No, licenses are named and not concurrent. This allows for full tracking of every user action, which is vital to proper audit trail. This is an incredible record for legal action and has saved many municipalities by providing accurate record in court cases. The only concurrent license is for non-licensed users of public portal, which allows read only access to specific documents for public consumption.	No	Yes, square 9 licensing is based on concurrent access. Provided the license they recommend. Pricing notes: List of licensing counts in BAFO will be validated and required adjustments can be made to fully accommodate City's needs. Annual price escalations are estimated at 5%. If the City signs a 10 year license agreement, the pricing can be guaranteed with a 40% total price increase limit over the 10-year agreement.
Do Scanners and MFD require licenses?	No.	No	No
Identify the Location and host of where the City's will be stored and in which cloud server (Amazon, Azure, Public or Private.	Laser fiche repository data will be stored on Amazon (AWS) web servers and only on physical servers located within the United States.	The OnBase System will be hosted in the Hylan Cloud.	Square-9 hosted solution is deployed on Amazon web service (AWS). Government cloud hosting is available upon request at an added annual hosting fee.
What is the cost per TB for data storage that the City will be charged? How is this fee administered, or charged to the City? Will this fee increase? If so, please provide explanation on how fee increases will be applied?	Each full laser fiche Cloud User is assigned 100 GB of pooled/shared storage. System as configured includes 75 full users which calculates to 7.5 TB and you have the opportunity to purchase additional storage. Full laser fiche users are annual subscriptions at \$900.00 per user and additional storage is \$300 per user and additional storage is \$300 per 100 GB	\$1,800.00 per TB per year. A 3% increase can be expected year over year after adding the additional TBs	Additional storage can be added anytime during the term of agreement at increments of 100GB. 1TB of additional data storage will increase monthly subscription fee by \$325.00. City will receive notifications when they reach 80% capacity and again at 90%. The system will allow City to exceed storage capacity by 10% for 30 days.
Is software and maintenance support included in yearly license fee cost? If no, please fill 1-10 below.	Yes	Yes	Yes. While maintenance and support is included with annual software subscription, it is recommended to budget \$10,000 per year for every other year system upgrade services.

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Schedule 2: Professional Services	Hourly Fee	Estimated Hours	Total Cost	Hourly Fee	Estimated Hours	Total Cost	Hourly Fee	Estimated Hours	Total Cost
<b>2.A. Discovery Services</b>									
<b>Group 1</b>									
Building/Ordinance	\$150.00	24	\$3,600.00	\$195.00	24	\$4,680.00	\$198.75	24	\$4,770.00
Planning	\$150.00	24	\$3,600.00	\$195.00	24	\$4,680.00	\$198.75	24	\$4,770.00
Fiscal	\$150.00	8	\$1,200.00	\$195.00	8	\$1,560.00	\$198.75	8	\$1,590.00
<b>Group 2</b>									
DPS/ENG	\$150.00	24	\$3,600.00	\$195.00	24	\$4,680.00	\$198.75	24	\$4,770.00
Accounting	\$150.00	16	\$2,400.00	\$195.00	16	\$3,120.00	\$198.75	16	\$3,180.00
Mayor	\$150.00	16	\$2,400.00	\$195.00	16	\$3,120.00	\$198.75	16	\$3,180.00
Management Information Systems (MIS)	\$150.00	8	\$1,200.00	\$195.00	8	\$1,560.00	\$198.75	8	\$1,590.00
<b>Group 3</b>									
Clerks	\$150.00	24	\$3,600.00	\$195.00	24	\$4,680.00	\$198.75	24	\$4,770.00
Purchasing	\$150.00	24	\$3,600.00	\$195.00	24	\$4,680.00	\$198.75	24	\$4,770.00
Assessing	\$150.00	16	\$2,400.00	\$195.00	16	\$3,120.00	\$198.75	16	\$3,180.00
<b>Group 4</b>									
Department of Public Services Garage: Water/Sewer, Roads, Meter Div.	\$150.00	8	\$1,200.00	\$195.00	8	\$1,560.00	\$198.75	8	\$1,590.00
Department of Public Services Garage: Fleet	\$150.00	8	\$1,200.00	\$195.00	8	\$1,560.00	\$198.75	8	\$1,590.00
Human Resources	\$150.00	40	\$6,000.00	\$195.00	40	\$7,800.00	\$198.75	40	\$7,950.00
Treasury	\$150.00	16	\$2,400.00	\$195.00	16	\$3,120.00	\$198.75	16	\$3,180.00
<b>Group 5</b>									
Parks and Natural Resources	\$150.00	24	\$3,600.00	\$195.00	24	\$4,680.00	\$198.75	24	\$4,770.00
Museum	\$150.00	24	\$3,600.00	\$195.00	24	\$4,680.00	\$198.75	24	\$4,770.00
Cemetery	\$150.00	16	\$2,400.00	\$195.00	16	\$3,120.00	\$198.75	16	\$3,180.00
Fire	\$150.00	24	\$3,600.00	\$195.00	24	\$4,680.00	\$198.75	24	\$4,770.00

<b>2A. Total Cost for Discovery Phase with Departments</b>	<b>\$51,600.00</b>	<b>\$67,080.00</b>	<b>\$68,370.00</b>
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**2.B. Travel Budget for Discovery Phase**

Description of Fee	Unit Cost	Quantity	Total Travel Costs	Unit Cost	Quantity	Total Travel Costs	Unit Cost	Quantity	Total Travel Costs
Airfare	\$400.00	8	\$3,200.00	\$465.00	10	\$4,650.00			
Hotel	\$200.00	35	\$7,000.00	\$120.00	40	\$4,800.00			
Mileage	\$200.00	8	\$1,600.00	\$61.00	20	\$1,220.00			
Meals	\$75.00	35	\$2,625.00	\$75.00	40	\$3,000.00			
Onsite Services per Day	\$109.00	8	\$872.00				\$400.00	35	\$14,000.00
<b>2.B Total Cost for Travel Budget</b>			<b>\$15,297.00</b>			<b>\$13,670.00</b>			<b>\$14,000.00</b>
<b>Total Costs Section 2.A. and 2.B.</b>			<b>\$66,897.00</b>			<b>\$80,750.00</b>			<b>\$82,370.00</b>

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Schedule 3: Implementation Services	Hourly Rate	Hours	Total Cost	Hourly Rate	Hours	Total Cost	Hourly Rate	Hours	Total Cost
<b>3.A. Integration/Interfaces Estimate</b>									
BS&A (Assessing, Tax, Treasury, Building)	\$195.00	20	\$3,900.00	\$195.00	20	\$3,900.00	\$225.00	20	\$4,500.00
BlueBeam Software	\$195.00	10	\$1,950.00	\$195.00	10	\$1,950.00	\$225.00	10	\$2,250.00
JDEdwards Enterprise 9.1(Fiscal, Acct., HR, Purchasing)	\$195.00	40	\$7,800.00	\$195.00	40	\$7,800.00	\$225.00	40	\$9,000.00
TruePoint Utility Billing Software	\$195.00	32	\$6,240.00	\$195.00	32	\$6,240.00	\$225.00	32	\$7,200.00
Asset Management System – City currently utilizes Lucity (Central Square) but will be replacing with a new system in the next year:	\$195.00	40	\$7,800.00	\$195.00	40	\$7,800.00	\$225.00	40	\$9,000.00
(List which companies your firm has successfully integrated with):							BlueBeam, Dynamics Great Plains, PowerSchool, Sage ERP		
Any additional fees (Please describe):									
<b>3A. Total Cost for Discovery Phase with Departments</b>	\$27,690.00			\$27,690.00			\$31,950.00		
<b>3.B. System Setup, Implementation and Workflow Creation</b>									
	Hourly Rate	Hours	Total Cost	Hourly Rate	Hours	Total Cost	Hourly Rate	Hours	Total Cost
System Setup (Security, Admin Roles, etc.)	\$175.00	15	\$2,625.00	\$195.00	15	\$2,925.00	\$198.75	15	\$2,981.25
Records Retention implementation into system for record management	\$175.00	15	\$2,625.00	\$195.00	15	\$2,925.00	\$198.75	15	\$2,981.25
System Implementation (this is for the development of the system with all City departments and standing up of the system).	\$175.00	200	\$35,000.00	\$195.00	200	\$39,000.00	\$198.75	200	\$39,750.00
	Unit Cost	Qty.	Total Cost	Unit Cost	Qty.	Total Cost	Unit Cost	Qty.	Total Cost
Workflow Setup –	\$175.00	54	\$9,450.00	\$195.00	54	\$10,530.00	\$198.75	54	\$10,732.50
Travel Costs for implementation services. Please list and describe:	Unit Cost	Unit of Measure	Total Cost	Unit Cost	Unit of Measure	Total Cost	Unit Cost	Unit of Measure	Total Cost
							\$400.00	8 days	\$3,200.00
<b>3.B Total Costs for System Setup/Implementation and Workflow Creation</b>	\$49,700.00			\$55,380.00			\$59,645.00		
<b>Total Costs Section 3.A. and 3.B.</b>	<b>\$77,390.00</b>			<b>\$83,070.00</b>			<b>\$91,595.00</b>		

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Schedule 4: Training Services	Hourly Rate	Hours	Total Cost	Hourly Rate	Hours	Total Cost	Hourly Rate	Hours	Total Cost
Program Administration Training	\$150.00	8	\$1,200.00	\$195.00	8	\$1,560.00	\$198.75	8	\$1,590.00
End User Training	\$150.00	40	\$6,000.00	\$195.00	40	\$7,800.00	\$198.75	40	\$7,950.00
Business Workflow Training	\$150.00	8	\$1,200.00	\$195.00	8	\$1,560.00	\$198.75	8	\$1,590.00
Airfare	\$400.00	2	\$800.00	\$120.00	12	\$1,440.00			\$0.00
Hotel	\$200.00	8	\$1,600.00	\$465.00	11	\$5,115.00			\$0.00
Mileage-Car Rental	\$200.00	8	\$1,600.00	\$61.00	7	\$427.00			\$0.00
Meals	\$75.00	8	\$600.00	\$75.00	11	\$825.00			\$0.00
Any Additional Fees									
Onsite Services Fee							\$400.00	7 days	\$2,800.00
<b>Total Costs Schedule 4</b>	<b>\$13,000.00</b>			<b>\$18,727.00</b>			<b>\$13,930.00</b>		
Schedule 1 -Total Software Costs Year 1-10	\$865,096.88			\$1,299,407.79			\$916,928.00		
Schedule 2.A and 2.B – Discovery and Travel Costs	\$66,897.00			\$80,750.00			\$82,370.00		
Schedule 3.A and 3.B – System Setup, Implementation and Workflow Creation	\$77,390.00			\$83,070.00			\$91,595.00		
Schedule 4 – Training Services	\$13,000.00			\$18,727.00			\$13,930.00		
<b>Project Total</b>	<b>\$1,022,383.88</b>			<b>\$1,481,954.79</b>			<b>\$1,104,823.00</b>		