

## AUTOMATION APPLICATION (UNDER \$250,000)

### A. APPLICATION INFORMATION

1. COURT NAME: APACHE COUNTY SUPERIOR COURT - CLERK OF THE COURT

2. CONTACT PERSON: LILLITH AVALON

3. TITLE: MIS SPECIALIST

4. ADDRESS (STREET, CITY, STATE, ZIP) : 70 WEST 3<sup>RD</sup> SOUTH, ST JOHNS, AZ 85936  
PO BOX 365 ST JOHNS, AZ 85936

5. PHONE: 928-337-7673

6. FAX: 928-337-2771

7. E-MAIL ADDRESS:  
LAVALON@APACHECLERK.NET

8. PROJECT TITLE: APACHE COUNTY ONBASE ELECTRONIC DOCUMENT MANAGEMENT SYSTEM

9. ESTIMATED DURATION OF PROJECT (IN MONTHS): ONE MONTH

10. ESTIMATED START DATE: DEPENDENT UPON FUNDING  
JULY 2008 EARLIEST

ESTIMATED COMPLETION DATE:  
MUST BE COMPLETED PRIOR TO MAY 2009

11. NEW REQUEST:

- NEW REQUEST    
  CONTINUE PROJECT – TIME & \$    
  EXTEND PROJECT  
 CONTINUE PROJECT – ADDITIONAL STAFF    
 MORE TIME  
 NO ADDITIONAL FUNDS

GPT #:

GPT #:

### B. BUDGET INFORMATION

#### BUDGET SUMMARY:

1. (ATTACH A SIMILAR CHART FOR ANY ADDITIONAL YEAR(S) OF FUNDING YOU ANTICIPATE.)

FY <u>2009</u>	TOTAL FROM APPLICATION	STATE JCEF	LOCAL JCEF	TCPF	OTHER
PERSONNEL					
PROFESSIONAL SERVICES	\$12,500		\$12,500		
EQUIPMENT	\$52,559	\$52,559			
OTHER (TRADEIN)	<\$9,360>	<\$9,360>			
<b>TOTAL</b>	<b>\$55,699</b>	<b>\$43,199</b>	<b>\$12,500</b>		

2. PERSONNEL:

POSITION TITLE/CLASSIFICATION	TOTAL SALARY REQUESTED	ERE AMOUNT	TOTAL SALARY AND ERE
<b>TOTAL PERSONNEL</b>			

3. PROFESSIONAL SERVICES (CONTRACTORS, CONSULTANTS):

NAME OF PROPOSED VENDOR	DURATION OF SERVICES	AMOUNT
OSAM INC DISCOVERY & INSTALLATION OF ONBASE, SCANNING USER TRAINING ON-SITE + T&E	7 DAYS	\$10,500
OSAM ADMINISTRATOR TRAINING CLASS OFF-SITE	5 DAYS	\$ 2,000
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$12,500</b>

4. EQUIPMENT:		REMEDY #		
ITEM (HARDWARE AND SOFTWARE) (OR ATTACH A LIST)	LEASE	WARRANTY	QTY	COST
HARDWARE (SEE OSAM PROPOSAL)		\$1,295 YEARLY	1 SCANNER 2 KOFAX CARDS	\$ 7,840
SOFTWARE (SEE OSAM PROPOSAL)		\$6,624 ANNUAL MAINTENANCE	1 MULTI USER LICENSE 1 WEB SERVER 35 CONCURRENT USERS 10 NAMED USERS 2 SCANNING STATION LICENSES	\$36,800
<b>TOTAL EQUIPMENT \$ 52,559 (INCLUDING 1<sup>ST</sup> YEAR MAINTENANCE)</b>				
5. OTHER: (TRADEIN)				
Hyland Discount for Existing Imaging System <\$9,360>				
<b>C. PROJECT INFORMATION</b>				
1. BRIEF PROJECT DESCRIPTION:				
<p>Electronic document management will allow the Clerk of the Superior Court to capture, store, retrieve, display, process, distribute and manage court documents according to AOC enterprise architecture standards.</p> <p>This project will insure that the OnBase application interacts successfully with the existing electronic document docketing and indexing processes currently in use at the Clerk's Office until the new GJ case management system is installed. GJ CMS installation is currently scheduled for June 2009. This project will replace the existing non-standard image scanning, search &amp; retrieval system for images. Installing OnBase well in advance of the new GJ CMS will simplify and ease the data conversion process, training &amp; installation work around the new CMS as one critical component of the overall system will already be in place. Any adaptations necessary to make the OnBase application work with the new GJ CMS system are not part of this project.</p> <p>The Apache County Clerk of the Court already has adequate image storage capacity, database and web servers, database licenses, 2 dedicated desktop computer scanning stations, and one production quality scanner, which will be converted from their current EDMS usage thus contributing local resources of an estimated \$18k to this project which has already been invested by the Clerk of the Court and Apache County on EDMS capability.</p> <p>This project includes purchasing OnBase software licenses sufficient to give all users of the Clerk of the Court &amp; Superior Court appropriate access to the index and images behind the Clerk's network firewall using a thick client, and also grants 15 concurrent licenses using the web server outside the secure firewall to non-secret cases and documents to authorized court partners. Both internal and external users will be required to login with passwords; each account will be set up with appropriate access to confidential or secret cases &amp; documents. These specifics should adequately replace EDMS related functionality currently in place in Apache County.</p>				
2. LEVERAGING AND INTEROPERABILITY CONSIDERATIONS:				
<p>a. HAS THIS AUTOMATED SOLUTION BEEN IMPLEMENTED IN ANY OTHER LOCATION?  <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NOT APPLICABLE                      If yes, where? Maricopa, Navajo, Santa Cruz, Greenlee, Pinal, Cochise, Gila, Mohave, Yuma, Yavapai, and La Paz counties.</p> <p>b. CAN YOUR AUTOMATED SOLUTION BE SHARED WITH OTHER COURTS AND/OR SCALED UP OR DOWN TO MEET THE NEEDS OF LARGER OR SMALLER COURTS?  <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NOT APPLICABLE</p>				
EXPLAIN:				
c. DESCRIBE THE IMPACT YOUR AUTOMATED SOLUTION MIGHT HAVE ON OTHER COURTS AND JUSTICE OR LAW ENFORCEMENT AGENCIES.				



**TOM M. WHITE, JR.**  
CHAIRMAN OF THE BOARD  
DISTRICT II  
P.O. BOX 994 GANADO, AZ 86505

**JIM CLAW**  
VICE CHAIR OF THE BOARD  
DISTRICT I  
P.O. BOX 1952 CHINLE, AZ 86503

**DAVID A. BROWN**  
MEMBER OF THE BOARD  
DISTRICT III  
P.O. BOX 428 ST. JOHNS, AZ 85936

**BOARD OF SUPERVISORS  
OF APACHE COUNTY**

P.O. BOX 428  
ST. JOHNS, ARIZONA 85936

TELEPHONE: (928) 337-7503  
FACSIMILE: (928) 337-2003



DELWIN P. WENGERT, MANAGER-CLERK  
ST. JOHNS, AZ 85936

April 21, 2008

Commission on Technology  
Honorable Rebecca Berch, Chair  
1501 W. Washington  
Phoenix, AZ 85007

Ms. Berch:

The Clerk of the Apache County Superior Court is submitting a State JCEF grant application for funding of a digital imaging system using OnBase through the vendor that was selected to serve the courts, OSAM. We wholly support this grant application for the purchase of software and hardware.

At this time, Apache County is experiencing a significant increase in expenditures while revenue sources are diminishing. We have asked departments and Elected Officials in Apache County to reduce their overall budgets for FY 2008 and 2009 by 5%. There is the possibility that the reduction for FY 2009 could be more than 5% which could result in staff layoff.

The Apache County Board of Supervisors recognizes the importance of this project for the Clerk's office. However, the financial circumstances in Apache County limit our ability to fund this project. COT approval for AOC to fund this project would help the Clerk of the Court continue to provide digital access to court documents that customers have become accustomed to, while mainstreaming the Clerk's electronic document management system to meet AOC technical architecture standards and move into a system that will be compatible with the new State-wide case management system.

While the county has limited cash to bring to the table for this project, the Clerk's office will be contributing three servers with operating systems, SQL server licenses, and requisite image storage space, plus two dedicated desktop scanning stations and one production quality scanner. These assets have been acquired with local monies over time to use with a home-grown EDMS, and can be converted for use with the state standardized EDMS application. These assets conservatively account for a local cash equivalent contribution towards this project of over \$18,000.

In addition, implementation of this project obligates Apache County to paying an annual maintenance fee of \$6,600 for the OnBase software. The County is committed to finding the funding to support this additional yearly expenditure.

We are aware that state funds are less available now than in the past just as the county budget is tightening up. However, we feel strongly that this project merits funding by the COT to help bring the Apache County Clerk's EDMS efforts up to speed with the rest of the state. Given the Clerk's experience and success with a home-grown EDMS, we know that they can succeed with this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom M. White, Jr.", with a stylized flourish underneath.

Tom M. White, Jr.  
Chairman of the Board  
Apache County Board of Supervisors

# **ELECTRONIC DOCUMENT MANAGEMENT (EDM) SYSTEM PROPOSAL**

**Prepared For:**

**Apache County**

**Prepared By:**

**Ronald H. Thompson Jr.  
April 21, 2008**



---

**BRINGING THE POWER OF TOMORROW TO BUSINESS TODAY**



BRINGING THE POWER OF TOMORROW TO BUSINESS TODAY

April 21, 2008

Apache County  
PO Box 365  
St. Johns, AZ 85936  
ATTN: Lilith Avlon

Re: Electronic Document Management System Proposal

Dear Lilith:

Thank you for the opportunity to provide Apache County with a proposal for an Electronic Document Management (EDM) Solution. OSAM Document Solutions is very pleased to be working with your county on this pending project. We have had the opportunity to meet with appropriate project members to define the scope of this project, and our proposal is based on information gathered during this discovery phase. It is important to note that final system discovery will need to be performed in order to finalize a project Scope of Work and Phase I Implementation Plan.

Based on the information gathered during our discovery process, we feel confident that our proposed solution meets the requirements that have been defined for Phase I of this project. Should you find that additional requirements exist that have not been addressed as part of our proposal please feel free to contact us at your earliest convenience. Also, please keep in mind that the quoted prices are subject to change 30 days from the proposal date.

If you have any questions you can reach me via e-mail, [ronjr@osaminc.com](mailto:ronjr@osaminc.com) or telephone (602) 263-9432.

Thank you for your time and consideration.

Sincerely,

Ronald H. Thompson Jr.  
Enclosures

**TABLE OF CONTENTS**

**I. OSAM EXPERIENCE .....2**

**II. TERMS AND CONDITIONS .....3**

**III. SYSTEM ARCHITECTURE.....4**

**IV. ONBASE HARDWARE RECOMMENDATIONS .....5**

**V. PRICING BREAKDOWN - AOC PRICING.....7**

**VI. OSAM SERVICES ..... 10**

**VII. ADDITIONAL ONBASE SOFTWARE ..... 11**

## I. OSAM EXPERIENCE

OSAM, Inc. is an Arizona owned and operated corporation that has been committed to providing document management solutions in the State of Arizona since Arizona became a state in 1912. First incorporated in 1912 as Remington Rand, OSAM of Arizona, Inc. dba OSAM, Inc., was established in 1973 by Remington Rand as its first dealership channel in the United States.

From paper to microfilm/fiche to electronic imaging, OSAM has continuously stayed on the leading edge of document management solutions. As a twenty-five year dealership partner of Canon U.S.A., OSAM markets the Canon Image Filing Systems products and systems, which include micrographic and electronic document management hardware and software

The Canon Canofile, a stand-alone electronic document management system, began the OSAM experience in *electronic image* filing in 1990 with over 125 systems sold in Arizona. As the numbers of software solutions for EDM grew rapidly in the nineties, software corporations frequently approached OSAM to be a dedicated vendor for these solutions. From our experience with the Canon Canofile, OSAM, as an EDM Business Partner for other software manufacturers including Optika and File Magic, expanded its horizons and sold and installed numerous networked systems in Arizona and California.

In 1997 OSAM consolidated its solutions offerings in order to ensure the best possible support for its systems and became a DocuWare Business Partner. Continuing in our pursuit for a wide range of solutions, OSAM then partnered with Hyland Corporation, designer of OnBase Imaging software, which rounded out the OSAM suite of electronic document management solutions.

From low to high end, from the most basic to workflow environment solutions, OSAM's team of professionals prides itself on its ability to satisfy OSAM customers' needs in electronic filing solutions and support. The company is based on a solid foundation with an uninterrupted dedication to its core competency in document management solutions and its reputation for outstanding customer service and support for those solutions. OSAM awards and installations in electronic document management systems include but are not limited to

- Arizona Corporation Commission
- Department of Economic Security
- Banner Health
- Arizona Supreme Courts
- Pinal County
- University of Arizona

## II. TERMS AND CONDITIONS

### Proprietary Notice

The ideas and designs set forth in his proposal are the property of OSAM Inc. and are not to be copied, disseminated, or distributed to third parties without the written permission of OSAM Inc.

### General Information

The recommendations for equipment, software, and services contained in the proposal are based on data that Apache County has furnished OSAM Inc. While we believe our estimates to be sound, the degree of success with which programs, equipment, and services can be applied to data processing is dependent on many factors, many of which are not under OSAM Inc. control. Therefore, our estimates as to the result to be obtained must not be regarded as expressed or implied warranties.

### Proposal Terms

All pricing provided as part of this proposal is valid for a period of 30 (thirty) days from the proposal date. Pricing does not include applicable taxes or freight, which will be included in the final billing.

### Terms of Payment

33% due upon receipt of order

33% due upon delivery

33% due upon final system acceptance

### Disaster Recovery

OSAM Inc. highly recommends daily backup of your system. When writing to CD-ROM media it is highly important that a duplicate copy be made. This is a vital element in a Disaster Recovery Plan. OSAM Inc. will help setup procedures at time of installation. If you so choose not to have a backup system, we will not be held responsible.

In the event that OSAM Inc. is asked or required to work on the system, we will require a complete backup prior to upgrading or performing any maintenance to the system.

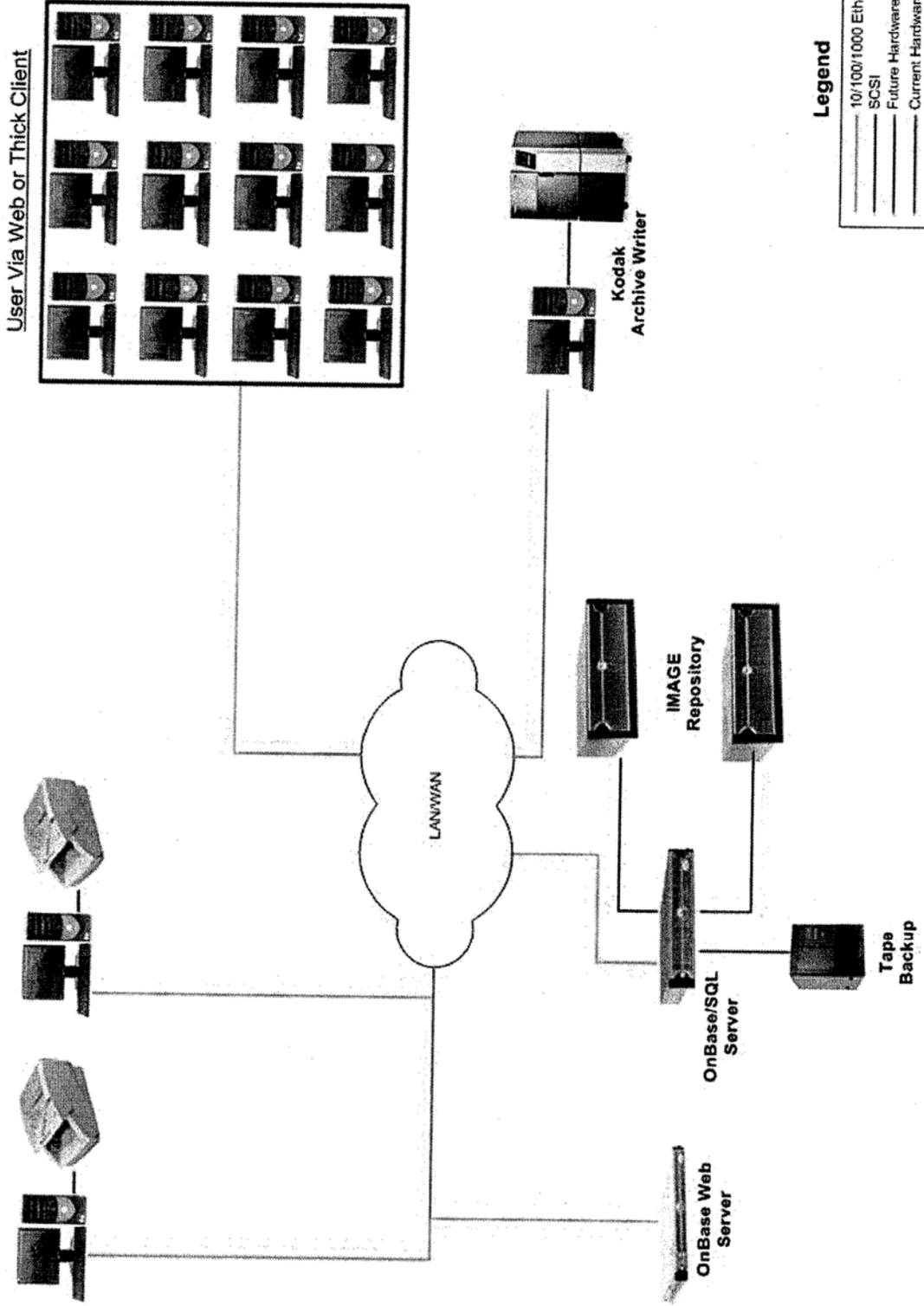
### References

OSAM Inc. can and will provide you with a list of references upon request. It is our practice to first call and get approval before giving out the names and telephone numbers. We feel that this is respectful to our customers or another company's customers.

III. SYSTEM ARCHITECTURE

OnBase System Diagram

Scan Stations



## IV. ONBASE HARDWARE RECOMMENDATIONS

### 1. OnBase Server Configuration

- Dual Core Xeon 1.60GHz (High volume situations may require multiple processors)
- Running Windows 2003 server
- MSSQL 2000/2005 Server
- 32/64 Bit PCI Architecture
- RAM requirements: 1GB minimum / 3+ GB recommended
- SCSI Controllers with Raid Configuration - Raid 0 For Operating System - Raid 0 for Transaction Log Raid 5 for Database files
- Free Hard Disk Space Dependant on database and disk group size. Separate drives recommended for database and system files, each on their own SCSI controller
- SCSI Array/NAS Connected for duplicate copies of Images
- Tape Backup and Restore software
- CD-ROM drive
- Un-interruptible Power Supply (UPS)

Notes: Database/file servers should be dedicated purpose servers; i.e. not used as a domain controller, web server, email server, print server, proxy server, etc. Network and disk I/O hardware should be optimized for performance and redundancy.

### 2. OnBase Web Servers

- CPU Dual Core Xeon 1.60GHz
- Memory 1GB minimum / 2+ GB recommended
- Free Hard Disk Space 20GB minimum
- Web Browser Microsoft Internet Explorer 6.0 SP1

Notes Requires OnBase web servers should be dedicated purpose servers; i.e. not used as a domain controller, email server, print/database/file server, proxy server, etc. Network and disk I/O hardware should be optimized for performance and redundancy.

### 3. CD Authoring / Scanning Workstation

- Pentium 3.0 GHz or higher
- 1 GB recommended
- The following hard drives, each on their own SCSI controller:
- 20 GB hard drive for system files and OnBase software; and dedicated 10GB hard disk or partition for ISO image on IDE channel or on separate SCSI channel
- OnBase tested and approved CD-ROM Writer
- Windows 2000 Professional, or XP

**4. DVD Authoring Workstation**

- Pentium 3.0 GHz or higher
- Dedicated 20 GB hard drive
- 1 GB recommended
- Supported DVD Writer

**5. Client Retrieval Workstations**

- Pentium class
- 512 MB Recommend
- 20 GB hard drive for system files and OnBase software
- Windows 2000 Professional, XP or Vista
- Web Browsers Microsoft Internet Explorer 6 SP1

**6. Jukebox Server**

End users often request a CD-ROM or optical jukebox in order to have their data on near-line storage for a period of time. These near-line storage devices should reside on their own server instead of being attached to the above OnBase server. The jukebox server must be configured according to the specifications of the jukebox and the jukebox controller software. You should still keep the on-line hard disk storage on the same server as the database indexes and processing functions.

**7. Database Recommendations**

The OnBase Information Management System currently supports SyBase SQLAnywhere, Oracle, and Microsoft SQL Server as the back end ODBC database. These databases give customers the flexibility to choose a database that best meets their needs. When recommending databases, please keep the following guidelines in mind:

If you implement an Oracle or Microsoft SQL Server database, your company's database administrator must perform the manufactures recommended maintenance on a regular basis. We can not stress enough the importance of regular database administration.

V. PRICING BREAKDOWN - AOC Pricing

Software – Hardware Pricing

Software

Product Name	Product Description	Requirements	Price
Multi-User License	Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, and a License to use the copyrighted OnBase Database in a single institution, multi-user environment. These licenses are not transferable to service bureau customers.	Required for each Institution and each OnBase Database within that Institution. <b>Requires a MS SQL Database.</b>	\$4,000
Web Server 1 each	Provides an ActiveX or HTML browser interface to access documents stored in an OnBase database via the Internet, Extranet or corporate Intranet.	In order to access documents via the web server, you need either a Concurrent Client license or a Named User Client license.	\$8,000
Concurrent Client 15 each External users	Provides retrieval, viewing, printing, and management of documents. Concurrent license lease begins upon Client login/connection and ends when user closes the Client or 5 minutes, whichever is later. Both a thick or thin client can use this license.		\$9,600
For Internal Concurrent Client 10 each	Provides retrieval, viewing, printing, and management of documents. Concurrent license lease begins upon Client login/connection and ends when user closes the Client or 5 minutes, whichever is later. Both a thick or thin client can use this license.		\$6,400
Named User Client 10 each	Provides retrieval, viewing, printing, and management of documents. Both a thick or thin client can use this license.		\$3,200
Production Document Imaging 1 each	Scans (digitizes) paper documents using TWAIN or Kofax compatible devices. Advanced features include distributed capture and indexing, image enhancement, bar code recognition (Kofax), blank page separation and auto-enabled indexing.	Includes a Workstation Client license (CTIPW1).	\$4,000
Production Document Imaging 2 <sup>nd</sup> station 1 each	Scans (digitizes) paper documents using TWAIN or Kofax compatible devices. Advanced features include distributed capture and indexing, image enhancement, bar code recognition (Kofax), blank page separation and auto-enabled indexing.	Includes a Workstation Client license (CTIPW1).	\$1,600

Annual Software Maintenance		
Annual Maintenance	<p>Entitles the customer to:</p> <ul style="list-style-type: none"> <li>• All upgrades and enhancements of the licensed modules of the software commercially released by Hyland to its end users generally during the term of the Software Maintenance Agreement. If no Software Maintenance Agreement is purchased and remains in force, upgrades and enhancements are available only if the licensee pays the full license fees then in effect for the upgraded or enhanced modules.</li> <li>• Error corrections (fixes correcting any non-conformity of the software to the description of functionality set forth in current documentation published by Hyland.</li> <li>• Access to the solution provider's telephone help desk. In addition, in the case of emergency situations only that arise outside of the solution provider's regular support hours, the customer may call Hyland's telephone help desk on a 24 -7 basis via pager and Hyland's technical support paging system.</li> </ul>	<p>Hyland Software charges a 10% maintenance reinstatement fee for any lapse in maintenance. (That means 10% of the annual maintenance fee from the last paid maintenance renewal year.) This is in addition to paying maintenance for the lapse period.</p> <p>\$6,624</p>
Kofax Card for Scanner 2 each	Kofax Card for Scan Station to read Barcodes	\$2,350
Professional Services Provided By OSAM Document Solutions Inc.		
Installation Services 7 Days	<p>Installation Services</p> <ul style="list-style-type: none"> <li>• Discovery</li> <li>• Installation</li> <li>• Training</li> <li>• Go-live Support</li> <li>• Rendered Services will only be billed</li> </ul>	\$10,500 + T & E
System Administrator Training	5 Day Course of OnBase System Admin Training Provided by Hyland Software at Hyland Software in Cleveland Ohio.	\$2,000
		<b>Hyland Discount for Existing Imaging System \$9,360.00</b>
		<b>SYSTEM TOTAL \$48,914.00</b>

**Scanner Options**

Scanner Options		
Canon DR501C with Imprinter	<p>The Canon DR-5010C scanner, which targets production-volume environments, scans in both color and black-and-white at a constant rate of 50 ppm, as well as 100 images-per-minute (ipm) in duplex scanning at the industry standard of 200dpi resolution. For improved OCR results, a Custom Color Dropout feature allows you to remove color elements such as lines or shaded boxes. Automatically optimize readability of documents containing hard-to-scan elements such as faint text or pencil writing with two Text Enhancement modes. The DR5010C comes bundled with Canon's CapturePerfect and Adobe®</p>	<p>\$4,665</p> <p>Annual Maintenance \$1,050</p>

Acrobat® software, in addition to a full-featured ISIS®/TWAIN driver.

Canon DR7580 with Imprinter	The DR-7580 is at the top-end of the DR series. The DR-7580 achieves 75 ppm in B/W or Grayscale modes. While it remains the features of the DR series such as space saving / compact design and reliable document handling, it improves its scanning speed, operation, image quality and maintenance dramatically.	\$5,490 Annual Maintenance \$1,295
Canon DR9080C with Imprinter	The 9080C is at the top-end of the DR series. The DR-9080C Scans up to 90 pages per minute in B/W or Grayscale mode and 50 ppm in Color mode. While it remains the features of the DR series such as space saving / compact design and reliable document handling, it improves its scanning speed, operation, image quality and maintenance dramatically.	\$6,930 Annual Maintenance \$1,395

**VI. OSAM SERVICES**

Services Provided by OSAM Document Solutions, Inc.		
Onsite Support	Per Hour + T&E	\$225 per hour
	Per Day + T&E	\$1,500 per day
Annual Support	5 Hour Block	\$1,075
	10 Hour Block	\$2,000
	20 Hour Block	\$3,000
	50 Hour Block	\$7,500
Professional Services (Daily) <ul style="list-style-type: none"> <li>• Consulting</li> <li>• Discovery Services</li> <li>• Custom Programming</li> <li>• Workflow Development</li> </ul>	Professional Services	\$1,700 per day
Professional Services (Hourly) <ul style="list-style-type: none"> <li>• Consulting</li> <li>• Discovery Services</li> <li>• Custom Programming</li> <li>• Workflow Development</li> </ul>	Professional Services	\$ 250 per hour
Installation Services <ul style="list-style-type: none"> <li>• Discovery</li> <li>• Installation</li> <li>• Training</li> <li>• Go-live Support</li> </ul>	Installation Services	\$1,500 per day

**VII. ADDITIONAL ONBASE SOFTWARE**

OnBase Software			
Product Name	Product Description	OnBase Requirements	License Fee
Multi-User License	Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, and a License to use the copyrighted OnBase Database in a single institution, multi-user environment. These licenses are not transferable to service bureau customers.	Required for each Institution and each OnBase Database within that Institution.	\$5,000
Web Server	Provides an ActiveX or HTML browser interface to access documents stored in an OnBase database via the Internet, Extranet or corporate Intranet.	In order to access documents via the web server, you need either a Concurrent Client license or a Named User Client license.	\$10,000
EDM Services	Provides Electronic Document Management capabilities for the storage of 3rd party application documents and revision control functionality for word processing, spreadsheet, presentation, E-Forms, and image documents. Other features include ad-hoc document storage, check in/check out, and document templates.		\$5,000
E-mail Integration for Lotus Notes	Provides for the archiving of individual Lotus Notes e-mail messages and attachments in OnBase from within the Lotus Notes Client. Utilizing a Lotus Notes Shared Action, the user can import messages and attachments into OnBase via the OnBase import dialog.	In order to store and access these e-mails messages/attachments, you need one of the three OnBase Client licenses.	\$5,000
E-Mail Integration for Outlook	Provides Outlook users the ability to interact with OnBase through the standard Outlook E-mail client interface. Provides users with the ability to save e-mails and/or any associated attachments by simply dragging the e-mail to the "OnBase" Outlook folder. Also, provides an OnBase retrieval user interface.	In order to store and access these e-mails messages/attachments, you need one of the three OnBase Client licenses.	\$5,000
Virtual Print Driver	Provides a method to capture, index and store the print stream from any printable application and store the information as a TIFF image within the OnBase document repository.	In order to store these documents you need one of the three OnBase Client licenses.	\$5,000
Data Mining Integration for Monarch	Provides the ability to explore, consolidate and format business transactions by extracting data from COLD/ERM information stored within the OnBase system for use within desktop applications such as Excel, 123, Access, dBase, and Paradox.	Requires one of the three OnBase Client licenses.	\$5,000

OnBase Integration for Centera	Provides the ability to configure secondary OnBase disk groups to store files to the Centera platform as an alternative to standard UNC paths.	Requires an OnBase Client license	\$20,000
Distributed Disk Services	Distributed Disk Services regulates public access to a server through middleware software that acts as a proxy for accessing disk groups. Because communications with the OnBase client is handled through TCP/IP, administrators are not required to use Windows Shares or UNC paths for disk group access. Supports distributed disk group storage on the following platforms: Windows 2000/2003 Server, RedHat Linux 9 or Enterprise ES.	Requires an OnBase Client License	\$5,000
OnBase Integration for KOM Optistorm	The OnBase Integration for KOM Optistorm provides the ability to create and establish universal naming convention (UNC) paths for KOM directly within the Configuration module of OnBase. This eliminates formerly required duplicate effort and possible entry errors in creating and verifying the UNC path with KOM and then re-entering the path into OnBase.		\$4,000
Reporting	The OnBase Reporting tool is a standalone application which enables organizations to closely monitor their OnBase implementation keeping track of all performance aspects. The reporting tool is designed in such a way that any element within the system can be audited to provide business and IT statistics. Reports are customized for the end user providing data tightly aligned with the business being executed rather than high level generic statistics. The OnBase Reporting tool provides a pre-emptive approach to identifying bottlenecks in business processes, document lifecycle performance and workforce productivity.	Requires an OnBase Client License	\$5,000
Document Knowledge Transfer	The Document Knowledge Transfer module enables organizations to rapidly distribute controlled documents to multiple workforces across the enterprise to ensure that written materials critical to job roles, procedures and protocols are read and acknowledged by all effected workers. The Document Knowledge Transfer module provides a central platform on which to build compliance strategies targeted towards industry regulators and quality organizations such as ISO 9000.	Requires an OnBase Client License (OnBase version 3.9 or greater). Optionally, requires an EDM Services license if check-in, check-out and revisioning of ODMA documents is desired.	\$8,000

Single User License	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 institution environment. For Single User environments. These licenses are not transferable to service bureau customers.	Required for each Institution and each OnBase Database within that Institution. Includes a Workstation Client license (CTIPW1).	\$1,000
Concurrent Client	Provides retrieval, viewing, printing, and management of documents. Concurrent license lease begins upon Client login/connection and ends when user closes the Client or 5 minutes, whichever is later. Both a thick or thin client can use this license.		\$1,200 each for Qty 1- 100
			\$1,000 each for Qty 101-200
			\$800 each for Qty 201+
Workstation Client	Provides retrieval, viewing, printing, and management of documents. Only a thick client can use this license.		\$600 each for Qty 1 - 100 \$500 each for Qty 101 - 200 \$400 each for Qty 201+
Named User Client	Provides retrieval, viewing, printing, and management of documents. Both a thick or thin client can use this license.		\$600 each for Qty 1 - 100 \$500 each for Qty 101 - 200 \$400 each for Qty 201+
			\$600 each for Qty 1 - 100 \$500 each for Qty 101 - 200 \$400 each for Qty 201+
			\$400 each for Qty 201+
Host Enabler Concurrent Client	Provides image enabling for host applications.	Requires one of the three OnBase Client licenses. Native Support: Provides connectivity to VT-100, VT-220 & ANSI terminal types.	\$300 each
Host Enabler Workstation Client	Provides image enabling for host applications.	Requires one of the three OnBase Client licenses. Native Support: Provides connectivity to VT-100, VT-220 & ANSI terminal types.	\$150 each
Signature / ID Client	Simple Visual Basic application limited to the retrieval and display of Signature Cards and Photo ID's for use by financial institution teller workstations.		\$200 each
Digital Signature	Provides Digital Signature approval functionality as well as the standard ApproveIT desktop license.	Requires one of the three OnBase Client licenses.	\$250 each
132 Column Video Font	Provides the ability to view a complete 132-character wide COLD report in 800 x 600 screen resolution without having to scroll right and left to find the information.	Requires one of the three OnBase Client licenses.	\$2,000 for Qty 1 - 100 desktops \$5,000 for Qty 101+ desktops

Workflow Departmental Server	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for VB scripts. Allows one department within an organization to create workflow solutions specific to that department (e.g. an AP department may implement a Requisition process and a Payables Review process. If more than one department wishes to use Workflow, they must license additional department licenses). This license may be applied toward purchase of Workflow Enterprise Server within one year of the purchase date.	In order to access the workflow client interface you need one of the three OnBase Client licenses, as well as a matching Workflow Client license (WFIPC1, WFIPW1, or WFIPN1).	\$10,000
Workflow Enterprise Server	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for VB scripts. Provides any number of workflow applications to be implemented by any number of departments within the enterprise.	In order to access the workflow client interface you need one of the three OnBase Client licenses, as well as a matching Workflow Client license (WFIPC1, WFIPW1, or WFIPN1).	\$50,000
Workflow Concurrent Client	Provides access to Workflow functions in order to perform work and complete tasks on documents. License lease begins upon first Workflow activity, ends when user closes or minimizes Workflow.	Requires an OnBase Concurrent Client license. Requires a Workflow Server license (WFIPD1 or WFIP11).	\$1,000
Workflow Workstation Client	Provides access to Workflow functions in order to perform work and complete tasks on documents.	Requires an OnBase Workstation Client license. Requires a Workflow Server license (WFIPD1 or WFIP11).	\$500
Workflow Named User Client	Provides access to Workflow functions in order to perform work and complete tasks on documents, for a single named user.	Requires an OnBase Workstation Client license. Requires a Workflow Server license (WFIPD1 or WFIP11).	\$500
Application Enabler - Annual	Provides image enabling to third-party software applications that are GUI, browser, or text-based.	In order to access documents via the application enabler, you need one of the three OnBase Client licenses.	\$8,000 per year and per enabled application
Enterprise Application Enabler - Annual	Provides image enabling to third-party software applications that are GUI, browser, or text-based.	In order to access documents via the application enabler, you need one of the three OnBase Client licenses.	\$25,000 per year for all applications
Application Enabler	Provides image enabling to third-party software applications that are GUI, browser, or text-based.	In order to access documents via the application enabler, you need one of the three OnBase Client licenses.	\$15,000 per enabled application
Enterprise Application Enabler	Provides image enabling to third-party software applications that are GUI, browser, or text-based.	In order to access documents via the application enabler, you need one of the three OnBase Client licenses.	\$50,000 for all applications
Application Enabler for Lawson AP	Provides a customized Application Enabler configured for Lawson AP.	Requires an OnBase Client license.	\$15,000

COLD / ERM	Processes, indexes, and stores host/legacy application generated text files. Supports ASCII, PCL, AFP and DJDE natively.	Includes a Workstation Client license (CTIPW1). To process PCL, AFP or DJDE natively, the respective OnBase Input Filter is required.	\$10,000
Advanced COLD / ERM	Processes, indexes, and stores host/legacy application generated text files. Supports ASCII, PCL, AFP and DJDE natively. Uses multi-threaded technology with specific hardware requirements to maximize processing speeds.	Includes a Workstation Client license (CTIPW1). To process PCL, AFP or DJDE natively, the respective OnBase Input Filter is required.	\$35,000
PCL Input Filter	Works in conjunction with OnBase COLD / ERM to process and store PCL data streams, enabling stored documents to retain original formatting features.	Requires a COLD/ERM license (CLIPW1). Due to the variety of data streams, Hyland Software must verify that a PCL stream can be processed prior to selling this module. Please make no assumptions.	\$3,000
AFP Input Filter	Works in conjunction with OnBase COLD / ERM to process and store AFP data streams, enabling stored documents to retain original formatting features.	Requires a COLD/ERM license (CLIPW1). Due to the variety of data streams, Hyland Software must verify that a AFP stream can be processed prior to selling this module. Please make no assumptions.	\$10,000
DJDE Input Filter	Works in conjunction with OnBase COLD / ERM to process and store DJDE data streams, enabling stored documents to retain original formatting features.	Requires a COLD/ERM license (CLIPW1). Due to the variety of data streams, Hyland Software must verify that a DJDE stream can be processed prior to selling this module. Please make no assumptions.	\$5,000
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 conversions utilities.	Includes a Workstation Client license (CTIPW1).	\$5,000
Advanced 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 conversions utilities. Uses multi-threaded technology with specific hardware requirements to maximize processing speeds.	Includes a Workstation Client license (CTIPW1).	\$20,000
Tag Import Processor – XML	Processes, indexes, and stores XML format files	Includes a Workstation Client license (CTIPW1).	\$7,000
Subscription Server	Automatically captures and stores e-mail messages and attachments directly from Microsoft Exchange.	Includes a Workstation Client license (CTIPW1). idsMail® Universal Mail Server must be installed on each workstation that uses Subscription Server. This is included with OnBase.	\$10,000
Facsimile Import for RightFax	Provides the ability to specify how fax documents are configured for automatic import into OnBase upon receipt at the RightFax Server.	Includes a Workstation Client license (CTIPW1).	\$6,000

Verity Liquid Office Integration	Provides the ability to archive forms created in Verity Liquid Office.	Includes a Workstation Client license (CTIPW1).	\$10,000
Remittance Processor	Provides the ability to identify remittance information (check images, remittance slips, and financial information) from a remittance text file and store the information within the OnBase document repository.	Includes a Workstation Client license (CTIPW1). Hyland provides processing for files from IBM, Bancotec, Unisys, NCR and other formats including COFF. All files must be sent to Hyland for verification.	\$20,000
Advanced Remittance Processor	Provides the ability to identify remittance information (check images, remittance slips, and financial information) from a remittance text file and store the information within the OnBase document repository. Uses multi-threaded technology with specific hardware requirements to maximize processing speeds.	Includes a Workstation Client license (CTIPW1). Hyland provides processing for files from IBM, Bancotec, Unisys, NCR and other formats including COFF. All files must be sent to Hyland for verification. Requires a hasp with rights to Advanced Remittance Processing	\$40,000
EDI 835 EOB Processor	The OnBase 835 processor converts EOB Statements in versions 4010 or 4010A1 of the 835 EDI format to XML or PCL format for import into OnBase. The processor also extracts a fixed list of keywords from each EOB to index the documents as they are imported into OnBase. The 835 file is separated into a single document for each claim.	Requires an OnBase Client license. Requires a hasp licensed for Configuration and the EDI 835 EOB Processor.	\$5,000
EDI 837 HCFA Processor	The OnBase 837 processor converts individual healthcare claims in versions 4010 and 4010A1 of the 837 Professional EDI format to HCFA-1500 forms in XML format. This processor does not process Institutional (UB-92) or Dental 837 documents.	Requires an OnBase Client license. Requires a hasp licensed for Configuration and the EDI 837 HCFA Processor.	\$5,000
HL7 Module	The HL7 Module sends and receives HL7 data streams. It can send OnBase information from COLD, DIP and Scan process to any application that has can accept HL7 formatted data. It can also receive HL7 messages via TCP/IP or batch files to create documents such as e-forms and add autofill keyword sets	Requires an OnBase Client License	\$6,000
Statement Designer	Provides customers the ability to create better looking, more functional and customer data-specific statements. Through a point-and-click, menu-driven configuration, the user defines what data to include, the data layout and formatting options, and graphical elements-logos, pictures, charts and messaging.	Requires a COLD/ERM license (CLIPW1).	\$10,000
E-Forms	Provides the ability to complete, index, and store HTML based documents (forms) from the OnBase Client interface using an HTML form template.	Requires Microsoft IE 5.0+	\$10,000

Mobile E-Forms Server	Provides Mobile E-Forms submission and synchronization capabilities from portable devices (e.g. laptops).	Requires a Mobile E-Forms Client license (MEIPC1). Requires a license to the E-Forms module (FMIP1). In order to store E-forms you need one of the three OnBase Client licenses.	\$6,000
Mobile E-Forms Client	Provides the ability to complete, index, and store HTML based documents (forms) from a mobile device (e.g. laptop) using an HTML form template.	Requires a Mobile E-Forms Server license (MEIP1).	\$300
Production Document Imaging	Scans (digitizes) paper documents using TWAIN or Kofax compatible devices. Advanced features include distributed capture and indexing, image enhancement, bar code recognition (Kofax), blank page separation and auto-enabled indexing.	Includes a Workstation Client license (CTIPW1).	\$5,000 for first \$2,000 for second and beyond
ISIS Document Imaging	Scans (digitizes) paper documents using ISIS compatible devices. Advanced features include distributed capture and indexing, image enhancement, bar code recognition (Kofax), blank page separation and auto-enabled indexing.	Includes Workstation Client license (CTIPW1).	\$5,000 for first \$2,000 for second and beyond
Disconnected Scanning Module	Works in conjunction with Web server to provide users with a robust document capture solution that is used while disconnected from OnBase. Supports advanced document processing features such as deskew, despeckle, and barcode recognition.	Requires an OnBase Web Server on a remote system to archive uploaded documents into OnBase. (Web Server is not required on the Disconnected Scanning station.) An OnBase Client license is consumed on the scanning station while downloading configuration or uploading scanned batches.	\$5,000 for first \$2,000 for second and beyond
Desktop Document Imaging	Scans paper documents using only TWAIN compatible devices.	Requires a Workstation Client license (CTIPW1), which is not included..	\$500 for <15 pages per minute \$1,000 for <30 pages per minute \$1,500 for >30 pages per minute
Web Scanning Named User	Provides low-volume, ad-hoc, TWAIN based document scanning capability to the Web Client.	Requires a valid Web Server license (WTIP1). Requires an OnBase Client license.	\$500
Front Office Scanning Module	Distributed scanning from non-OnBase workstations and a departmental scanning console station. Scanned files and indexing data are uploaded across the Web when a connection is available to an OnBase Web Server for archiving.	Requires an Application Enabler license (AEIA1 or AEIA2). Includes a Web Server license (WTIPW1) licensed for use with Front Office Scanning only. During document upload, the FOS station will briefly require an OnBase Concurrent or Named User Client license, which is not included. The OnBase document retrieval option requires an OnBase Concurrent or Named User Client license per FOS station, which is not included. (Note – one Client license can be used for both upload and retrieval per FOS station.)	\$1,000
OCR for AnyDoc Integration	Allows documents and associated keyword values to be archived directly into OnBase as an integrated step in the OCR for Forms document capture process.	Includes a Workstation Client license (CTIPW1).	\$3,500

Verity TELEform Integration	Provides the ability to immediately make available image files of the forms that were exported to OnBase in a real-time fashion from TELEform. Users will be able to use OnBase for retrieving, viewing, text searching, annotating, cross-referencing, revisioning, highlighting, printing, faxing and emailing documents online.	Includes a Workstation Client license (CTIPW1).	\$3,500
ReadSoft Eyes & Hands Integration	Provides the ability to archive selected batches of forms and invoices generated by Eyes & Hands for Forms & Invoices, while also providing retrieval access to other previously archived documents.	Includes a Workstation Client license (CTIPW1).	\$3,500
Captiva Input Accel Integration	Allows documents and associated keyword values to be archived directly into OnBase as an integrated step in the InputAccel document capture process.	Includes a Workstation Client license (CTIPW1).	\$3,500
Kofax Ascent Capture Integration	Kofax Ascent capture provides data capture, document capture and internet-based front-end capture solution for the OnBase system. OnBase archives image objects supplied by Ascent Capture within the specified document types assigned to each document class.	Includes a Workstation Client license (CTIPW1).	\$3,500
Dual Window Indexer	Provides the ability to do Image-based posting of invoices to PeopleSoft v 8 and requires no additional data entry to store documents to OnBase.	Requires an OnBase Client license	\$15,000
Signature Pad Interface (TWAIN)	Allows TIFF images in OnBase to be signed and the original image altered with the signature that is scratched on a Penware device.	Requires an OnBase Client license.	\$6,000
Image Segment Archiver	Provides the ability to divide an image in a scan queue into multiple OnBase documents by allowing the user to select sections of the image and archive each selected section to a separate OnBase document.	Requires an OnBase Client license.Requires an OnBase production imaging license.	\$4,000
AutoStore™ Route to OnBase Integration	Provides the ability to archive documents into OnBase from any networked AutoStore™ enabled multifunction scan device. Using the OnBase route component, you can assign documents into OnBase document types or scan queues, assign OnBase keywords, and route the documents to one or more OnBase systems.	Requires that OnBase Core Services v 4.3.9 or later be installed on the AutoStore™ server.	\$3,000
WorkView	Provides the ability to create custom applications in OnBase to track issues from start through resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Requires a WorkView Client license (RMIPC1) or (RMIPW1) for each user. Requires an OnBase Client license for accessing/attaching documents.	\$10,000

<p>WorkView Concurrent Client</p>	<p>Provides the ability to create custom applications in OnBase to track issues to resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.</p>	<p>Requires a WorkView Server license (RMIP1). Requires an OnBase Client license for accessing/attaching documents.</p>	<p>\$1,000 each</p>
<p>WorkView Workstation Client</p>	<p>Provides the ability to create custom applications in OnBase to track issues to resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views</p>	<p>Requires a WorkView Server license (RMIP1). Requires an OnBase Client license for accessing/attaching documents.</p>	<p>\$500 each</p>
<p>WorkView Named Client</p>	<p>Provides the ability to create custom applications in OnBase to track issues to resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views</p>	<p>Requires a WorkView Server license (RMIP1). Requires an OnBase Client license for accessing/attaching documents.</p>	<p>\$500 each</p>
<p>Full Text Indexing Server for Verity</p>	<p>Provides integration with Verity to provide advanced Full Text searches for words or phrases that exist within documents stored in OnBase. These words or phrases can exist in COLD documents, text renditions of image documents (OCRed images), and many 3rd party application documents. Can perform fuzzy searches, wildcard searches, stemming searches, thesaurus searches and searches combining full-text and keywords on all document types.</p>	<p>In order to access the full text documents you need one of the three OnBase Client licenses as well as a Verity Full Text Indexing Client licenses (VTIPC1 or VTIPW1).(Includes version 4.5.1 or greater of the Verity K2 Server software. )</p>	<p>\$10,000</p>
<p>Full Text Indexing Concurrent Client for Verity</p>	<p>Provides the ability to retrieve full text data stored in Verity Full Text collections. Verity Full Text can index OCR images, COLD text documents, Adobe PDF documents, Microsoft Office documents, WordPerfect documents, HTML documents and many others.</p>	<p>Requires an OnBase Concurrent Client license.Requires a Verity Full Text Indexing Server license (VTIP1).</p>	<p>\$300 each</p>
<p>Full Text Indexing Named User Client for Verity</p>	<p>Provides the ability to retrieve full text data stored in Verity Full Text collections. Verity Full Text can index OCR images, COLD text documents, Adobe PDF documents, Microsoft Office documents, WordPerfect documents, HTML documents and many others. Valid for a single named user logged into one workstation at a time.</p>	<p>Requires an OnBase Named Client license.Requires a Verity Full Text Indexing Server license (VTIP1).</p>	<p>\$150 each</p>

Full Text Indexing Workstation Client for Verity	Provides the ability to retrieve full text data stored in Verity Full Text collections. Verity Full Text can index OCR images, COLD text documents, Adobe PDF documents, Microsoft Office documents, WordPerfect documents, HTML documents and many others.	Requires an OnBase Workstation Client license.Requires a valid Verity Full Text Indexing Server license (VTIP11).	\$150 each
Migration Tool for Verity	Provides a tool to convert from Microsoft Full Text Indexing Server to Verity Full Text Indexing Server. All data that resides in Microsoft Full Text catalogues will be migrated to Verity Collections with this tool.	Requires Verity Full Text Indexing Server license (VTIP11) and Verity Full Text Indexing Clients (VTIPC1 or VTIPW1)	\$3,000
Full Text Index Server for Microsoft	Provides advanced searches for words or phrases that exist within documents stored in OnBase. These words or phrases can exist in COLD documents, text renditions of image documents (OCRred images), and certain 3rd party application documents (MS Word, WordPerfect®, MS Excel or PDF). Can perform searches using Boolean operators, inflectional searches (finding variations of a word) and searches combining full-text and keywords.	In order to access the full text documents you need one of the three OnBase Client licenses as well as a Microsoft Full Text Indexing Client license (TXIPC1 or TXIPW1).	\$5,000
Full Text Indexing Concurrent Client for Microsoft	Provides the ability to retrieve full text data stored in an OnBase Full Text database. Full Text can index OCR images, COLD text documents, Adobe PDF documents, Microsoft Word documents, and Microsoft Excel documents.	Requires an OnBase Concurrent Client license.Requires a Microsoft Full Text Indexing Server license (FXIP11).	\$200 each
Full Text Indexing Named User Client for Microsoft	Provides the ability to retrieve full text data stored in an OnBase Full Text database. Full Text can index OCR images, COLD text documents, Adobe PDF documents, Microsoft Word documents, and Microsoft Excel documents. Valid for a single named user logged into one workstation at a time.	Requires an OnBase Named Client license.Requires a Microsoft Full Text Indexing Server license (FXIP11).	\$100 each
Full Text Indexing Workstation Client for Microsoft	Provides the ability to retrieve full text data stored in an OnBase Full Text database. Full Text can index OCR images, COLD text documents, Adobe PDF documents, Microsoft Word documents, and Microsoft Excel documents.	Requires an OnBase Workstation Client license.Requires a Microsoft Full Text Indexing Server license (FXIP11)	\$100 each
CD Authoring	Provides the ability to utilize CD-R storage for data backups or document exporting/publishing.	Requires an OnBase Client license	\$1,000
DVD Authoring	Provides the ability to utilize DVD or CD-R storage for data backups or document exporting/publishing.	Requires an OnBase Client license.	\$2,000

Automated CD Authoring	Provides the ability to automatically create backup CD-Rs from OnBase using the Rimage system.	Includes a Workstation Client license (CTIPW1).	\$5,000
Automated DVD Authoring	Provides the ability to automatically create backup DVDs or CD-Rs from OnBase using the Rimage system.	Includes Workstation Client (CTIPW1).	\$8,000
Automated CD Publishing	The OnBase Automated CD Publishing module extends Export/Publishing to a "lights-out" operation. Instead of having people dedicated to launching export or publishing jobs directly through the Client, they can now define the jobs in advance and have the OnBase system produce CD-R or DVD output for them at pre-determined intervals throughout the year. A "publishing order" means one set of document types published to a CD/DVD for a particular institution. The number of CD/DVD's created per year for an institution is not relevant. (For example, twelve monthly CDs or DVDs sent to a institution, each containing the same set of document types, would constitute one order.)	Requires an OnBase Client license. Requires Automated CD or DVD Authoring (AAIPW1 or AVIPW1), Export (EXIPC1) and Publishing (PBIA1).	\$5000 for 1 – 100 CD Publishing Orders \$4000 for each additional blocks of 100 Publishing Orders
Publishing	Allows an end user to distribute OnBase runtime units in order to retrieve exported OnBase documents, creating a self-contained OnBase system for distribution. This is a renewable annual license.	Requires an OnBase Client license. Requires Export (EXIPC1). If Publishing to CD or DVD, requires the respective Authoring module (CDIPW1 or DVIPW1).	\$2,000 per year
Aggregate Publishing	This functionality allows customers receiving published CDs/DVDs to have a database that contains index/pointer information for multiple published CDs/DVDs. When they receive a new published CD/DVD, they will update the aggregate database with the new index/pointer information. In order to properly license the above scenarios, the company that produces the published CD/DVD will have to acquire an Aggregate Publishing license for each customer that takes advantage of this functionality.	Requires an OnBase Client license. Requires Export (EXIPC1). Requires Publishing (PBIA1). Can be deployed with Automated CD Publishing (ADIPC1).	\$1,000 per entity receiving CDs/DVDs
Export	Exports documents and their respective indexes out of an OnBase system. These documents and indexes can be imported into another OnBase system or used in conjunction with the OnBase Publishing module.	Requires an OnBase Client license. If Exporting to CD, requires CD Authoring license (CDIPW1).	\$5,000
Exception Reports	Creates reports that can identify missing or aged documents.	Requires an OnBase Client license.	\$4,000
ACH Generator	Creates an ACH file that conforms with the NACHA format for Electronic Funds Transfer (EFT).	Requires an OnBase Client license. Before selling this module, discussions must be held with Hyland to verify the application being proposed. All proposed applications must be approved by Hyland in writing. Make no assumptions.	\$20,000

Print Distribution	Provides scheduled print back services for remote locations.	Requires an OnBase Client license.	\$3,000
Batch OCR	Converts images to text in order to facilitate text searching and/or full text indexing. Supports multiple languages, processing of bi-tonal, grayscale and color images, and creation of multiple output formats (ASCII text, PDF, HTML or WORD).	Requires installation of OnBase OCR software (included) on user Workstation. Requires an OnBase Client license.	\$1,000
Ad-hoc Document OCR	Permits OCR of an individual document or group of documents from an OnBase select list. This functionality is also available with the Batch OCR License, but the Batch OCR license must be used to Schedule and OCR OnBase Imaging batches. Converts images to text in order to facilitate text searching and/or full text indexing.	Requires installation of OnBase OCR software (included) on user Workstation. Requires an OnBase Client license.	\$500
Image Statements	Prints primary documents (usually statements) with supporting documents in a batch process or on an ad hoc basis. The number of statements processed in a month determines the required licensing. Here is an example of how the pricing tiers work: Customer purchases 15000 statements. The first 10000 statements cost \$1.50 each. The next 5000 statements cost \$1.00 each. Future licenses purchased by Customer begin at the discount where their last purchase was made.	Requires an OnBase Client license	\$1.50 per statement for 1 – 10,000 statements per month \$1.00 per statement for 10,001 – 50,000 statements per month \$0.50 per statement for 50,001+ statements per month
OMR Marks Generator	Custom DLL to generate OMR marks for automatic mail stuffing machinery, to be used with the OnBase Image Statements module..	Requires the OnBase Image Statements module.	\$3,000
Document Distribution	Automatically delivers previously rendered Image Statements electronically to designated recipients via fax, e-mail, CD or web presentment. Sold in blocks of 250 with a minimum initial purchase of 4 blocks (1,000). To determine price: Recipients x \$4.00 = Price Note: Price is not a monthly fee or annual fee. The above formula determines the perpetual cost of the license.	Requires Image Statement license (ISIPix). CD Publishing distribution requires: Automated CD Authoring, Export and Publishing (AAIPW1, EXIPC1, PBIAI1). Also requires additional 3rd party components listed to the right---	\$4.00 per recipient

Barcode Generator	Generates 3-of-9 barcode sheets from manual keyword entry (in Standalone mode) or from keyword and document type information scraped from the current Line-of-Business application screen (when used with App Enabler). In Standalone Mode, the Barcode Generator connects to the OnBase database and allows the user to select a Document Type, at which point a keyword list is displayed for manual entry. At completion of manual entry, the user can trigger the printing of a 3-of-9 barcode sheet with the Document Type and Keywords encoded on it.	In Standalone Mode: Requires OnBase Desktop 4.3.9 or later, and an OnBase Client License. When used with AppEnabler: Requires AppEnabler, OnBase Desktop 4.3.9 or later, and an OnBase Client License.	\$2,000(This is for the Standalone Barcode Generator. It is also included with every AppEnabler purchase at no additional charge)
Ad-hoc IRD Printing	This module licenses the OnBase ad hoc IRD printing capability. It allows a Client workstation to generate a "substitute in lieu of" IRD. This capability is enhanced when an item that is electronically negotiated is stored with the corresponding 937 data in OnBase.	OnBase: Requires an OnBase Client License	\$5,000
937 File Generator	This module creates electronic cash letters in the 937 format. One file is created for each packet of the transport, where the items were captured allowing synchronization with the sorter sort pattern.	Requires an OnBase Client License	\$10,000
Posting File Generator	This component is used in conjunction with the 937 check processor format. It creates a posting file "transaction block" for each in-clearing 937 file.	OnBase: Requires an OnBase Client License	\$5,000
Document Retention	Manages the retention and disposition of stored documents according to pre-defined business rules, typically involving the passage of time or the occurrence of an event allowing for automatic destruction and/or removal from the OnBase document repository.	Requires an OnBase Client license.	\$9,000
Physical Records Management	The OnBase PRM module enables organizations to manage the tracking, locating and access of physical records using OnBase as the single interface. PRM enables organizations to define repositories as categories for their records. These repositories reflect the organization's storage model for the records. Physical records are indexed using keywords for standardized OnBase search and retrieval. Usage and administration functions such as physical record requests and check in / check out activities are managed through the OnBase client. The PRM module provides a low impact solution to managing non electronic information resources.	Requires an OnBase Client License. Thick Client users require OnBase 3.9 or greater. Thin Client users require OnBase 4.3.9 or greater to access viewer-only functionality.  The Document Retention module is optionally required for implementing retention and/or disposition plans for physical records.	\$15,000

Records and Information Management Server	The OnBase Records and Information Management (RIM) module provides enterprise level records management as part of the OnBase document management solution. New and existing users can implement document management and DOD 5015.2 certified records management side by side within OnBase.	Requires an OnBase Client license.	\$25,000
SAP Archive Link Integration	The HTTP Content Server interface allows an SAP R/3 system to perform content management functions against the OnBase Document Management System. Using this interface, SAP R/3 may use OnBase as its repository for storage and retrieval of archived documents.	OnBase Core Services 4.3.9 or greater.	\$20,000
SAP Archive Link Barcode Import	The BAPI (Barcode) component of ArchiveLink allows an OnBase scanning application to register scanned documents with SAP.	OnBase Thick Client 3.9 or greater.	\$10,000
SAP Archive Link Print List and Data Archive	This module uses ArchiveLink to import ArchiveLink print lists, data archive files and imaging documents. Archiving SAP data will reduce the storage requirements of SAP, improve response times and reduce the time to backup, recover and upgrade SAP.	OnBase Core Services 4.3.9 or greater.	\$10,000
SAP Archive Link OLE Viewer	The OLE Viewer interface is used when the end-user wants to work within the SAP GUI, but wants to view and store documents via the OnBase OCX viewer	OnBase Desktop 4.3.9 or greater OnBase Core Services 4.3.9 or greater (required only if running local). OnBase Web Server 4.3.9 or greater (only if running remote)	\$10,000
Sarbanes-Oxley Solution (Stand-alone)	The Sarbanes-Oxley Solution bundle is for non-OnBase customers looking for a solution for Sarbanes-Oxley compliance. The SOX Bundle includes the following modules:  <ul style="list-style-type: none"> <li>• Multi-user Server (OBIPW1)</li> <li>• Web Server (WTIPW1)</li> <li>• WorkView Server (RMIP1)</li> <li>• Reporting Module (RPIP1)</li> <li>• Sarbanes-Oxley Template (SOIP1)</li> <li>• Departmental Workflow (WFIPD1)</li> <li>• 1 OnBase Concurrent Client (CTIPC1)</li> <li>• 1 Workflow concurrent Client (WFIPC1)</li> <li>• E-forms (FMIP1)</li> </ul> The last four items are for sending email notifications only.	For each user, requires either a Sarbanes-Oxley Named User license (SOIPN1) or a Sarbanes-Oxley Concurrent Client license (SOIPC1). These are not included in the bundle.	\$27,000
Sarbanes-Oxley Named Client	The Sarbanes-Oxley Solution Named Client is purchased in conjunction with the Sarbanes-Oxley Solution (Stand-alone), based on the number of users needed.	One WorkView Named User license included. (RMIPN1) One OnBase Named User license included. (CTIPN1)	\$800

Sarbanes-Oxley Concurrent Client	The Sarbanes-Oxley Solution Concurrent Client is purchased in conjunction with the Sarbanes-Oxley Solution (Stand-alone), based on the number of users needed.	One WorkView Concurrent Client license included. (RMIPC1) One OnBase Concurrent Client license included (CTIPC1)	\$1,600
Sarbanes-Oxley Template	The Sarbanes-Oxley Template is for existing OnBase customers who may already have several components of the Sarbanes-Oxley Bundle, or are existing WorkView customers.	Requires WorkView Server (RMIP11) Requires One WorkView Named User license (RMIPN1) or Concurrent Client license (RMIPC1) per user. (These items must be purchased separately.)	\$5,000
GeoDox for ArcIMS	Provides the ability to select an area or objects from a map and retrieve the OnBase documents associated with those objects. OnBase users can also cross-reference a document to display all associated geospatial references in a map, using ESRI ArcIMS.	Requires an OnBase Client license for accessing/attaching documents  Requires an OnBase Web Server license (WTIPW1).	\$10,000
COLD-Only Multi-User Server	Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, and a License to use the copyrighted OnBase Database in a single institution, multi-user environment for only COLD (text) documents.	Required for each Institution and each OnBase Database within that Institution.	\$2,000
COLD-Only Concurrent Client	Provides retrieval, viewing, printing, and management of COLD documents. Concurrent license lease begins upon Client login/connection and ends when user closes the Client or 5 minutes, whichever is later. Both a thick or thin client can use this license.		\$600 each
Image-Only Multi-User Server	Provides utilities, OnBase Configuration, Print Servers, and a License to use the copyrighted OnBase Database in a single institution, multi-user environment for only image documents.	Required for each Institution and each OnBase Database within that Institution.	\$2,000
Image-Only Concurrent Client	Provides retrieval, viewing, printing, and management of image documents. Concurrent license lease begins upon Client login/connection and ends when user closes the Client or 5 minutes, whichever is later. Both a thick or thin client can use this license.		\$600 each
Archival API	Provides the ability to archive documents from third party systems into the OnBase system.	Requires an OnBase Client license.	\$5,000
Reverse API	Provides the ability for OnBase to retrieve information or documents from third party applications.		\$10,000 per application
Query API	Provides the ability to query for documents within the OnBase repository from third party applications. <b>Note: This is NOT a Web Server client licensing.</b>	ASP.NET and other Web-based applications require a valid Web Server license (WTIP11).  A query is considered a search for a document or set of documents through the API. If you are running the OnBase client or OnBase Core as an API broker you receive 50 queries per hour at no cost. Anything beyond 50 queries per hour on a single workstation or server	\$10,000 for initial 500 queries per hour \$8,000 for additional blocks of 500 queries per hour

		requires this module.	
Custom Web Indexing Platform	This framework allows an integrator to create a custom indexing component for the web, integrated with OnBase.	Requires the Web Server License (WTIP1). Requires an OnBase Client license.	\$4,000
Annual Maintenance	Entitles the customer to: <ul style="list-style-type: none"> <li>• All upgrades and enhancements of the licensed modules of the software commercially released by Hyland to its end users generally during the term of the Software Maintenance Agreement. If no Software Maintenance Agreement is purchased and remains in force, upgrades and enhancements are available only if the licensee pays the full license fees then in effect for the upgraded or enhanced modules.</li> <li>• Error corrections (fixes correcting any non-conformity of the software to the description of functionality set forth in current documentation published by Hyland.</li> <li>• Access to the solution provider's telephone help desk. In addition, in the case of emergency situations only that arise outside of the solution provider's regular support hours, the customer may call Hyland's telephone help desk on a 24 -7 basis via pager and Hyland's technical support paging system.</li> </ul>	Hyland Software charges a 10% maintenance reinstatement fee for any lapse in maintenance. (That means 10% of the annual maintenance fee from the last paid maintenance renewal year.) This is in addition to paying maintenance for the lapse period.	18% of the then current list price for all licensed modules
Annual Maintenance	same as above	Hyland Software charges a 10% maintenance reinstatement fee for any lapse in maintenance. (That means 10% of the annual maintenance fee from the last paid maintenance renewal year.) This is in addition to paying maintenance for the lapse period.	Contractually agreed upon maintenance fee, usually from enterprise or similar license arrangement)
Annual Maintenance Reinstatement	Hyland Software charges a 10% maintenance reinstatement fee for maintenance that lapses. (That means 10% of the annual maintenance fee for the license purchased.) This is in addition to paying maintenance for the lapse period.		10% of the annual maintenance fee + annual maintenance for the lapse period
System Administrator	The System Administration course is designed to introduce new and existing system administrators to the use,	Students registering for this class must have had the OnBase system installed for at least one (1) month prior to attending.	\$2000 per person at Hyland

	<p>maintenance, and administration of OnBase®. The class provides in-depth, hands-on experience based using actual business scenarios. The class also investigates technical support process, effective maintenance strategies, online documentation and other resources available to OnBase® system administrators.</p>	<p>Students must satisfactorily complete the OnBase Pre-installation web-based training course prior to attending the course.</p>	<p>\$11,000+ T&amp;E on-site</p>
Advanced System Administration	<p>Duration: 5 days</p> <p>The Advanced System Administrator class provides students with a detailed understanding of the general system structure as well as the process for creating an effective disaster recovery plan. Special emphasis will be on identifying problematic components of a system as well as detailing a strategy for modifying and upgrading OnBase®. Additionally, students learn about additional modules and how they can be leveraged in an existing installation.</p>	<p>Students registering for this class must have had attended and passed the System Administrator course.</p>	<p>\$2000 per person at Hyland</p> <p>\$8,800 + T&amp;E on-site</p>
Workflow Administration	<p>Duration: 4 days</p> <p>Workflow Administration is designed to introduce system administrators to the creation, modification, and administration of OnBase® Workflow implementations. The class provides in-depth, hands-on experience based on actual, completed implementations. Training scenarios require students to employ multiple functions within their workflow designs from the complete set available.</p>	<p>Students registering for this class must have attended and passed the System Administrator course.</p>	<p>\$2000 per person</p> <p>\$11,000 + T&amp;E on-site</p>
Workflow Design	<p>Duration: 5 days</p> <p>In the Workflow Design course, attendees will review the business discovery process and learn strategies for translating business requirements into workflow functionality. The class will require students to filter provided information and create workflow solutions that accomplish organizational goals.</p>	<p>Students must successfully complete the Workflow Administration course.</p>	<p>\$2000 per person</p> <p>\$11,000 + T&amp;E on-site</p>
End User Client	<p>Duration: 5 days</p> <p>The End User Client course is designed to prepare attendees for the use of the OnBase thick or web client for basic retrieval and document interaction. Additional time will be spent</p> <p>Duration: 2 hours per session</p>	<p>Students should have access to an OnBase implementation after attending the course to ensure that they will be able to immediately utilize the knowledge they obtain from the course.</p>	<p>\$2200 per day + T&amp;E on-site</p>
Core Services Administration	<p>The Core Services Administration course is designed to teach students administration techniques for the OnBase Core applications. The course will also cover security and data storage modifications for the Core in addition to appropriate troubleshooting techniques. The course also covers OnBase® WorkView administration, teaching</p>	<p>Student must have successfully completed the System Administration course.</p>	<p>\$2000 per person</p> <p>\$11,000 + T&amp;E on-site</p>

	students how to develop and administer OnBase® WorkView. The class will culminate in a practical implementation of an OnBase® solution incorporating the Web Server, Application Enabler, and the OnBase® desktop.		
	Duration: 5 days		
OnBase Thick Client End User Guide	This guide introduces end users to the basic functionality of the OnBase Thick Client and includes step by step instruction for common tasks.	Minimum Order: 10	\$6.00 each
OnBase Web Client End User Guide	This guide introduces end users to the basic functionality of the OnBase Web Client and includes step by step instruction for common tasks	Minimum Order: 10	\$6.00 each
BackStop Database Validation Service	Validation of OnBase database backup. Service includes restoration of database from backup media and validation that all database components are present and not defective. An electronic report of the results is provided at completion of validation. Customer's backup media is returned at completion of validation. Price quoted is for database size of 20GB or less.; Incremental fee for each additional 20GB	Monthly	\$2500 per year
		Quarterly	\$1500 per year
		Charge over 20 GB	\$50.00 per 20 Gigs per validation
BackStop Database Validation and Storage Service	Includes BackStop Database Validation Services plus customer's backup media is stored and maintained by Hyland Software at completion of validation.	Monthly	\$3500 per year
		Quarterly	\$2000 per year
		Charge over 20 GB	\$50.00 per 20 Gigs per validation
BackStop Pull and Ship Service	Pull 8mm/CD/DVD backup media from Hyland Software storage and ship to customer. Service does not include shipping and handling.	As Requested	50.00 per storage unit + S&H charges
BackStop Platter Validation and CD Media	Validation of platter copy and storage at Hyland Software for 3-Year retention period. An electronic report of the results is provided at completion of validation.	CD; 3-Year retention period. Requires Database Backup Contract	\$50.00 per platter
		DVD; 3-Year retention period; Requires Database Backup Contract	\$65.00 per platter
BackStop Pull and Ship Service	Pull 8mm/CD/DVD backup media from Hyland Software storage and ship to customer. Service does not include shipping and handling.	8mm/CD/DVD backup media	\$50.00 per storage unit + S&H charges
BackStop Copy and Return Service	Pull platter copy from Hyland Software storage, make a copy and ship it to customer.	CD or DVD Media	\$50.00 per platter + S&H charges
BackStop Media Destruction Service	Once per year, all expired platter copy media are removed from storage and destroyed.	8mm/CD/DVD backup media	\$50.00 per destruction event
BackStop OnLine Hosted Hot Site Service	Once your database and diskgroups have been validated by a BackStop Technician the information will be hosted at our Online Data Center. The information will be accessible immediately should your organization have a need.	Requires Validation and Storage contracts	As quoted by Hyland

BackStop Hosted Hot Site Daily Access	This service provides remote access for the BackStop OnLine Hosted Hot Site Service (EMHADL)	Requires Validation and Storage contracts	As quoted by Hyland
BackStop OnLine Emergency Hosted Recovery	Provides assistance in restoration of validated database and validated disk group platters extracted from Hyland storage onto a web server on the OnBase OnLine Hyland Software. Includes up to 14 days of web server usage time.	Requires Validation and Storage contracts	\$2500 per day
BackStop Emergency On Site Recovery Service	Provides on site restoration of validated database and validated disk group platters extracted from Hyland storage. Restoration is performed at customer site by a Hyland Software technician. Includes up to 5 days of on site technician time.	Requires Validation and Storage contracts	\$2,000 per year + Travel and Expenses

## Table of Contents to the PM/Pro Planning Template

### Apache County OnBase EDMS

Sheet No.	Title	HyperLinks
1	Table of Contents	<a href="#">TableOfContents!A1</a>
2	Hand-Off Form	<a href="#">Hand-Off!A1</a>
3	Key Resources Table	<a href="#">KeyResources!A1</a>
4	Scope Document / Form	<a href="#">ScopeDocument!A1</a>
5	Assumptions List	<a href="#">Assumptions!A1</a>
6	Task List	<a href="#">TaskList!A1</a>
7	Risk Assessment Worksheet & Checklist	<a href="#">Risks!A1</a>
8	Success Criteria Worksheet	<a href="#">SuccessCriteria!A1</a>
9	Contacts List	<a href="#">ContactsList!A1</a>
10	Master Calendar Template	<a href="#">MasterCalendar!A1</a>
11	Issues Log	<a href="#">IssuesLog!A1</a>

**Hand-off / Brief for Project:**

Apache County OnBase EDMS

Date: April 15, 2008

**1 Project OWNER [and/or Sponsor/Champion]:**

Owner: Sue Hall, Clerk of the Court

Sponsor: Donna J Grimsley, Presiding Judge

**2 What the project is expected to achieve [What is its PURPOSE?]:**

To bring the Apache County Clerk of the Court's EDMS into compliance with AOC enterprise architectural standards and enable the implementation of the new GJ CMS system which requires OnBase for image management. Continue to provide existing image scanning, indexing and retrieval functionality using approved architectural standard software in place of home-grown system.

**3 What are the TIME DEADLINES?**

This project must be completely implemented at least one month prior to the implementation of the GJ CMS system in Apache County which is currently scheduled for June 2009. Earlier would be far preferable. This project should take no more than four weeks to accomplish once funding is approved and available.

**4 What are the COST LIMITS and constraints?**

OSAM is the vendor dictated by state contract, their bid has been received and is the cost basis for this project. JCEF funding, primarily from the State and secondarily from Local funds are required to accomplish this project.

**5 Who is the CUSTOMER [internal and/or external]?**

Both internal and external customers. Primarily internal Clerk of the Court and Superior Court users. Secondarily court / justice partners such as the County Attorney, Probation Offices, attorneys and more.

**6 What are the Customer's WANTS and EXPECTATIONS?**

We must replace the current EDMS functionality provided by a home-grown system. OnBase must scan documents, name and store them appropriately using the unique bar code number produced by the CMS system, create appropriate image indexing by referencing the CMS docket data table, and provide easy image search and retrieval by party name, case number, date, and document type.

**7 What is the Project's RELATIVE PRIORITY? [other projects and your workload?]**

This project has the highest priority as it is part and parcel of the new GJ CMS application implementation.

**8 What KEY RESOURCES [or Skills] are needed for success?**

Local project manager knowledgeable on the database structure and process steps of the current CMS / EDMS system.

Local scanning room expert user.

OSAM vendor programmers to install and adapt OnBase software to local needs and provide training to local resources.

See "Key Resources" document.

**9 Why are YOU the Project Manager/Team?**

I am the MIS Specialist dedicated to work for the Apache County Clerk of the Court. I am the local expert on current processes, database and applications. I am a trained software development project manager.

# Key Resources Required for Project:

Apache County OnBase EDMS

TableOfContents\A1

Date: April 15, 2008

#	Skills Required Immediately for Initial Scoping (& later, after Initial Scoping)	Manager for the Skilled Person	Skilled Person(s)	If Known:		
				Start Date Availability	End Date	% Loading
1	Knowledge of functional requirements for EDMS system in Apache County	Sue Hall	Lilith Avalon	Any time		100%
2	OSAM sales representative to scope & bid project	OSAM	Ron Thompson Jr.			
3	Current EDMS SQL dbase structure, location, & ODBC access, dbase replication task set-up	Sue Hall	Lilith Avalon	Any time		100%
4	HTML form creation and link to OnBase for customized search screen creation & implementation	Sue Hall	Lilith Avalon	Any time		100%
5	Install Kofax cards & new scanner and adapt OnBase scanning routine to use current Fujitsu scanner	OSAM				
6	Adapt OnBase bar code scanning functionality to read CMS bar codes	OSAM				
7	Adapt OnBase index to reference CMS SQL tables	OSAM				
8	Installation of OnBase software thick client & web server on Apache County server & desktop hardware	OSAM				
9	Change firewall settings to allow external OnBase web server access to production images	Lyle LeFevre				
10	Train local users on OnBase scanning, image retrieval, and other functionality	OSAM	Bowen Udall	On request		
11	Scanning room subject matter experts to receive training on use of OnBase & new scanner hw	Sue Hall	Lilith Avalon & Mattie Morales	Any time		100%
12	Issue logins & passwords to OnBase image retrieve to internal & external users	Sue Hall	Lilith Avalon & Mattie Morales	Any time		100%
13						
14						
15						
16						
17						
18						
19						
20						

Document: Key Resources  
 Owner: LBA  
 Original Date: 4/15/2008

## Scope Document/Statement of Work for Project:

### Apache County OnBase EDMS

<b>Customer:</b>	Both internal and external customers. Primarily internal Clerk of the Court and Superior Court users. Secondly court / justice partners such as the County Attorney, Probation Offices, attorneys and more.
<b>Owner:</b>	Sue Hall, Clerk of the Court
<b>Sponsor:</b>	Donna J Grimsley, Presiding Judge
<b>Date/Time:</b>	April 16, 2008
<b>1</b>	<b>Purpose, Outcomes, Results Expected:</b> Reach compliance with AOC Enterprise Architecture standards through implementation of an OnBase image management system. Enable implementation of the new GJ CMS system which requires OnBase.
<b>2</b>	<b>Goals and Objectives:</b> Continue to provide existing image scanning, indexing and retrieval functionality using approved architectural standard software in place of home-grown system. Insure internal and external users have appropriate access to case dockets and images.
<b>3</b>	<b>End Deliverables to be "Turned over" to Customer:</b> Fully functioning EDMS using OnBase software which adequately replaces functionality currently provided by home-grown EDMS system. OnBase webserver software installed on exterior web server including login & search (image retrieval) forms, image index database on internal servers, image library folders on internal file server, thick client including login & search forms installed on all Clerk & Superior Court workstations, scanning / image acquisition software installed on 2 scanning stations. <i>See "Success Criteria Worksheet" for more details.</i>
<b>4</b>	<b>Phase &amp; Stage (I.e., Intermediate) Deliverables:</b> This project will take one month or less to implement once funding is approved and available and vendor is available to start work. OSAM Bid JCEF Funding Request & approval Internal index dbase & thick client user interface installed Additional scanner & 2 functioning scanning stations using OnBase installed 2 Expert users trained on-site to use and maintain OnBase application components External web server & user interface installed
<b>5</b>	<b>End Conditions [What will you SEE at the END of the Project?]:</b> <i>See "Success Criteria Worksheet"</i>
<b>6</b>	<b>Success Measures [How will you measure/prove the project succeeded?]:</b> <i>See detailed "Success Criteria" spreadsheet</i>
<b>7</b>	<b>Exclusions [What the project is NOT]:</b> Integration of OnBase with AZTEC in Apache County Integration of OnBase with new GJ CMS in Apache County Replacing case docketing / image indexing system currently in use
<b>8</b>	<b>Non-Negotiables:</b> Internal users must continue to have login access to search docket & retrieve images. External users must continue to have login access to search docket & retrieve images. Bar code sheets printed by current docketing system must be parsed by OnBase. Project must be completed in advance of new GJ CMS roll-out (June 2009)

## Scope Document/Statement of Work for Project:

### Apache County OnBase EDMS

- |           |  |
|-----------|--|
| <b>9</b>  | <p><b>Organizational Implications [depts/organizations involved]:</b><br/>           Apache County Clerk of the Court - creator, owner &amp; consumer of docket &amp; images<br/>           Apache County Superior Court - consumer of docket &amp; images<br/>           Justice Partners outside Clerk network firewall - consumers of docket &amp; images<br/>           Apache County IT Department - assist in maintaining &amp; securing server hardware &amp; software</p>  |
| <b>10</b> | <p><b>Geographic Implications [areas/locations involved/impacted]:</b><br/>           Servers in Apache County Server room, St. Johns Annex building - software installation<br/>           Computers on Clerk of the Court &amp; Superior Court desktops - software installation<br/>           Other users access via internet thin client, geography should not be an issue</p>   |
| <b>11</b> | <p><b>Critical Success Factors / Show Stoppers:</b><br/>           JCEF funding must be provided as county budget can not support this project.<br/>           Timely Availability of OSAM expert resources once funding is available.<br/> <i>See Risk Assessment Worksheet &amp; Checklist</i></p>   |
| <b>12</b> | <p><b>Assumptions: [these will automatically start creating an Assumptions List for you]</b></p> <p>AOC will support work of eventual migration of Apache County OnBase system to integrate with new GJ CMS since OnBase is the declared standard.<br/>           OSAM estimated timeline for integration, installation, and training on OnBase software can be met.<br/>           OnBase software will provide adequate functionality to replace or improve on existing EDMS system.<br/>           Apache County IT department will permit cross firewall access by OnBase secured 'user' to retrieve production images for external display.<br/>           Administrator training will be available in Phoenix, AZ creating minimum travel expense which will be covered by local budget.</p> |

Document: Scope

Owner: Lillith Avalon

Original Date: 4/15/2008

## Assumptions List for Project: Apache County OnBase EDMS

Date: April 15, 2008

[TableOfContents/A1](#)

#	Assumptions	Originator	Status [is it still an Open Item, or has it been resolved yet?]
1	AOC will support work of eventual migration of Apache County OnBase system to integrate with new GJ CMS since OnBase is the declared standard.	Lavalon	
2	OSAM estimated timeline for integration, installation, and training on OnBase software can be met.	Lavalon	
3	OnBase software will provide adequate functionality to replace or improve on existing EDMS system.	Lavalon	
4	Apache County IT department will permit cross firewall access by OnBase secured 'user' to retrieve production images for external display.	Lavalon	
5	Administrator training will be available in Phoenix, AZ creating minimum travel expense which will be covered by local budget.	Lavalon	
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

**Task List for Project:  
Apache County OnBase EDMS**

Date: April 15, 2008

eOfContents|A1

Task #	Stage / Phase Code	Owner	Task(s)	Predecessor Task(s)	Scheduled Date	Complete Date	% Complete
1	Initiate	CoC	Contact vendor re: interest in OnBase software install				100%
2	Initiate	OSAM	Site-visit to scope project (Ron Thompson Jr.)	1	3/19/2008	3/19/2008	100%
3	Initiate	OSAM	Submit initial bid for application installation	2		4/10/2008	100%
4	Initiate	CoC	Review vendor bid & provide feedback	3		4/10/2008	100%
5	Initiate	OSAM	Revise bid per feedback & submit final bid	4			75%
6	Initiate	CoC	Write up State JCEF grant request & obtain signatures	4			75%
7	Initiate	CoC	Obtain letter of support from County Board of Supervisors	4			0%
8	Plan	CoC	Develop project methodology documentation	4			75%
9	Initiate	CoC	Submit JCEF grant request & backup documentation to COT	5,6,7,8			0%
10	Initiate	COT	Review JCEF grant request - approve or deny	9	6/6/2008		0%
11	Plan	CoC	Test existing CMS system with updated SQL version suitable for use with OnBase	9	4/20/2008		10%
12	Plan	CoC	Compare existing server hardware to OnBase specifications	9	4/20/2008		0%
13	Plan	CoC	Notify OnBase of funding approval status	10			0%
14	Plan	OSAM	Assign technical expert to project & put CoC directly in touch.	13			0%
15	Plan	OSAM	Technical expert evaluate functional needs with Clerk of the Court	14			0%
16	Plan	CoC	Provide vendor with CMS dbase ER diagram information	14			0%
17	Plan	OSAM	Design technical adaptations to OnBase needed to interface with Clerk's CMS	16			0%
18	Plan	OSAM	Schedule on-site work with CoC	14			0%
19	Execute	OSAM	Install SQL database for OnBase	18			0%
20	Execute	OSAM	Migrate existing image index & images to OnBase storage structure	19			0%
21	Execute	OSAM	Install OnBase Thick Client on CoC & SC desktop computers	20			0%
22	Execute	OSAM	Install Kofax cards in desktop scanning stations	18			0%
23	Execute	OSAM	Install new Canon scanner with imprinter	22			0%
24	Execute	OSAM	Install OnBase scanning routine on 2 desktop scanning stations	23			0%
25	Execute	OSAM	Insure existing Fujitsu scanner works with OnBase software	24			0%
26	Execute	OSAM	Install OnBase web server software on external server	18			0%
27	Execute	CIT, OSAM	Set up cross-firewall retrieval with appropriate security	26			0%
28	Execute	OSAM	Build login screen for OnBase search interface (html)	18			0%
29	Execute	OSAM,CoC	Build search screen for OnBase internal search interface (html)	28			0%
30	Execute	OSAM,CoC	Build search screen for OnBase external search interface (html)	29			0%
31	Train	OSAM	Train 2 expert users on-site on OnBase functionality	21,25,29,30			0%
32	Execute	CoC	Issue logins to internal users with appropriate security access	31			0%
33	Execute	CoC	Issue logins to external users with appropriate security access	27,30			0%
34	Testing	CoC	Test success conditions for project acceptance	31			0%
35	Train	OSAM	Provide CoC with links to OnBase documentation	31			0%
36	Train	CoC	Administrator attend advanced training on OnBase	31	+1 month		0%
37	Support	CoC	Communicate new access point & procedure to internal users.	34			0%
38	Support	CoC	Communicate new access point and procedures to external users.	34			0%
39	Support	CoC	Evaluate external user satisfaction with availability of image search & retrieval	38	+ weeks		0%
40	Support	CoC	Make decision to purchase additional concurrent user licenses or not.	39			
41							
42							
43							
44							
45							
46							
47							
48							
49							
50							
51							
52							
53							
54							
55							
56							
57							

58								
59								
60								
61								
62								
63								
64								
65								
66								
67								
68								
69								
70								
71								
72								
73								
74								
75								
76								
77								
78								
79								
80								
81								
82								
83								
84								
85								
86								
87								
88								
89								
90								
91								
92								
93								
94								
95								
96								
97								
98								
99								
100								
101								
102								
103								
104								
105								

Document: Task List

Owner: Lillith Avalon

Original Date: 4/16/2008

## Risk Assessment Table for Project: Apache County OnBase EDMS

Date: 15-Apr-08

#	Risk Factor	Likelihood (1 likely - 5 unlikely)	Severity (1 severe - 5 minor)	Risk Rating (Likelihood * Severity)	Risk Type [A or F]	Status [How has it been dealt with?]	Mitigation Strategy
1	Lack of state JCEF funding for project.	1	1	1	F	O	
2	Delayed timing of funding decision could impact implementation schedule and availability of vendor.	2	2	4	F	O	
3	Loss of key Person[s] prior to implementation of project.	4	1	4	F	A	Cross training additional human resource.
4	OnBase software does not perform as promised.	4	2	8	F	O	
5	Funding for ongoing annual maintenance fees may not be available after initial funding.	3	3	9	A	A	Seek letter of support from County to guarantee ongoing funding.
6	Existing CMS system will not work with upscaled version of SQL required by OnBase	3	3	9	A	A	Testing CMS with newer version of SQL
9	OnBase's estimated time schedule for integration & installation is too short.	4	3	12	A	O	
7	Number of external concurrent user access licenses insufficient. # of users who can access images now is unlimited. No way to know if 15 concurrent licenses will be enough until new system is in place and customer's complain.	3	4	12	F	O	Users may experience inconvenience of delayed access but continue to use the system.
8	Existing server & desktop hardware will be insufficient to run OnBase software.	5	3	15	A	A	Verify existing hardware against OSAM requirements
10				0			
11				0			

Document:  
Owner:  
Original Date:

# Success Criteria for Project: Apache County OnBase EDMS

Date: April 15, 2008

TableOfContents\A1

#	Success Measure Description	Person / Function Responsible to Perform Measurement	Measurement Process (All tests to be completed as soon as functionality is in place)	Status
1	OnBase scanning routine correctly captures CMS produced bar code for image indexing.	Lillith Avalon	Docket multiple documents and scan them using OnBase with matching bar code sheets. Insure images are retrievable.	
2	Internal users can search for cases by case number, party, document type, view dockets and retrieve images.	Lillith Avalon	Use thick client from clerk & superior court desktops to retrieve images.	
3	External users can search for cases by case number, party, document type, view dockets and retrieve images.	Lillith Avalon	Use web client from external computer to retrieve images	
4	Secret cases & documents are only retrievable by logins with secret access internally.	Lillith Avalon	Login as user without secret access and attempt to retrieve secret case & document internally and externally.	
5	Able to issue logins with password and appropriate security access.	Lillith Avalon	Issue logins for new internal & external users and test logins from both access points.	
6	Both Fujitsu and new Canon scanners capture images and parse bar code cover sheets correctly.	Lillith Avalon	Scan docketed documents using both old and new scanners.	
7	Administrators can delete and correct images through OnBase.	Lillith Avalon	Scan a document image. Locate and modify it by removing and adding pages. Delete the image.	
8	Images printed through Informatik print driver can be saved to image folders and retrieved through OnBase.	Lillith Avalon	Produce an image using Informatik and submit it to automated process to move the image to production. Retrieve image through OnBase.	
9	Existing EDMS system index and images can be retrieved through OnBase	Lillith Avalon	Test search and retrieval of case docket & image known to have been created under old EDMS system.	
10	Expert Clerk users are trained on-site and able to perform routine tasks in OnBase.	Lillith Avalon	Attempt to execute routine work tasks associated with capturing, retrieving and correcting images while Vendor is still available on-site.	
11	Documentation for OnBase system has been provided to expert users.	Lillith Avalon	Electronic documentation files are in hand and can be printed.	
12	Able to run existing program or use OnBase to pull records on appeal and print to hard copy or produce a CD.	Lillith Avalon		
13				
14				
15				
16				

Document: Success Criteria

Owner: Lillith Avalon

Original Date: 4/15/2008

