

Image Soft Cost Summary for Phase 1:

Service Unit	Software	Maintenance	Services	Training	Total
City Attorney	\$ 9,600	\$1,728	\$ 71,774		\$ 83,102
Purchasing	\$ 13,500	\$ 2,430	\$ 50,094		\$ 66,024
Clerk	\$ 5,100	\$ 918	\$ 22,770		\$ 28,788
Assessor	\$ 1,200	\$ 216	\$ -		\$ 1,416
Project Management	\$ 5,100	\$ 918	\$ 22,770		\$ 28,788
Enterprise	\$ 5,000	\$ 900	\$ -	\$ 15,000	\$ 20,900
Total	\$ 39,500	\$ 7,110	\$167,408	\$ 15,000	\$229,018

A 15% contingency of \$34,352 and \$6,630 for Electronic Signature services is also included for a total of \$270,000.

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| City Attorney | Scope: Implement workflow for contract tracking. Will initially use professional service contracts as the starting point. The developed process will provide visibility into where the contract is at all times. Includes eSignature process from DocuSign and full routing for approval, including external signers. |
| Purchasing | Scope: Requesting Accounts Payable workflow for invoice coding and approval and simple workflow for Purchase Order requests; Accounts Receivable scope is for storage and retrieval of scanned or electronic documents. |
| Clerk | Scope: Configure OnBase to store and retrieve the following scanned document types: Annexation, Ordinance, Council packets, Minutes Contracts, Easements / Deeds, Liquor licenses and Traffic Control Orders |
| Project Management | Scope: Replace eCabinet process and convert existing eCabinet documents to the OnBase platform |
| Assessor | Scope: Bulk load of Assessor property cards into OnBase |