

Issue Analysis Form

Date: January 10, 2018
Item: Laserfiche for Department of Social Services
Lead Department(s): Social Services; IT; Finance
Contact Person(s): Shel Douglas, Kirsten Cherry; Betsy Drewry



Description and Current Status

As part of the adopted FY2018 budget, a Laserfiche document storage upgrade was planned and budgeted for the Department of Social Services. The amount budgeted for this upgrade is \$48,342 (see page 120 of the FY2018 adopted budget). When the vendor (UnityECM) provided their pricing, the County had planned to do a County-wide Laserfiche upgrade. The County-wide upgrade was delayed to FY2019 due to timing and funding of other County IT projects.

Pricing for “**Quick Fields**,” a component of the project that reads bar codes and tells the system where to file the document, was included as part of the overall County-wide Laserfiche upgrade, and was not included in the DSS upgrade pricing. Quick Fields must be completed to make the DSS upgrade functional. **The cost for the Quick Fields component is \$17,250 and is not budgeted for FY2018.** (See attached quote from UnityECM).

By completing the Quick Fields component as a required part of the DSS project, the County will recover approximately 80% through state/federal reimbursement (approximately \$13,800). There would be no state/federal recovery if completed as part of the County-wide upgrade. When the County-wide Laserfiche upgrade is ultimately completed, there will be cost sharing of the Quick Fields annual maintenance costs.

To fund the Quick Fields component, staff is recommending a budget amendment to increase the total budgeted expenditures by \$17,250; an increase in budgeted revenues of \$13,800 (Federal Welfare Administration) and a transfer from the general fund contingency of \$3,450.

Budget Entry:

General Fund Revenues

0100-30-601-8302-333504 Welfare Administration \$13,800 Increase

General Fund Expenditures

0100-05-113-0701-48107 DSS Info Technology Equipment - \$17,250 Increase

0100-09-401-0917-49199 Contingency - \$3,450 Decrease (Transfer to DSS)

A resolution is attached for board consideration and approval. As of January 22, 2018, and prior to board action, \$247,022 is available in General Fund contingency.

Government Path

- Does this require IDA action? Yes No
- Does this require BZA action? Yes No
- Does This require Planning Commission Action? Yes No
- Does this require Board of Supervisors action? Yes No
- Does this require a public hearing? Yes No
- If so, before what date? Yes No

Fiscal Impact Statement

Increase in total budgeted general fund expenditures of \$17,250; increase in total budgeted general fund revenues of \$13,800; transfer of \$3,450 from general fund contingency.

County Impact

The Department of Social Services will be able to fully execute the planned Laserfiche upgrade with approval of funding for the Quick Fields component. When the County-wide Laserfiche upgrade is complete, the County will not have to bear the cost of the Quick Fields component with no reimbursement.

Notes

Unity Business Systems
374 Wythe Creek Road
Poquoson, VA 23662
(757) 873-0233
www.unityecm.com



We have prepared a proposal for you

Prince George DSS Add

Quote # 000783

Version 1

Prince George County

Prince George DSS Add

Quote Information:

Quote #: 000783
 Version: 1
 Delivered: 11/28/2017
 Expires: 12/08/2017

Prepared for:

Prince George County
 Casey Williams
 PO Box 68 6602 Courts Drive
 Prince George, VA 23875
 CWilliams@princegeorgecountyva.gov
 v
 (804) 722-8726

Prepared by:

Unity Business Systems
 Joe Kennedy
 (804) 314-7593
 joe.kennedy@unityecm.com

| Software | | Price | Qty | Ext. Price |
|--------------------------|--|-------------|-----|--------------------|
| QC1 | Laserfiche Quick Fields CoreQuick Fields | \$5,000.00 | 1 | \$5,000.00 |
| QFA | Laserfiche Quick Fields Agent | \$10,000.00 | 1 | \$10,000.00 |
| Software Subtotal | | | | \$15,000.00 |

| Annual Maintenance | | Price | Qty | Ext. Price |
|------------------------------------|---|------------|-----|-------------------|
| QC1B | LSAP Laserfiche Quick Fields CoreQuick Fields | \$1,000.00 | 1 | \$1,000.00 |
| QFAB | LSAP Laserfiche Quick Fields Agent | \$2,000.00 | 1 | \$2,000.00 |
| Annual Maintenance Subtotal | | | | \$3,000.00 |

| Additional Credits & Discounts | | Price | Qty | Ext. Price |
|--|----------------------|------------|-----|-------------------|
| Gov Discount | 5% Software Discount | (\$750.00) | 1 | (\$750.00) |
| Additional Credits & Discounts Subtotal | | | | (\$750.00) |

| Quote Summary | Amount |
|--------------------------------|--------------------|
| Software | \$15,000.00 |
| Annual Maintenance | \$3,000.00 |
| Additional Credits & Discounts | (\$750.00) |
| Total | \$17,250.00 |

Signature _____

Date _____

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 23rd day of January, 2018:

Present:

Vote:

Alan R. Carmichael, Chairman
Donald R. Hunter, Vice-Chairman
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

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On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; APPROPRIATION AND BUDGET TRANSFER FROM CONTINGENCY (\$17,250.00 DEPARTMENT OF SOCIAL SERVICES LASERFICHE UPGRADE)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of January, 2018, does hereby authorize and appropriate the following increase of funds within the 2017-2018 Budget, the following increase of funds within the 2017-2018 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

| <u>FUND/ORGANIZATION</u> | | <u>AMOUNT</u> |
|--------------------------|-------------------------------|---------------|
| <u>Expenditure:</u> | | |
| 0100-05-113-0701-48107 | DSS Info Technology Equipment | \$17,250.00 |
| 0100-09-401-0917-49199 | General Fund Contingency | (\$3,450.00)* |
| *Decrease | | |
| <u>Revenue:</u> | | |
| 0100-30-601-8302-333504 | Welfare Administration | \$13,800.00 |

A Copy Teste:

Percy C. Ashcraft
County Administrator