

Scope Description

The scope of this project consists of the development of the business process for an Accounts Payable approval workflow, and the training required to execute the process. The workflow will use various capture methods to submit documents to the workflow. Submitted documents will be queued up and processed at designated times during the day. ECS will utilize existing Quick Fields sessions as a template for the capture portion of this workflow. After capture, Workflow will route the batches to their corresponding Incoming folder based on the template. Users will monitor their designated folder for incoming batches, and approve or deny on a case by case basis. A denied submission will generate a notification to the submitter, and delete the related documentation, and prompt for a resubmission. Documents marked as approved will be archived to the designated repository locations based on their type.

Scope Definition

The following scope of the project includes **7.5 days**:

- **Quick Fields Consultation and Configuration (as needed) – .5 Days**
 - Replicate and modify existing Laserfiche Quick Fields sessions for use with Finance documents and the Quick Fields Agent. Configure 2 sessions for the different coversheets to extract the unique identifier, and perform the database lookup to PeopleSoft to populate other metadata fields. Configure lookup based on Vendor ID# or Journal ID# according to their respective coversheet type.
- **Business Process and Workflow Consultation and Configuration – 3 Days**
 - Folder Structure
 - Naming Convention
 - Template and Field Design
 - User license allocation and security
 - Storage Volumes
 - Document routing for approval of invoices
 - Route and sort documents to corresponding Incoming folders
 - Prompt approval users via template fields to approve invoices
 - Upon approval, sort by electronic or paper, and file all related documents in the main archive location
 - Upon rejection, the document is sent back to originating department and they're notified by email with comments by the approver on the reason for the denial.
 - After 2 days the originating department must re-submit, and a reminder notification should be sent.
 - Voided Payment – If payment is voided, the document is moved to the Voids folder, and a template field will give an option to reissue payment.
- **Integration Configuration (LF Connector) – 1 Day**
 - Configure Laserfiche Connector to integrate with existing 3rd party software, "PeopleSoft"
- **Training (as needed) – 1 Day**
 - Training for Finance on how to use the workflow
 - Training for IT on how the workflow was designed
- **Project Management – 1 Day**
 - Professional project management services from ECS

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- Project plan development
- Kick off meeting
- Project status meetings
- Project status updates
- Documentation
 - Solution documentation
 - Training documentation
- **Project Contingency – 1 Day**
 - Additional project time to account for unforeseen tasks or time necessary to complete in scope requirements

Project Duration

The total project duration is estimated to take between **4 to 12 weeks** depending on several factors including but not limited to: resource availability, a delay in requirements, hardware limitations, scheduling, and other factors from both ECS and the Client.

Items Out of Scope

The scope of this project does not include the following:

- ECS acquisition of server or workstation hardware
- Costs associated with troubleshooting OS or hardware issues related to the workstations or servers
- Resolving any issues not related to Laserfiche, including but not limited to Windows permissions, network permissions, network hardware, server or client hardware, or other 3rd party infrastructure hardware or software
- Any services not explicitly defined in the statement of services

*Any items out of scope will be considered as separate labor from the services agreed upon for this project and may require additional approval and review before proceeding. The project's primary requirements take precedence over any additional items requested that are out of scope to maintain the project timeline and ensure deliverable expectations are met.



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Quote

Q2 2018 V2

Quote Type Avante

Quotation For

Name:	Dennis Jones
Company:	City of Fresno
Phone:	
E-mail:	

Quote Info

Date:	5/31/2018
Quote Number:	1
Valid Through:	6/30/2018
Terms:	*net 20
Account Manager:	Debbi Bodewin
Phone:	x109
E-mail:	Debbi@ecsimaging.com

Description of Product and Services

ECS Services to manage project to configure Workflow, Quick Fields and provide Training on the automated solution. Finance Workflow for approvals and rerouting. Workflow to handle Document Relationship linking.

Software

Avante includes Workflow and Forms Essentials

SKU	Description	Unit Price	Quantity	Line Total
Software Subtotal				\$ -

Annual Maintenance and Licensing

SKU	Description	Unit Price	Quantity	Line Total
Annual Maintenance Subtotal				\$ -

Hardware

SKU	Description	Unit Price	Quantity	Line Total
Hardware Subtotal				\$ -

Professional Services

SKU	Description	Rate	Quantity	Line Total
ECSCI	ECS Install, Configuration, Consulting, & Project Management Services	\$ 1,800.00	7.50	\$ 13,500.00
Professional Services Subtotal				\$ 13,500.00

Special Terms

*Payment Terms are Net 20. 50% of Services to be invoiced at project commencement. The remaining Services will be invoiced upon project completion.

Subtotal	\$ 13,500.00
Tax Rate Software Only (Download Only)	0.000%
Tax	\$ -
Shipping	\$ -
Total	\$ 13,500.00

Annual Priority Support Contract Includes

- o Maximum 4 Hour Response Time - Upgraded from 24 hours with traditional LSAP support
- o Live Hours of support are 7:30am - 5:00pm PST M-F
- o Unlimited Phone and E-mail Support
- o On-site time is calculated to the nearest half hour and minimum onsite calculation is between 2-8 hours depending on the location
- o On-site time can be used for remedial training, installing updates, and consulting, in addition to support
- o ECS may allow planned after hours support in rare circumstances. In these circumstances Priority Support will be billed at double the hourly rate.
- o Two free admissions to the ECS Annual Customer Conference along with Free Admission to Quarterly User Groups
- o Monthly E-Newsletter
- o On-site/remote support hours included as quoted. On-site within next business day as needed. Additional hours of support purchased at a discounted hourly rate. Customers not under this plan can purchase on-site hours at \$250/hour with a 1 hour minimum for remote support, and an 8 hour minimum onsite charge in addition to travel expenses.

Hardware Return Policy:

Unopened boxed hardware may be exchanged for a full cash or credit refund within 7 days - a 15% restocking fee may apply. Defective hardware will be exchanged for a replacement per the terms and conditions specified on the product warranty card.