Title:	Engineering Discovery Services	Project:	Engineering and ESRI with OnBase
Date:	03/11/2016		
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Originator:	James Dietzel	Organization:	LFUCG-Engineering

Proposed Change Description:

VeBridge will conduct discovery services to evaluate the business requirements to move LFUCG Engineering historical and as-built drawings into OnBase for storage, retrieval, access and retention.

Create OnBase Repository for Engineering

1) LFUCG Engineering has a large number of large format engineering drawings stored in cabinets. These drawings have been scanned and the digital images are stored on CDs. The engineering department has provided an Access database which identifies each of the drawings via a Number that is affixed to the drawing – along with additional data about that drawing. VeBridge has evaluated a sample CD and the Access database and the process to move this data into OnBase is:
    a. Create OnBase Document Types, Keywords, Security, Custom queries.
    b. Migrate Data to OnBase
        i. Assumptions: CDs will be copied to a local or network drive, all under a single root directory.
    c. Training
    d. Go forward methodology to add documents to OnBase

Discovery Sessions to evaluate Engineering Requirements

1) Conduct Discovery sessions to determine method in which to associate project #'s with each of the drawings.
2) An OnBase/ESRI Integration demonstration was conducted on 2/26/2016. VeBridge and LFUCG will conduct further discovery sessions to determine specific implementation requirements to

determine statement of work and software modules required to meet the needs of LFUCG Engineering.

3) Scanning and Conversion to 16-mm microfilm
   A. Digitization of large format documents
   B. Conversion of existing and go forward images to 16-mm microfilm

The goal of the discovery will be to determine the integration requirements for ESRI and OnBase; and to gain an understanding of the departments, processes and technologies utilized as the documents flow through the process from creation (Preliminary As-Builts), to the contract drawings that go out bid, to the As-Built created by Engineering. The outcome of the discovery will be to determine the best method to capture existing paper drawings, provide access to the users across the enterprise, manage, store and retain these drawings in OnBase while also considering ESRI as an integration option. Additionally, we will evaluate the methods to meet the KDLA compliance requirements for the drawings, i.e. conversion to microfilm.

Deliverables: Scope of Work Document outlining a defined project, software products required, project plan and cost estimate for solution.

Justification:
To provide a more efficient means for LFUCG Engineering to capture, access, manage and store drawings, while also providing a means for multiple departments to access one single source of the document vs. multiple versions being managed.

Affected Requirements:
None

Impact on Cost:
The budgetary estimate for this project is $34,500.
The estimated cost to provide the above services is:

1) **Create OnBase Repository for Engineering**: - 60 hours at $10,500.
2) **Discovery Sessions to evaluate Engineering Requirements:** - 40 hours at $175 per hour totaling $7,000. LFUCG will be billed for actual time.

Impact on Schedule
VeBridge will schedule staff for these services upon signature of agreement.

Impact on Resources:
VeBridge and LFUCG will create a work plan to include required resources to ensure proper discovery has been accomplished.

Detailed Review Results:
☐ Approved   ☐ Defer Until: _____   ☐ Declined

Reasons/Comments:

Payment Terms:

All items previously contracted will follow the contracted payment terms. VeBridge will invoice LFUCG weekly for work effort associated with this change control agreement.

Final Approvals:

LFUCG		VeBridge	
Name:		Name:	Paul J. Ruddy
Position:		Position:	CFO
Signature		Signature:	Pal Ruddy
Date:		Date:	4/5/16