



Change Control #012 – OnBase Document Knowledge Transfer & EDM Services Page 1 of 3

Title:	OnBase Software – Document Knowledge Transfer & Compliance	Project:	Document Knowledge Transfer & Compliance
Date:	06/24/2015		
Author:	Robin A. Brockman	Organization:	VeBridge
Originator:	Brittany West	Organization:	LFUCG

Proposed Change Description:

LFUCG has identified the need for the OnBase Document Knowledge Transfer software and its ability to distribute required reading documents to the workforce and assess employee comprehension for compliance and regulatory purposes. The software licenses can be utilized throughout the LFUCG enterprise. The software license is listed below:

Product / Module Name	Product Code	License Fee	Qty	Extended Price	Extended Maintenance
Document Knowledge Transfer & Compliance	DKTIP11	\$ 16,000.00	1	\$ 16,000.00	\$ 3,200.00

EDM Services license offers the ability to check in, checkout and make revisions of documents. Unity Client Server is also required for the administration of the Compliance Testing portion for customers using the Testing functionality.

Product / Module Name	Product Code	License Fee	Qty	Extended Price	Extended Maintenance
EDM Services	DMIP11	\$ 5,000.00	1	\$ 5,000.00	\$ 1,000.00

Justification:

To provide the ability to manage and control the administration of policies and procedures across the enterprise.

Affected Requirements:

Installation services for this application will be included in the specific project implementation associated with this product.

Impact on Cost:

Document Knowledge Transfer

- Software Licenses of \$16,000
- Annual Maintenance \$3,200*

EDM Services Module

- Software Licenses of \$5,000
- Annual Maintenance \$1,000* *Pal*

Summary of Cost

Software License Fee:	\$21,000
License Fee Discount applied	\$ 6,800
<i>Total Software License Fee Due</i>	<i>\$14,200</i>
<i>Total Annual Maintenance Due*</i>	<i>\$ 4,200 Pal</i>

*Annual Maintenance will be pro-rated to align with LFUCG’s current renewal period.)

Impact on Schedule

VeBridge will dedicate staff to this project upon signature of this Change Control.

Impact on Resources:

VeBridge and LFUCG will dedicate resources as mutually agreed upon in the project schedule.

Detailed Review Results:

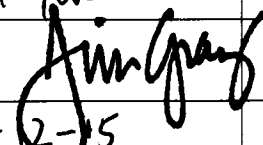
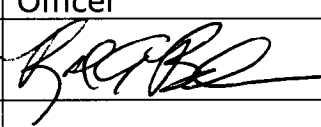
Approved Defer Until: _____ Declined

Reasons/Comments:

Payment Terms:

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

Final Approvals:

LFUCG		VeBridge	
Name:	JIM GRAY	Name:	Robin A. Brockman
Position:	MAYOR	Position:	Chief Operating Officer
Signature		Signature:	
Date:	8-2-15	Date:	