

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:

<u>Product / Module Name</u>	<u>Product Code</u>	<u>License Fee</u>	<u>Qty</u>	<u>Extended Price</u>	<u>Extended Maintenance</u>
Document Knowledge Transfer & Compliance	DKTIP1	\$ 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.

<u>Product / Module Name</u>	<u>Product Code</u>	<u>License Fee</u>	<u>Qty</u>	<u>Extended Price</u>	<u>Extended Maintenance</u>
EDM Services	DMIP1	\$ 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 \$1,100\*

**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>\$ 4,300</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:**

<b>LFUCG</b>		<b>VeBridge</b>	
Name:		Name:	Robin A. Brockman
Position:		Position:	Chief Operating Officer
Signature		Signature:	
Date:		Date:	