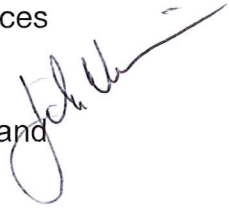


INDEPENDENT SCHOOL DISTRICT 271  
Bloomington, Minnesota

**REQUEST FOR SCHOOL BOARD ACTION**

DATE OF BOARD MEETING: May 14, 2018  
SUBJECT: OPG-3, Inc. Agreement  
ORIGINATING DEPARTMENT: Technology and Information Services  
APPROVAL OF ADMINISTRATIVE: John Weisser  
CABINET MEMBER: Executive Director of Technology and Information Services



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RESOLUTION FOR BOARD TO ADOPT:

RESOLVED, that the School Board of Independent School District 271 approves the agreement with OPG-3 Inc. for the licensing, training and support for Laserfiche document management software.

RECOMMENDATION OF SUPERINTENDENT:

Approve. 

DETAILED BACKGROUND:

Historic transcripts from Bloomington Public Schools graduates are stored in the long term document storage software iContent. The Technology and Information Services department is replacing TIES iContent with Laserfiche.

OPG-3 Inc. is a reseller, installer and service provider for Laserfiche document storage software. They will assist in configuration and training, as well as document conversion of iContent files. After one time implementation costs, annual recurring maintenance will be \$1,378 per year.

The District's legal counsel and insurance agent of record have reviewed the agreement.



# Business Proposal

For: **ISD #271 Bloomington School District**

April 23, 2018



**Document Management | Business Process Management | Enterprise Content**



2020 Silver Bell Rd #20  
Eagan, MN 55112-1050  
651.233.5075  
www.opg-3.com

April 23, 2018

Emmy Eschrich  
ISD #271 Bloomington School District  
1350 West 106<sup>th</sup> Street  
Bloomington, MN 55431

Dear Mrs. Eschrich,

Thank you for your interest in Laserfiche. We're pleased to provide the attached Business Proposal that includes high level information regarding Laserfiche licensing, functionality and pricing.

I would be happy to discuss any component of the proposal or provide additional information as you complete your planning and budgeting process.

Sincerely

A handwritten signature in black ink, appearing to read "Scott Dieltz", with a stylized flourish at the end.

Scott Dieltz  
Solutions Manager | OPG-3, Inc.  
sdieltz@opg-3.com  
651-233-5067



## About OPG-3

OPG-3 is the premier Laserfiche reseller and implementation partner for Laserfiche in the upper Midwest region. We have been helping organizations transform their relationship with content for nearly 20 years. With more than 400 customers we have an enviable track record of successful implementations and a reputation for providing world-class customer service.

As a respected consultancy and systems integrator, OPG-3 has developed a great deal of expertise in solving the root cause of business process related problems and simplifying what seems complex. Our primary goal is to solve your core business problems instead of just treating symptoms because we focus on the long-term health of your organization.

With Laserfiche from OPG-3, Bloomington Schools will have faster retrieval of documents and information and be able to automate the organization of incoming, and existing documents that are currently unsearchable and unstructured. Bloomington Schools will use Laserfiche and Quick Fields to scan and store all the new and old student document information within Laserfiche adding better searchability and security for those documents. Looking into the future, Bloomington Schools will have the capability to build custom Laserfiche Forms and processes to automate any other business process or filing that happens internally.

OPG-3 has developed many innovative solutions for school districts with similar needs to Bloomington School District

<b>Category</b>	<b>Process</b>
<b>K-12</b>	Student Accident Claim Form Student Accident Report Form Student Health Information Form Student History and Information Form Student Registration Student Residency Questionnaire Transportation Request
<b>Accounting and Finance</b>	Accounts Payable - Purchase Order Requisition Accounts Payable - Purchase Order Requisition, Invoice Review and Payment Budget Transfer Request Expense Reimbursement Tuition Payment Agreement Vendor Onboarding
<b>Facilities Management</b>	Building Inspection Building Maintenance Request
<b>Human Resources</b>	Benefits and Insurance Enrollment Blood Drive Donor Registration Business Card Request Company Party RSVP Contract Worker Onboarding Employee Exit Interview Employee Referral

Employee Status Change Notification  
Employee Termination Notification  
Event Registration  
Faculty & Staff Position Requisition  
Family and Medical Leave Act (FMLA) Leave Tracking  
Flu Shot Registration  
Job Application  
Job Requisition  
New Hire Onboarding  
New Hire Pre-Onboarding  
Offer Letter Generation  
Out of Office Notification  
Overtime Authorization Request  
Personal Information Change Request  
Safety Incident Report  
Sample Aptitude Test  
Timesheet Process  
Travel and Expense Request  
Vacation/Sick Leave Request

**Information  
Technology**

BYOD (Bring Your Own Device) Request  
Hardware Device Checkout  
IT Help Desk Request  
Network Access Request  
Software Change Request  
Contract Management System  
Legal Document Approval  
New Contract Request

**Operations**

Company Vehicle Inspection  
Company Vehicle Reservation  
Materials Request and Tracking  
Service Dispatch Request

**Records  
Management**

FERPA Authorization  
Public Records Request  
Records Disposition Request

## Laserfiche Avante-Perpetual License

The Laserfiche Avante-Perpetual License introduces a one-time fee for the ownership of the perpetual licenses, with an annual associated Laserfiche Software Assurance Plan (LSAP) fee for the licensed software. The LSAP is calculated as a percentage of software licensing cost and includes technical support, free software updates and trade-in credit if the system is updated to a new perpetual platform. The Avante-Perpetual Named Full User License bundles the following products/functionality with each named user:

- Windows, Web and Mobile Clients
- Web Administration Console
- Workflow
- Snapshot
- Advanced Audit Trail with Watermark Feature
- Digital Signatures
- Microsoft Office Integration
- SharePoint Integration

## Laserfiche Software Components

Laserfiche is packaged to meet the needs of every department within a school district. All software functionality included in this proposal is described below.

Laserfiche Component	Description
<b>Laserfiche Server</b>	Core application and content server. Laserfiche Avante includes one application server and repository to be used to store most of the data being stored within the Laserfiche Client.
<b>Laserfiche Client</b>	Enables users to access repository content through a desktop application.
<b>Laserfiche Web Client</b>	Enables users to access repository content through a web browser.
<b>Laserfiche Mobile</b>	Enables users to access repository content through an Android, iOS, or Windows Phone application.
<b>Laserfiche Web Administration Console</b>	Enables administrators to manage an installation through a web browser.
<b>Laserfiche Workflow</b>	Automates content processing and business processes through the configuration of the drag-and-drop Workflow Designer.
<b>Laserfiche Snapshot</b>	Virtually prints content into Laserfiche as a TIFF image, generates associated text for full-text searching, and allows for indexing upon import.
<b>Laserfiche Advanced Audit Trail with Watermark Feature</b>	Tracks attempted, and successful events performed in the repository including login, document deletion, and audit configuration modification.
<b>Laserfiche Digital Signatures</b>	Applies to electronic forms or to documents using a signing certificate.
<b>Laserfiche Microsoft Office Integration</b>	Allows for direct content import as well as indexing capabilities from a Laserfiche ribbon at the top of all Microsoft Office products. Within Outlook, emails and attachments can be imported to the repository with a single click and auto-indexed with information such as sender, subject, time received, etc.
<b>Laserfiche SharePoint Integration</b>	Enables users to browse and search Laserfiche contents from SharePoint and send content from SharePoint to Laserfiche.
<b>Laserfiche Forms</b>	Enables organizations to collect, route and process information captured through electronic forms.

<b>Laserfiche Connector</b>	Provides a non-programmatic means for integrating Laserfiche with many other business applications.
<b>Laserfiche Quick Fields Complete</b>	Provides batch processing capabilities assisting in automated data capture and storage through document classification, real-time lookups, zone OCR, auto-redaction and barcoding.
<b>Laserfiche Quick Fields Agent</b>	Enables scheduling of Quick Fields sessions to have them run unattended.
<b>Laserfiche DocuSign Integration</b>	Enables organizations to initiate a signing process with DocuSign from Laserfiche Web Client simply by choosing a document, DocuSign template, and who needs to sign it, while saving signed documents as a new version of the original.
<b>Google Drive Integration</b>	Enables users to quickly capture and centrally store all Google Drive content without needing to export it first.
<b>OneDrive Integration</b>	Enables users to quickly capture and centrally store all OneDrive and OneDrive Business content without needing to export it first.



## Cost Summary

Laserfiche Avante-Perpetual – Initial Acquisition and Annual Recurring Cost

The perpetual model costing below includes the upfront cost of ownership of the perpetual licenses, the annual Laserfiche Software Assurance Plan (LSAP), and the labor cost for training and install.

### Initial Implementation Cost

Product Name	Quantity	Unit Price	Extended
<b>Software</b>			
Laserfiche Avante Server for MS SQL Express	1	\$1,500	\$1,500
Full User Licenses for Laserfiche with Advanced Audit Trail	3	\$700	\$2,100
Laserfiche Connector Licenses	3	\$25	\$75
Laserfiche Forms Professional Licenses	3	\$50	\$150
Laserfiche ScanConnect	1	\$165	\$165
Laserfiche Quick Fields	1	\$2,885	\$2,885
▪ Barcode and Validation			
▪ Real Time Lookup and Validation			
<b>Annual Maintenance</b>			
LSAP Laserfiche Avante Server for MS SQL Express	1	\$300	\$300
LSAP Full User Licenses for Laserfiche with Advanced Audit Trail	3	\$140	\$420
LSAP Laserfiche Connector Licenses	3	\$5	\$15
LSAP Laserfiche Forms Professional Licenses	3	\$10	\$30
LSAP Laserfiche ScanConnect	1	\$33	\$33
LSAP Laserfiche Quick Fields	1	\$580	\$580
▪ Barcode and Validation			
▪ Real Time Lookup and Validation			
<b>Services</b>			
Install Labor (Taxable)	1	\$185	\$185
Install Labor and testing of all core Laserfiche software	1	\$740	\$740
Training: Admin and End User	1	\$1,110	\$1,110
TIES Conversion – 60 Professional Service Hours	1	\$11,100	\$11,100
<b>Total Initial Implementation Cost</b>			<b>\$21,388</b>

### Annual Recurring Maintenance Cost

The number below reflects the yearly cost for Laserfiche, to be billed 1 year after initial implementation. This number will change with the purchase of additional software.

Product Name	Quantity	Unit Price	Extended
<b>Annual Maintenance</b>			
LSAP Laserfiche Avante Server for MS SQL Express	1	\$300	\$300
LSAP Full User Licenses for Laserfiche with Advanced Audit Trail	3	\$140	\$420
LSAP Laserfiche Connector Licenses	3	\$5	\$15
LSAP Laserfiche Forms Professional Licenses	3	\$10	\$30
LSAP Laserfiche ScanConnect	1	\$33	\$33
LSAP Laserfiche Quick Fields	1	\$580	\$580
▪ Barcode and Validation			
▪ Real Time Lookup and Validation			
<b>Total Annual Recurring Maintenance Cost</b>			<b>\$1,378</b>

## OPG-3 Acceptance

Name: Ivan Franklin

Title: Ivan Franklin – Vice President

Date: 04/23/2018

OPG-3

### Acceptance and Initiation/Installation

Please authorize your OPG-3, Inc. proposal and e-mail the paperwork back to OPG-3. Upon Acceptance, our Project Manager will be sending you our introductory letter, which outlines the next steps in your successful Laserfiche launch.

The total balance is due 30 days from the approval date.

*Note: If tax exempt please provide OPG-3 with your Tax-Exempt Certificate*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

ISD #271 Bloomington School District