

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** October 21, 2020

**SUBJECT:** Budget Amendment – DSS Document Management System

**PRESENTERS:** Samantha R. Reynolds, Finance Director

**ATTACHMENTS:** Yes

1. Budget Amendment
2. MCCI Quotes

**SUMMARY OF REQUEST:**

The Board is requested to approve a Budget Amendment, transferring \$105,631 from Capital Reserve Fund to the General Fund. These monies will be used to fund the DSS Document Management conversion project. This project was originally included in the FY2018 budget, but was deferred to ensure the document management system selected would be compatible with NCFAST in the future. The approved funding was placed in the Capital Reserve Fund and designated for this specific use.

The Department of Social Services has vetted available systems, and requests that the Board approve appropriating available funds to proceed with Laserfiche.

**BOARD ACTION REQUESTED:**

The Board is requested to approve the attached Budget Amendment as presented.

***Suggested Motion:***

*I move the Board approve the budget amendment as presented, transferring funds from Capital Reserve Fund to the General Fund.*



**MCCi**  
 3717 Apalachee Parkway, Suite 201  
 Tallahassee, FL 32311  
 850.701.0725  
 850.564.7496 fax

Ship to: Kevin Marino  
[marinok@hendersoncountync.gov](mailto:marinok@hendersoncountync.gov)  
 Bill to: Joe Maxey  
[maxeyj@hendersoncountync.gov](mailto:maxeyj@hendersoncountync.gov)

Client Name Henderson County Dept. of Social Services, NC  
 Quote Number: 17718  
 Quote Type: Services

Order Date: October 01, 2020

Service Description:	Qty.	Unit Cost	Total
<b>MCCi PROFESSIONAL SERVICES - STATEMENT OF WORK</b>			
<input checked="" type="checkbox"/> DSS Case File Management Please see detailed Statement of Work (SOW).	1	\$49,610.00	\$49,610.00
<i>Professional Services Subtotal</i>			\$49,610.00

<b>GRAND TOTAL - ONE-TIME SERVICES</b>	<b>\$49,610.00</b>
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<b>TOTAL LASERFICHE PROJECT COST</b>	<b>\$49,610.00</b>
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*All Quotes Expire in 30 Days*

This is NOT an invoice. Please use this confirmation to initiate your purchasing process.

**RECURRING SERVICES**

The Recurring Services portion of this Order will be based on the pricing at the time of renewal and will systematically renew unless written notice of termination has been provided per the master agreement. In the event that a manufacturer increases its prices for recurring annual services, the increase will be passed along to Client. No more than once per year, MCCi may adjust its recurring annual services to coincide with current U.S. inflation rates; any increase will not exceed the cumulative increase in the Consumer Price Index (CPI) occurring since the last price increase.

**SALES TAX**

Sales tax will be invoiced where applicable and is not included in the fee quote above.

**REMOTE SERVICES**

All service packages include remote time due to COVID-19. If circumstances change to allow onsite services to be performed, a new quote must be requested.

**PRICING: LASERFICHE**

Complete and return to:  
[salesoperations@mccinnovations.com](mailto:salesoperations@mccinnovations.com)

**MCCI**  
3717 Apalachee Parkway, Suite 201  
Tallahassee, FL 32311  
850.701.0725  
850.564.7496 fax

Ship/Bill to: Jillian Humphries  
[humphriesi@hendersoncountync.gov](mailto:humphriesi@hendersoncountync.gov)

Client Name: Henderson County DSS, NC  
Quote Number: 17715  
Quote Type: Expansion

Order Date: October 01, 2020

Product Description:	Qty.	Unit Cost	Total	Prorated 9.5014 Months
<b>CONTENT SERVICES SOFTWARE LICENSING FOR RIO</b>				
<input checked="" type="checkbox"/> Laserfiche Rio Named Full User (200-499 Users)	60	\$600.00	\$36,000.00	N/A
<input checked="" type="checkbox"/> Laserfiche Rio Forms Professional (200-499 Users)	200	\$60.00	\$12,000.00	N/A
<input checked="" type="checkbox"/> Laserfiche ScanConnect (Legacy)	1	\$165.00	\$165.00	N/A
<i>Laserfiche Software Subtotal</i>			<b>\$48,165.00</b>	<b>\$48,165.00</b>
<b>GRAND TOTAL - ONE-TIME SOFTWARE</b>			<b>\$48,165.00</b>	<b>\$48,165.00</b>

Product Description:	Qty.	Unit Cost	Annual Total	Prorated 9.5014 Months
<b>LASERFICHE ANNUAL SOFTWARE SUPPORT - BASIC</b>				
<input checked="" type="checkbox"/> Laserfiche Rio Named Full User (200-499 Users)	60	\$123.60	\$7,416.00	\$5,871.87
<input checked="" type="checkbox"/> Laserfiche Rio Forms Professional (200-499 Users)	200	\$12.36	\$2,472.00	\$1,957.29
<input checked="" type="checkbox"/> Laserfiche ScanConnect (Legacy)	1	\$33.99	\$33.99	\$26.91
<i>Laserfiche Annual Recurring Software Support Subtotal</i>			<b>\$9,921.99</b>	<b>\$7,856.07</b>
<b>GRAND TOTAL - RECURRING ANNUAL SUPPORT/SUBSCRIPTION</b>			<b>\$9,921.99</b>	<b>\$7,856.07</b>

*For budgetary purposes, the Client should include \$9,921.99 annually for renewal of the items above. If you subscribe to MCCI's Training Center or SLA, additional user licenses may increase its cost at the time of your next annual renewal. Sales tax will be invoiced where applicable and is not included above.*

<b>TOTAL LASERFICHE PROJECT COST</b>	<b>\$58,086.99</b>	<b>\$56,021.07</b>
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