

TODD COUNTY BOARD OF COMMISSIONERS

Work Session Agenda

Date: September 20, 2016

Time: Immediately Following the County Board Meeting at approximately 10:00 A.M.

Meeting to be held at the Historic Courthouse 215 1st Avenue So, Long Prairie, Minnesota

| Item # | | Approx. Time |
|---------------|---|---------------------|
| 1 | Jackie Och - NJPA Presentation | 10:00 A.M. |
| 2 | Jackie Och - SW Supervision Discussion | 10:30 A.M. |
| 3 | Chris Pelzer EDMS - Family Unit | 10:45 A.M. |
| 4 | Arcella from Public Finance Management to give update on the County Bonds Status | 11:15 A.M. |
| 5 | Todd County Solid Waste - Mike Hanan Budget Discussion | 12:15 P.M. |

Standing Reports

Adjourn

The County Board Meeting will begin promptly at the prescribed time. The County Board reserves the right to alter the order of the agenda items and the amount of time allowed for an item based on business needs.

Todd County Health & Human Services
 Social Services - EDMS Software Implementation

| | | Child Protection | |
|--|------------|------------------|-------------|
| | Total Cost | Grant | County Cost |
| <u>Total Package costs:</u> | | | |
| Application Extender - 5 additional licenses | 7,500 | 7,500 | - |
| Workflow Manager - 5 additional licenses | 5,500 | 5,500 | - |
| Connector 5 (Email notification) 5 licenses | 2,500 | 2,500 | - |
| PDF eForm Connector | 5,000 | 5,000 | - |
| Development, install, training | 8,500 | 8,500 | - |
| | | | |
| Total Software / Licenses | 29,000 | 29,000 | - |
| | | | |
| <u>Annual Costs:</u> | | | |
| Ongoing Maintenance | 4,355 | 4,355 | - |
| Rollers for scanners (\$30 x 7) | | - | - |
| | | | |
| Total expected annual costs | 4,355 | 4,355 | - |
| | | | |
| Year 1 project cost - fully funded | 33,355 | 33,355 | - |
| Year 2 ongoing costs - shared | 4,355 | | |
| | | | |
| <u>Savings</u> | | | |
| Paper and copier, paperclips, post-it notes | | | |
| File Folders - file cabinets, storage space | | | |



To: Chris Pelzer, Todd County
 From: Wayne Altenbernd
 Date: August 2, 2016
 Subject: ApplicationXtender Workflow Manager for Social Services Unit

The following is a proposal to expand the existing ApplicationXtender document management system to include the Todd County Human Services Social Services unit.

The proposal consists of following items.

- Professional Services required to
 - Upgrade the ApplicationXtender Workflow Manager system to support the Social Services unit client files
 - Train of Social Services unit workers on using the ApplicationXtender Workflow Manager system
 - Upgrade the Captiva Capture system for scanning and indexing of Social Services documents
- Todd County currently has 20 ApplicationXtender Workflow Manager Licenses being used by the
 - Financial Assistance unit (15 workers)
 - Child Support Unit (6 workers)
 - Office Support (7 workers)
 - Todd County Human Services may need to purchase additional ApplicationXtender Workflow Manager Client licenses to expand the workflow system for use by the Adult Services unit. Refer to page 2 for license costs.
- Optional – Purchase ApplicationXtender Connector licenses to allow Social Services workers to create documents in ApplicationXtender by printing from any Windows application. Refer to page 2 for license cost.
- Optional – Purchase ApplicationXtender PDF eForms Connector license to allow Social Services workers to automatically add DHS forms to ApplicationXtender. Refer to page 2 for license cost.

ApplicationXtender Workflow Manager Pricing for Adult Services Unit

| Unit | Number of Staff |
|---|-----------------|
| Social Service Adult Unit Workers | 12 |
| Social Service Adult Unit Workers | <u>14</u> |
| Total Number of Social Service Unit Workers | 26 |

| Product and Service Description | Quantity | Cost | Total cost |
|---|----------|-------------------|-------------------|
| Professional Services | | | |
| ApplicationXtender Workflow Manager Installation and Training | 1 | \$2,000.00 | |
| ApplicationXtender Workflow process analysis and development | 1 | \$5,000.00 | |
| Captiva Capture system upgrade | 1 | <u>\$1,500.00</u> | |
| Total for Professional Services | | | \$8,500.00 |

Existing ApplicationXtender Licenses for Todd County

The table below lists the ApplicationXtender license type, quantity, and the departments using the licenses for the Todd County Human Services ApplicationXtender document management system.

| License Type | Quantity | Departments Using |
|---|----------|--|
| ApplicationXtender Desktop/Web Access .NET Client License | 40 | All Departments |
| ApplicationXtender Workflow Manager Client License | 20 | Financial Assistance Child Support and Office Support |



Purchasing Additional ApplicationXtender Software Licenses

ApplicationXtender Workflow Manager Concurrent Connection (CC) Licenses

| Description | Purchase Price | Annual Maintenance Agreement | Total Cost of License |
|---|----------------|------------------------------|-----------------------|
| ApplicationXtender Workflow Manager 5 CC License Pack | \$5,500.00 | \$1,155.00 | \$6,655.00 |

ApplicationXtender Desktop/Web Access Concurrent Connection (CC) Licenses

| Description | Purchase Price | Annual Maintenance Agreement | Total Cost of License |
|---|----------------|------------------------------|-----------------------|
| ApplicationXtender Desktop/Web Access 5 CC License Pack | \$7,500.00 | \$1,575.00 | \$9,075.00 |

ApplicationXtender Connector

EMC ApplicationXtender Connector enables the seamless integration of business applications to ApplicationXtender—without requiring initial programming or on-going maintenance.

With ApplicationXtender Connector, employees can access information quickly and easily from virtually any business application, including Microsoft Office products, mainframe terminal emulators, and browser-based applications, to make better decisions faster and deliver higher levels of customer service.

EMC ApplicationXtender Connector includes the following features and capabilities:

- Seamlessly integrate ApplicationXtender with any Windows-based business application with no coding required
- Ability to query and view the resulting document list within ApplicationXtender from any Windows-based application
- Ability to ad-hoc import of any document into ApplicationXtender from any Windows-based application
- ApplicationXtender web viewing capabilities to include scanning documents, support for annotations, redactions, and viewing documents without the need for the native applications to be available locally
- Print to ApplicationXtender feature to create new documents in ApplicationXtender from any Windows application

| Description | Purchase Price | Annual Maintenance Agreement | Total Cost for License |
|--|----------------|------------------------------|------------------------|
| ApplicationXtender Connector 5 User License Pack | \$2,500.00 | \$525.00 | \$3,025.00 |

ApplicationXtender PDF eForm Connector

Allows you to easily map online eForm PDFs so they can be completed and submitted directly to ApplicationXtender. Once the PDF forms are filled out and the user hits the submit button, they are “connected” with ApplicationXtender from EMC as each PDF eform field is mapped to a field defined in ApplicationXtender.

- Adobe Acrobat Pro and LiveCycle are low cost powerful form creating / editing software that are easy to use.
- The PDF arrives fully indexed inside ApplicationXtender moments after it is submitted.

| Description | Purchase Price | Annual Maintenance Agreement | Total Cost for License* |
|--|----------------|------------------------------|-------------------------|
| ApplicationXtender PDF eForm Connector | \$5,000.00 | \$1,100.00 | \$6,100.00 |

*Note: Does not include professional services costs for form configuration and setup