# Oakland County
## Department of Information Technology
# Project Scope and Approach

**Project Name: HR Retirement 1099-R Processing**          **Project ID: DA2155RP**

| | |
|---|---|
| **Leadership Group: Finance / Administration** | |
| **Department: Human Resources** | **Division: Benefits Administration / Retirement** |
| **Project Sponsor: Chaunda Nash** | **Date Requested: 2/17/2022** | **PM Customer No. 155** |
| **Request Type:** *New Development* | |
| **IT Team Name:  Finance / Admin** | **IT Team No:  A** |
| **Project Manager/Leader:  Janet Brinker** | |

| **Account Number:** 44044 | **Account Description:** Human Resources System | **Customer Name:** Human Resources |
|---|---|---|

| **Grant Funded?**    **No** | **Mandate?**    **Yes** |
|---|---|
| | **Mandate Source: IRS Tax Reporting** |

## Project Goal

To implement a solution that will create, print and e-file IRS Form 1099-R so that efficiencies can be gained by integrating with the current HRIS system and eFiling with the IRS.

## Business Objective

Improve the year end process by implementing an administration application that can manage all employees required to receive a 1099-R form. This will replace the current manual/ workaround process and have improved reporting and IRS guideline mandates.

### Major Deliverables
- Create and execute an RFP
- Detailed Project Plan
- Application and/or System Requirements
- Technical Architecture Diagram
- User Acceptance Test Plan
- Implementation Plan
- Training/User Manual(s)
- Disaster Recovery Toolkit
- Service Center Knowledge Documents

### Approach
- Write the RFP
- Review RFP responses
- Request and attend demonstrations
- Select a vendor/implementor
- Perform contract negotiations
- Develop Detailed Project Plan
- Review current business process and conduct needs assessment with customer

**Project Name: HR Retirement 1099-R Processing**          **Project ID: DA2155RP**

- Document system requirements
- Determine and document system architecture and diagram
- Conduct Tech Review
- Develop Implementation Plan
- Configure new system
- Develop User Acceptance Test Plan
- Test new system
- Acquire User Acceptance Sign off
- Conduct Change Control
- Develop User Documentation, Disaster Recovery Toolkit, Service Center Knowledge Documents
- Train users on new system
- Release new system into production

## Research & Analysis

**Gartner Research Recommendation**

## Benefits

*See Return on Investment (ROI) Analysis Document*

## Impact

**Number of Users**     2500+ employees

**Divisions**          Human Resources / Retirement

**Leadership Groups**  Human Resources and Finance

## Risk

**Business Environment**     Medium - Project will require some changes to existing business processes.

**Technical Environment**    Medium - Previously implemented technologies with new aspects and/or new requirements.

# Oakland County
## Department of Information Technology
# Project Scope and Approach

**Project Name: HR Retirement 1099-R Processing**          **Project ID: DA2155RP**

## Assumptions

**Staffing**    IT Staffing: resources will be available for the hours indicated per the attached project plan.

Other Staffing: additional staffing will be available as follows:

| Role: | Name | Hours per Day |
|---|---|---|
| Project Sponsor: | Chaunda Nash | As Needed |
| | | |
| Project Stakeholders: | | |
| Supervisor – Retirement | Carly Webster | As Needed |
| Payroll Analyst | Kelly Pena | As Needed |

**Facilities**

- None

**Technical**

- None

**Funding**

- Information Technology

**Other**

- None

**Priority**


## Constraints

- Must integrate with the current HRIS system and the IRS e-Filing system


## Exclusions

- None at this time.

# Oakland County
## Department of Information Technology
# Project Scope and Approach

**Project Name: HR Retirement 1099-R Processing**          **Project ID: DA2155RP**

### PROJECT PHASE AUTHORIZATION

| | | |
|---|---|---|
| **Phase(s):      ALL** | | |
| **Total Estimated Application Services**          **Hours:** 666 | | |
| **Total Estimated Technical Systems**          **Hours:** 15 | | |
| **Total Estimated CLEMIS**          **Hours:** | | |
| **Total Estimated Internal Services**          **Hours:** | | |
| **IT Application Services Division Manager Approval:** | | **Date:** |
| **IT Technical Systems Division Manager Approval:** | | **Date:** |
| **IT CLEMIS Division Manager Approval:** | | **Date:** |
| **IT Internal Services Division Manager Approval:** | | **Date:** |
| **IT Management Approval:** | | |
| Approved:                           Yes              No | | Date: |
| Reason: | | |
| **Project Sponsor Approval:** | | |
| Title: | | Date: |

### PROJECT SUMMARY

| | | |
|---|---|---|
| **Authorized Development (see above)**          **Hours:** 681 | | |
| **Previously Authorized Development**          **Hours:** | | |
| **Preliminary Estimated Development for Future Phases**          **Hours:** | | |
| **Grand Total Estimated Development**          **Hours: 681**          **Cost:  112,365** | | |

**Project Name: HR Retirement 1099-R Processing**          **Project ID: DA2155RP**

### PROJECT COMPLETION AUTHORIZATION

| Customer Acceptance of Product: | |
|---|---|
| Title: | Date: |
| **Project Office Review:** | Date: |

**HR Retirement 1099-R Processing - Size Estimate (+/- 10% to 50%)** ✕

| | Type | ID | Task Name | Estimated Hours |
|---|---|---|---|---|
| 1 | Phase | 000000 | ⊟ PROJECT MANAGEMENT | 204 |
| 2 | Phase | 100000 | ⊟ DEVELOP RFP & SELECT VENDOR | 117 |
| 3 | Phase | 200000 | ⊟ DEFINE BUSINESS REQUIREMENTS | 39 |
| 4 | Phase | 300000 | ⊟ DESIGN SYSTEM ARCHITECTURE | 43 |
| 5 | Phase | 400000 | ⊟ IMPLEMENT VENDOR APPLICATION | 200 |
| 6 | Phase | 500000 | ⊟ IMPLEMENTATION PHASE | 48 |
| 7 | Phase | 600000 | ⊟ POST IMPLEMENTATION SUPPORT | 30 |

# Oakland County -- HR Retirement 1099-R Processing

Return on Investment Analysis

Project Summary

| Description | Year 1 | Year 2 | Year 3 | Year  4 | Year 5 | Year 6 | Total |
|---|---|---|---|---|---|---|---|
| **Benefits/Savings:** | | | | | | | |
| Tangible Benefits Subtotal: | 1,957 | 1,957 | 1,957 | 1,957 | 1,957 | 1,957 | 11,740 |
| Cost Avoidance Subtotal: | 428 | 428 | 428 | 428 | 428 | 428 | 2,565 |
| **Costs:** | | | | | | | |
| Development Services Subtotal: | 112,365 | 5,862 | 5,950 | 6,039 | 6,129 | 6,221 | 142,566 |
| Hardware Subtotal: | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Software Subtotal: | 4,528 | 4,596 | 4,665 | 4,735 | 4,806 | 4,878 | 28,207 |
| Infrastructure Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Training Subtotal: | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Subtotal: | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Annual Statistics:** | | | | | | | |
| Annual Total Savings | 2,384 | 2,384 | 2,384 | 2,384 | 2,384 | 2,384 | 14,306 |
| Annual Total Costs | 116,893 | 10,458 | 10,614 | 10,774 | 10,935 | 11,099 | 170,773 |
| | | | | | | | |
| Annual Return on Investment | (114,509) | (8,073) | (8,230) | (8,389) | (8,551) | (8,715) | (156,467) |
| Annual Costs/Savings Ratio | 4902.62% | 438.60% | 445.18% | 451.86% | 458.64% | 465.51% | |
| **Project Cumulative Statistics:** | | | | | | | |
| Cumulative Total Savings | 2,384 | 4,769 | 7,153 | 9,537 | 11,921 | 14,306 | 14,306 |
| Cumulative Total Costs | 116,893 | 127,351 | 137,965 | 148,739 | 159,674 | 170,773 | 170,773 |
| | | | | | | | |
| Cumulative Return on Investment | (114,509) | (122,582) | (130,812) | (139,201) | (147,752) | (156,467) | (156,467) |
| Cumulative Cost/Savings Ratio | 4902.62% | 2670.61% | 1928.80% | 1559.56% | 1339.38% | 1193.73% | 1193.73% |
| | | | | | | | |
| Year Positive Payback Achieved | | | | | | | NO PAYBACK |
| State or Federal Mandate? | | | | | | | |
| **Signatures:** | | | | | | | |
| | | | | | | | |
| Benefits Reviewed By Project Sponsor | | | | Date: | | | |
| | | | | | | | |
| Costs (including IT Resources) Reviewed By Information Technology Project Manager | | | | Date: | | | |

# Oakland County -- HR Retirement 1099-R Processing

Return on Investment Analysis

Savings Detail

| Benefit/Savings Description | Project Savings Category | Budget Category/Funding Source | Unit Desc | Units | Rate per Unit | Total Savings | Annual Multiplier |
|---|---|---|---|---|---|---|---|
| HR Staff time saved printing documents | Cost Avoidance | | HR | 4 | 45 | 181 | 1.000 |
| Treasurer Staff time saved folding documents | Cost Avoidance | | HR | 8 | 30.83 | 247 | 1.000 |
| Saving printing costs - Postage | Tangible Benefit | 1050515 | ANN | 2,042 | 0.58 | 1,184 | 1.000 |
| Purchase of 1099R forms | Tangible Benefit | 1050515 | ANN | 4,000 | 0.19 | 772 | 1.000 |
| Eliminate potential 'Penalty for failure to comply with IRS Section 6721 for failure to furnish a correct information return on time. ($50 per covered individual; up to $250/maximum penalty of $3,000,000) Penalty increases monthly' | Cost Avoidance | | | | | | |
| Eliminate potential 'Penalty for failure to comply with IRS Section 6722 for failure to provide correct payee statements. ($50 per covered individual;  up to $250/maximum penalty of $3,000,000) Penalty increases monthly' | Cost Avoidance | | | | | 0 | |
| Current system not meeting automated needs for printing to retirees and reporting to the IRS as manual process is cumbersome. | Intangible Benefit | | | | | 0 | |
| Eliminate manual operation for retirement staff | Intangible Benefit | | | | | 0 | |
| Limited resource knowledge of current system to address break/fix issues | Intangible Benefit | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |

# Oakland County -- HR Retirement 1099-R Processing
### Return on Investment Analysis

Savings Detail

| Benefit/Savings Description | Project Savings Category | Affects Project ROI? | | | | | | Potential Savings Extensions | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
| HR Staff time saved printing documents | Cost Avoidance | X | X | X | X | X | X | 180.94 | 180.94 | 180.94 | 180.94 | 180.94 | 181 |
| Treasurer Staff time saved folding documents | Cost Avoidance | x | x | x | x | x | x | 246.64 | 246.64 | 246.64 | 246.64 | 246.64 | 247 |
| Saving printing costs - Postage | Tangible Benefit | X | X | X | X | X | X | 1,184.36 | 1,184.36 | 1,184.36 | 1,184.36 | 1,184.36 | 1,184 |
| Purchase of 1099R forms | Tangible Benefit | X | X | X | X | X | X | 772.36 | 772.36 | 772.36 | 772.36 | 772.36 | 772 |
| Eliminate potential 'Penalty for failure to comply with IRS Section 6721 for failure to furnish a correct information return on time. ($50 per covered individual; up to $250/maximum penalty of $3,000,000) Penalty increases monthly' | Cost Avoidance | | | | | | | | | | | | |
| Eliminate potential 'Penalty for failure to comply with IRS Section 6722 for failure to provide correct payee statements. ($50 per covered individual;  up to $250/maximum penalty of $3,000,000) Penalty increases monthly' | Cost Avoidance | | | | | | | | | | | | |
| Current system not meeting automated needs for printing to retirees and reporting to the IRS as manual process is cumbersome. | Intangible Benefit | | | | | | | | | | | | |
| Eliminate manual operation for retirement staff | Intangible Benefit | | | | | | | | | | | | |
| Limited resource knowledge of current system to address break/fix issues | Intangible Benefit | | | | | | | | | | | | |

# Oakland County -- HR Retirement 1099-R Processing
### Return on Investment Analysis

Savings Summary

| Benefit/Savings Description | Year 1 | Year 2 | Year 3 | Year  4 | Year 5 | Year 6 | Total |
|---|---|---|---|---|---|---|---|
| **Tangible Benefit:** | | | | | | | |
| Saving printing costs - Postage | 1,184 | 1,184 | 1,184 | 1,184 | 1,184 | 1,184 | 7,106 |
| Purchase of 1099R forms | 772 | 772 | 772 | 772 | 772 | 772 | 4,634 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| *Tangible Benefits Subtotal:* | *1,957* | *1,957* | *1,957* | *1,957* | *1,957* | *1,957* | *11,740* |
| | | | | | | | |
| **Cost Avoidance:** | | | | | | | |
| HR Staff time saved printing documents | 181 | 181 | 181 | 181 | 181 | 181 | 1,086 |
| Treasurer Staff time saved folding documents | 247 | 247 | 247 | 247 | 247 | 247 | 1,480 |
| Eliminate potential 'Penalty for failure to comply with IRS Section 6721 for failure to furnish a correct information return on time. ($50 per covered individual; up to $250/maximum penalty of $3,000,000) Penalty increases monthly' | | | | | | | |
| Eliminate potential 'Penalty for failure to comply with IRS Section 6722 for failure to provide correct payee statements. ($50 per covered individual;  up to $250/maximum penalty of $3,000,000) Penalty increases monthly' | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| *Cost Avoidance Subtotal:* | *428* | *428* | *428* | *428* | *428* | *428* | *2,565* |
| | | | | | | | |
| **Intangible Benefit:** | | | | | | | |
| | | | | | | | |
| Current system not meeting automated needs for printing to retirees and reporting to the IRS as manual process is cumbersome. | | | | | | | |
| Eliminate manual operation for retirement staff | | | | | | | |
| Limited resource knowledge of current system to address break/fix issues | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| **Savings Total:** | **2,384** | **2,384** | **2,384** | **2,384** | **2,384** | **2,384** | **14,306** |

# Oakland County -- HR Retirement 1099-R Processing
## Return on Investment Analysis

Date: 03/03/2022

### Cost Detail

| Cost Description | Project Cost Category | Budget Category/Funding Source | Unit Desc | Units | Rate per Unit | Total Cost | Annual Multiplier | Affects Project ROI? Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| IT Hours - New Development | Development Svcs | | HR | 681 | 165 | 112,365 | | x | | | | | |
| IT Hours - System Maintenance | Development Svcs | | HR | 10 | 165 | 1,650 | 1.015 | | x | x | x | x | x |
| IT Hours - Customer Support | Development Svcs | | HR | 25 | 165 | 4,125 | 1.015 | | x | x | x | x | x |
| IT Hours - Planned Maintenance | Development Svcs | | | | 165 | 0 | | | | | | | |
| User Hours - New Development | Development Svcs | | | | | 0 | | | | | | | |
| User Hours - PTNE/OT | Development Svcs | | | | | 0 | | | | | | | |
| Contractor Professional Services | Development Svcs | | | | | 0 | | | | | | | |
| PC System - Acquisition | Hardware | | | | 639 | 0 | | | | | | | |
| PC System - Maintenance | Hardware | | | | 3,352 | 0 | | | | | | | |
| Laptop - Acquisition | Hardware | | | | 922 | 0 | | | | | | | |
| Laptop - Maintenance | Hardware | | | | 3,352 | 0 | | | | | | | |
| Tablet Notebook - Acquisition | Hardware | | | | 1,069 | 0 | | | | | | | |
| Tablet Notebook - Maintenance | Hardware | | | | 3,352 | 0 | | | | | | | |
| File Space (100GB) | Hardware | | ANN | | 23 | 0 | | | | | | | |
| Package Software - Acquisition | Software | | | 4,528 | 1 | 4,528 | | x | | | | | |
| Package Software - Maintenance | Software | | | 4,528 | 1 | 4,528 | 1.015 | | x | x | x | x | x |
| Business Objects Access | Software | | | | | 0 | | | | | | | |
| Term Emulation SFTW-Acquisition | Software | | | | | 0 | | | | | | | |
| Term Emulation SFTW-Maintenance | Software | | | | | 0 | | | | | | | |
| Server - Acquisition/Upgrade | Infrastructure | | | | 8,000 | 0 | | | | | | | |
| Server - Maintenance | Infrastructure | | | | 360 | 0 | | | | | | | |
| Server Sftwre - Acquisition/Upgrade | Infrastructure | | | | 335 | 0 | | | | | | | |
| Server Sftwre - Maintenance | Infrastructure | | | | | 0 | | | | | | | |
| Server Rack Mount | Infrastructure | | | | 400 | 0 | | | | | | | |
| Oracle Enterprise Software Purchase - Per Processor (4 Cores) - Requires Annual Support Below | Infrastructure | | | | 42,280 | 0 | | | | | | | |
| Oracle Enterprise Software Support - Per Processor (4 Cores) | Infrastructure | | | | 9,293 | 0 | 1.030 | | | | | | |
| SQL Server Enterprise Software Purchase - Per Processor (4 cores) - Purchased Sept 2019-Aug 2020 - Includes Support thru Aug 2022 | Infrastructure | | | | 16,985 | 0 | | | | | | | |

# Oakland County -- HR Retirement 1099-R Processing

Return on Investment Analysis

Cost Detail

| Cost Description | Project Cost Category | Budget Category/Funding Source | Unit Desc | Units | Rate per Unit | Total Cost | Annual Multiplier | Affects Project ROI? | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
| SQL Server Enterprise Software Purchase - Per Processor (4 cores) - Purchased Sept 2020-Aug 2021 - Includes Support thru Aug 2022 | Infrastructure | | | | 12,724 | 0 | | | | | | | |
| SQL Server Enterprise Software Purchase - Per Processor (4 cores) - Purchased Sept 2021-Aug 2022 - Includes Support thru Aug 2022 | Infrastructure | | | | 8,463 | 0 | | | | | | | |
| SQL Server Enterprise - Support, Per Processor (4 cores) - Sept 2022 and Beyond | Infrastructure | | | | 4,261 | 0 | | | | | | | |
| SQL Server Standard Software Purchase - Per Processor (4 cores) - Purchased Sept 2019-Aug 2020 - Includes Support thru Aug 2022 | Infrastructure | | | | 4,429 | 0 | | | | | | | |
| SQL Server Standard Software Purchase - Per Processor (4 cores) - Purchased Sept 2020-Aug 2021 - Includes Support thru Aug 2022 | Infrastructure | | | | 3,317 | 0 | | | | | | | |
| SQL Server Standard Software Purchase - Per Processor (4 cores) - Purchased Sept 2021-Aug 2022 - Includes Support thru Aug 2022 | Infrastructure | | | | 2,205 | 0 | | | | | | | |
| SQL Server - Standard Support, Per Processor (4 cores) - Sept 2022 and Beyond | Infrastructure | | | | 1,112 | 0 | | | | | | | |
| Websphere Basic Per Processor Single/Dual Core  - Includes Year 1 Maintenance | Infrastructure | | | | 3,506 | 0 | | | | | | | |
| Websphere Basic Per Processor Single/Dual Core  - Year 2 and Beyond | Infrastructure | | | | 701 | 0 | | | | | | | |
| Websphere ND Per Processor Single/Dual Core  - Includes Year 1 Maintenance | Infrastructure | | | | 13,180 | 0 | | | | | | | |

# Oakland County -- HR Retirement 1099-R Processing

Return on Investment Analysis

Cost Detail

| Cost Description | Project Cost Category | Budget Category/Funding Source | Unit Desc | Units | Rate per Unit | Total Cost | Annual Multiplier | Affects Project ROI? | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
| Websphere ND Per Processor Single/Dual Core - Year 2 and Beyond | Infrastructure | | | | 2,635 | 0 | | | | | | | |
| SSL Certificate | Infrastructure | | | | 845 | 0 | | | | | | | |
| Internet Access | Infrastructure | | | | 180 | 0 | | | | | | | |
| Imperva Web Application Firewall (External Web Applications Only) | Infrastructure | | ANN | | 500 | 0 | | | | | | | |
| App Code Directories on Consolidated IIS Server (Virtual) | Infrastructure | | ANN | | 415 | 0 | | | | | | | |
| Dedicated Virtual Server | Infrastructure | | ANN | | 4,150 | 0 | | | | | | | |
| Extra Small - 2 Core 8GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $601 On Premise Physical Server = $2,735 | Infrastructure | | ANN | | | 0 | | | | | | | |
| Small - 4 Core 16GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $951 On Premise Physical Server = $3,057 | Infrastructure | | ANN | | | 0 | | | | | | | |
| Medium - 8 Core 32GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $1,702 On Premise Physical Server = $8,715 | Infrastructure | | ANN | | | 0 | | | | | | | |
| Large - 16 Core 64GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $3,167 On Premise Physical Server = $10,758 | Infrastructure | | ANN | | | 0 | | | | | | | |
| Extra Large - 40 Core 192GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $7,564 On Premise Physical Server = $24,137 | Infrastructure | | ANN | | | 0 | | | | | | | |

# Oakland County -- HR Retirement 1099-R Processing

### Return on Investment Analysis

Cost Detail

| Cost Description | Project Cost Category | Potential Cost Extensions | | | | | |
|---|---|---|---|---|---|---|---|
| | | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
| IT Hours - New Development | Development Svcs | 112,365.00 | | | | | |
| IT Hours - System Maintenance | Development Svcs | | 1,674.75 | 1,699.87 | 1,725.37 | 1,751.25 | 1,777.52 |
| IT Hours - Customer Support | Development Svcs | | 4,186.88 | 4,249.68 | 4,313.42 | 4,378.12 | 4,443.80 |
| IT Hours - Planned Maintenance | Development Svcs | | | | | | |
| User Hours - New Development | Development Svcs | | | | | | |
| User Hours - PTNE/OT | Development Svcs | | | | | | |
| Contractor Professional Services | Development Svcs | | | | | | |
| PC System - Acquisition | Hardware | | | | | | |
| PC System - Maintenance | Hardware | | | | | | |
| Laptop - Acquisition | Hardware | | | | | | |
| Laptop - Maintenance | Hardware | | | | | | |
| Tablet Notebook - Acquisition | Hardware | | | | | | |
| Tablet Notebook - Maintenance | Hardware | | | | | | |
| File Space (100GB) | Hardware | | | | | | |
| Package Software - Acquisition | Software | 4,528.00 | | | | | |
| Package Software - Maintenance | Software | | 4,595.92 | 4,664.86 | 4,734.83 | 4,805.85 | 4,877.94 |
| Business Objects Access | Software | | | | | | |
| Term Emulation SFTW-Acquisition | Software | | | | | | |
| Term Emulation SFTW-Maintenance | Software | | | | | | |
| Server - Acquisition/Upgrade | Infrastructure | | | | | | |
| Server - Maintenance | Infrastructure | | | | | | |
| Server Sftwre - Acquisition/Upgrade | Infrastructure | | | | | | |
| Server Sftwre - Maintenance | Infrastructure | | | | | | |
| Server Rack Mount | Infrastructure | | | | | | |
| Oracle Enterprise Software Purchase - Per Processor (4 Cores) - Requires Annual Support Below | Infrastructure | | | | | | |
| Oracle Enterprise Software Support - Per Processor (4 Cores) | Infrastructure | | | | | | |
| SQL Server Enterprise Software Purchase - Per Processor (4 cores) - Purchased Sept 2019-Aug 2020 - Includes Support thru Aug 2022 | Infrastructure | | | | | | |

# Oakland County -- HR Retirement 1099-R Processing
## Return on Investment Analysis

Cost Detail

| Cost Description | Project Cost Category | Potential Cost Extensions | | | | | |
|---|---|---|---|---|---|---|---|
| | | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
| SQL Server Enterprise Software Purchase - Per Processor (4 cores) - Purchased Sept 2020-Aug 2021 - Includes Support thru Aug 2022 | Infrastructure | | | | | | |
| SQL Server Enterprise Software Purchase - Per Processor (4 cores) - Purchased Sept 2021-Aug 2022 - Includes Support thru Aug 2022 | Infrastructure | | | | | | |
| SQL Server Enterprise - Support, Per Processor (4 cores) - Sept 2022 and Beyond | Infrastructure | | | | | | |
| SQL Server Standard Software Purchase - Per Processor (4 cores) - Purchased Sept 2019-Aug 2020 - Includes Support thru Aug 2022 | Infrastructure | | | | | | |
| SQL Server Standard Software Purchase - Per Processor (4 cores) - Purchased Sept 2020-Aug 2021 - Includes Support thru Aug 2022 | Infrastructure | | | | | | |
| SQL Server Standard Software Purchase - Per Processor (4 cores) - Purchased Sept 2021-Aug 2022 - Includes Support thru Aug 2022 | Infrastructure | | | | | | |
| SQL Server - Standard Support, Per Processor (4 cores) - Sept 2022 and Beyond | Infrastructure | | | | | | |
| Websphere Basic Per Processor Single/Dual Core  - Includes Year 1 Maintenance | Infrastructure | | | | | | |
| Websphere Basic Per Processor Single/Dual Core  - Year 2 and Beyond | Infrastructure | | | | | | |
| Websphere ND Per Processor Single/Dual Core  - Includes Year 1 Maintenance | Infrastructure | | | | | | |

# Oakland County -- HR Retirement 1099-R Processing

### Return on Investment Analysis

Cost Detail

| Cost Description | Project Cost Category | Potential Cost Extensions | | | | | |
|---|---|---|---|---|---|---|---|
| | | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
| | | | | | | | |
| Websphere ND Per Processor Single/Dual Core - Year 2 and Beyond | Infrastructure | | | | | | |
| SSL Certificate | Infrastructure | | | | | | |
| Internet Access | Infrastructure | | | | | | |
| Imperva Web Application Firewall (External Web Applications Only) | Infrastructure | | | | | | |
| App Code Directories on Consolidated IIS Server (Virtual) | Infrastructure | | | | | | |
| Dedicated Virtual Server | Infrastructure | | | | | | |
| Extra Small - 2 Core 8GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $601 On Premise Physical Server = $2,735 | Infrastructure | | | | | | |
| Small - 4 Core 16GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $951 On Premise Physical Server = $3,057 | Infrastructure | | | | | | |
| Medium - 8 Core 32GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $1,702 On Premise Physical Server = $8,715 | Infrastructure | | | | | | |
| Large - 16 Core 64GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $3,167 On Premise Physical Server = $10,758 | Infrastructure | | | | | | |
| Extra Large - 40 Core 192GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $7,564 On Premise Physical Server = $24,137 | Infrastructure | | | | | | |

# Oakland County -- HR Retirement 1099-R Processing
### Return on Investment Analysis

Cost Summary

| Cost Description | Year 1 | Year 2 | Year 3 | Year  4 | Year 5 | Year 6 | Total |
|---|---|---|---|---|---|---|---|
| **Development Services:** | | | | | | | |
| IT Hours - New Development | 112,365 | | | | | | 112,365 |
| IT Hours - System Maintenance | | 1,675 | 1,700 | 1,725 | 1,751 | 1,778 | 8,629 |
| IT Hours - Customer Support | | 4,187 | 4,250 | 4,313 | 4,378 | 4,444 | 21,572 |
| IT Hours - Planned Maintenance | | | | | | | |
| User Hours - New Development | | | | | | | |
| User Hours - PTNE/OT | | | | | | | |
| Contractor Professional Services | | | | | | | |
| *Development Services Subtotal:* | *112,365* | *5,862* | *5,950* | *6,039* | *6,129* | *6,221* | *142,566* |
| **Hardware:** | | | | | | | |
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| *Hardware Subtotal:* | | | | | | | |
| **Software:** | | | | | | | |
| Package Software - Acquisition | 4,528 | | | | | | 4,528 |
| Package Software - Maintenance | | 4,596 | 4,665 | 4,735 | 4,806 | 4,878 | 23,679 |
| | | | | | | | |
| | | | | | | | |
| *Software Subtotal:* | *4,528* | *4,596* | *4,665* | *4,735* | *4,806* | *4,878* | *28,207* |
| **Infrastructure:** | | | | | | | |
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| *Infrastructure Subtotal* | | | | | | | |
| **Training:** | | | | | | | |
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| *Training Subtotal:* | | | | | | | |
| **Other:** | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| *Other Subtotal:* | | | | | | | |
| **Costs Total:** | *116,893* | *10,458* | *10,614* | *10,774* | *10,935* | *11,099* | *170,773* |

# Oakland County -- HR Retirement 1099-R Processing
## Return on Investment Analysis

Assumptions

| Date | Assumption Description |
|---|---|
| 3-Mar-22 | HR Staff spends 4 hours at a rate of $45 to process forms |
| 3-Mar-22 | 2042 forms mailed with postage of .58 |
| 3-Mar-22 | Treasurer's Staff spends 8 hours at a rate of $30.83 to fold forms |
| 6-Jun-22 | Cost based on quote provided by Tax1099.com(Zenwork) |
| 6-Jun-22 | Based on 2100 1099R's mailed & efiled to IRS plus $249 licensing cost for software for up to 10 users;  OC would need to efile with SOM |
| 6-Jun-22 | IT Customer Support estimate assumes annual intervention IT will have with initiating moving WD data to an excel and send/loading into the software for the users to review |
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