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

**Project Name: Physical Records Management System**          **Project ID:  DJ0138PR**

| | | |
|---|---|---|
| **Leadership Group: Finance Administration** | | |
| **Department: Central Services** | **Division: Support Services** | |
| **Project Sponsor: Todd Birkle** | **Date Requested: 4/13/2020** | **PM Customer No. 138** |
| **Request Type:** _**New Development**_          _**Enhancement**_          _**Customer Support**_  _**Planned System Maintenance or Upgrade**_ | | |
| **IT Team Name: eCommerce** | **IT Team No: J** | |
| **Project Manager/Leader: Dawn Clark** | | |
| **Account Number:** 44500          **Account Description:** SUPPORT SERVICES USER SUPPORT | | **Customer Name:** Central Services |
| **Grant Funded?**          Yes    **No** | **Mandate?**    Yes    **No**  **Mandate Source:** | |

## Project Goal

To replace the end-of-life OmniRIM application with a supported application so that off-site storage inventory can be tracked and maintained efficiently and securely.

## Business Objective

To replace the OmniRIM application with a supported application and ensure all currently used application functionality is preserved.

### Major Deliverables

- Request for Proposal
- Detailed Project Plan
- End User Hardware and Software Requirements document
- Vendor Selection
- Vendor SOW and Contract
- Application and/or System Requirements
- End User Hardware and Software Requirements Document
- Technical Design Document
- Technical Architecture Diagram
- Training Plan
- User Acceptance Test Plan
- Implementation Plan
- Training/User Manual(s)
- Application Code
- Service Level Agreement
- Disaster Recovery Toolkit

**Project Name: Physical Records Management System**          **Project ID:  DJ0138PR**

- Service Center Knowledge Documents

**Approach**

- Develop Detailed Project Plan
- Review current business process and conduct needs assessment with customer, ensuring current manual processes are refined and automated.
- Develop an RFP
- Select vendor based on vendor demonstrations
- Collaborate with vendor on contract and SOW
- Document system requirements
- Determine and document system architecture and diagram
- Assess User Hardware and Software Requirements
- Conduct Tech Review
- Order hardware and software if needed
- Develop Implementation Plan
- Develop new system
- Develop User Acceptance Test Plan
- Test new system
- Acquire User Acceptance Sign off
- Conduct Change Control
- Develop User Documentation, SLA, Disaster Recovery Toolkit, Service Center Knowledge Documents
- Train users on new system
- Release new system into production

## Research & Analysis

**Gartner Research Recommendation**               Research Not Required

## Benefits

*See Return on Investment (ROI) Analysis Document*

## Impact

**Number of Users**     6-users

**Divisions**          Support Service / Records Retention

**Leadership Groups**  Finance / Admin

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

**Project Name: Physical Records Management System**          **Project ID:  DJ0138PR**

## Risk

**Business Environment**          Medium – Changes to existing business processes expected.

**Technical Environment**          Medium – Supported technologies within a new application.

## 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 | Todd Birkle | As needed |

**Facilities**

- None
- 

**Technical**

- None

**Funding**

- Finance / Admin Leadership Group

**Other**

- None

**Priority**

## Constraints

- Existing solution functionality must be retained.

## Exclusions

- None

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

**Project Name: Physical Records Management System**          **Project ID:  DJ0138PR**

## PROJECT PHASE AUTHORIZATION

| | | |
|---|---|---|
| **Phase(s):**          **All Phases** | | |
| **Total Estimated Application Services**          **Hours:  1,257** | | |
| **Total Estimated Technical Systems**          **Hours:  172** | | |
| **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:** | | |
| **Preliminary Estimated Development for Future Phases**          **Hours:** | | |
| **Grand Total Estimated Development**          **Hours: 1,429** | **Cost:  $235,785** | |

**Project Name: Physical Records Management System**          **Project ID:  DJ0138PR**

### PROJECT COMPLETION AUTHORIZATION

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

Physical Records Management System - Size Estimate (+/- 10% to 50%)  ×

| | Type | ID | Task Name | Estimated Hours | Estimate Notes |
|---|---|---|---|---|---|
| 1 | Phase | 000000 | PROJECT MANAGEMENT | 359 | |
| 2 | Phase | 100000 | DEVELOP RFP & SELECT VENDOR | 206 | |
| 3 | Phase | 200000 | DEFINE BUSINESS REQUIREMENTS | 95 | |
| 4 | Phase | 300000 | DESIGN SYSTEM ARCHITECTURE | 99 | |
| 5 | Phase | 400000 | IMPLEMENT VENDOR APPLICATION | 383 | |
| 6 | Phase | 500000 | IMPLEMENTATION PHASE | 204 | |
| 7 | Phase | 600000 | POST IMPLEMENTATION SUPPORT | 83 | |
| 8 | | | | | |
| 1 | | | | 1,429 | |

# Oakland County -- Physical Records Management System

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: | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Cost Avoidance Subtotal: | 100,000 | 109,585 | 110,681 | 111,788 | 112,906 | 114,035 | 658,994 |
| **Costs:** | | | | | | | |
| Development Services Subtotal: | 235,785 | 5,833 | 5,891 | 5,950 | 6,009 | 6,070 | 265,538 |
| Hardware Subtotal: | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Software Subtotal: | 33,731 | 18,918 | 19,107 | 19,298 | 19,491 | 19,686 | 130,232 |
| 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 | 100,000 | 109,585 | 110,681 | 111,788 | 112,906 | 114,035 | 658,994 |
| Annual Total Costs | 269,516 | 24,751 | 24,998 | 25,248 | 25,501 | 25,756 | 395,770 |
| | | | | | | | |
| Annual Return on Investment | (169,516) | 84,834 | 85,682 | 86,539 | 87,405 | 88,279 | 263,224 |
| Annual Costs/Savings Ratio | 269.52% | 22.59% | 22.59% | 22.59% | 22.59% | 22.59% | |
| **Project Cumulative Statistics:** | | | | | | | |
| Cumulative Total Savings | 100,000 | 209,585 | 320,266 | 432,054 | 544,959 | 658,994 | 658,994 |
| Cumulative Total Costs | 269,516 | 294,267 | 319,265 | 344,513 | 370,014 | 395,770 | 395,770 |
| | | | | | | | |
| Cumulative Return on Investment | (169,516) | (84,682) | 1,001 | 87,540 | 174,945 | 263,224 | 263,224 |
| Cumulative Cost/Savings Ratio | 269.52% | 140.40% | 99.69% | 79.74% | 67.90% | 60.06% | 60.06% |
| | | | | | | | |
| Year Positive Payback Achieved | | | Year 3 | | | | Year 3 |
| State or Federal Mandate? | | | | | | | |
| **Signatures:** | | | | | | | |
| | | | | | | | |
| Benefits Reviewed By Project Sponsor | | | | Date: | | | |
| | | | | | | | |
| Costs (including IT Resources) Reviewed By Information Technology Project Manager | | | | Date: | | | |
| | | | | | | | |

# Oakland County -- Physical Records Management System

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 |
|---|---|---|---|---|---|---|---|
| Avoid Staff increase from manual processing of record tracking | Cost Avoidance | | | 2,000 | 50 | 100,000 | 1.010 |
| Avoid annual maitenance of current OmniRimm product. | Cost Avoidance | | | 1 | 8,500 | 8,500 | 1.010 |
| Avoid reduced processing efficiency from manually requesting and locating records. | Intangible Benefit | | | | | 0 | |
| Avoid potential security vulnerabilites due to lack of software updates | Intangible Benefit | | | | | 0 | |
| Avoid incorrect records destruction issues including possible compliance violations due to manual processing of records. | Intangible Benefit | | | | | 0 | |
| Avoid impacts to Oakland County Departments due to inefficiencies of manually storing and locating records. | Intangible Benefit | | | | | 0 | |
| Avoid support issues caused by lack of software updates. | Intangible Benefit | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |
| | | | | | | 0 | |

# Oakland County -- Physical Records Management System

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 |
| Avoid Staff increase from manual processing of record tracking | Cost Avoidance | X | X | X | X | X | X | 100,000.00 | 101,000.00 | 102,010.00 | 103,030.10 | 104,060.40 | 105,101 |
| Avoid annual maitenance of current OmniRimm product. | Cost Avoidance | | X | X | X | X | X | | 8,585.00 | 8,670.85 | 8,757.56 | 8,845.13 | 8,934 |
| Avoid reduced processing efficiency from manually requesting and locating records. | Intangible Benefit | | | | | | | | | | | | |
| Avoid potential security vulnerabilites due to lack of software updates | Intangible Benefit | | | | | | | | | | | | |
| Avoid incorrect records destruction issues including possible compliance violations due to manual processing of records. | Intangible Benefit | | | | | | | | | | | | |
| Avoid impacts to Oakland County Departments due to inefficiencies of manually storing and locating records. | Intangible Benefit | | | | | | | | | | | | |
| Avoid support issues caused by lack of software updates. | Intangible Benefit | | | | | | | | | | | | |
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# Oakland County -- Physical Records Management System

Return on Investment Analysis

Savings Summary

| Benefit/Savings Description | Year 1 | Year 2 | Year 3 | Year  4 | Year 5 | Year 6 | Total |
|---|---|---|---|---|---|---|---|
| **Tangible Benefit:** | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| *Tangible Benefits Subtotal:* | | | | | | | |
| | | | | | | | |
| **Cost Avoidance:** | | | | | | | |
| Avoid Staff increase from manual processing of record tracking | 100,000 | 101,000 | 102,010 | 103,030 | 104,060 | 105,101 | 615,202 |
| Avoid annual maitenance of current OmniRimm product. | | 8,585 | 8,671 | 8,758 | 8,845 | 8,934 | 43,792 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| *Cost Avoidance Subtotal:* | *100,000* | *109,585* | *110,681* | *111,788* | *112,906* | *114,035* | *658,994* |
| | | | | | | | |
| **Intangible Benefit:** | | | | | | | |
| Avoid annual maitenance of current OmniRimm product. | | | | | | | |
| Avoid reduced processing efficiency from manually requesting and locating records. | | | | | | | |
| Avoid potential security vulnerabilites due to lack of software updates | | | | | | | |
| Avoid incorrect records destruction issues including possible compliance violations due to manual processing of records. | | | | | | | |
| Avoid impacts to Oakland County Departments due to inefficiencies of manually storing and locating records. | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| **Savings Total:** | *100,000* | *109,585* | *110,681* | *111,788* | *112,906* | *114,035* | *658,994* |

# Oakland County -- Physical Records Management System
### 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 |
| IT Hours - New Development | Development Svcs | | | 1,429 | 165 | 235,785 | | X | | | | | |
| IT Hours - System Maintenance | Development Svcs | | | | 165 | 0 | | | | | | | |
| IT Hours - Customer Support | Development Svcs | | | 10 | 165 | 1,650 | 1.010 | | X | X | X | X | X |
| IT Hours - Planned Maintenance | Development Svcs | | | 25 | 165 | 4,125 | 1.010 | | X | X | X | X | X |
| User Hours - New Development | Development Svcs | | | | | 0 | | | | | | | |
| User Hours - PTNE/OT | Development Svcs | | | | | 0 | | | | | | | |
| Contractor Professional Services | Development Svcs | | | | | 0 | | | | | | | |
| PC System - Acquisition | Hardware | | | | 687 | 0 | | | | | | | |
| PC System - Maintenance | Hardware | | | | 2,936 | 0 | | | | | | | |
| Notebook - Acquisition | Hardware | | | | 1,115 | 0 | | | | | | | |
| Notebook - Maintenance | Hardware | | | | 3,024 | 0 | | | | | | | |
| Tablet Notebook - Acquisition | Hardware | | | | 1,421 | 0 | | | | | | | |
| Tablet Notebook - Maintenance | Hardware | | | | 2,800 | 0 | | | | | | | |
| Laserprinter - Acquisition | Hardware | | | | 1,432 | 0 | | | | | | | |
| Laserprinter - Maintenance | Hardware | | | | 1,408 | 0 | | | | | | | |
| PC Maintenance User Owned | Hardware | | | | 2,720 | 0 | | | | | | | |
| Printer Maintenance User Owned | Hardware | | | | 1,264 | 0 | | | | | | | |
| File Space (100GB) | Hardware | | ANN | | 23 | 0 | | | | | | | |
| Package Software - Implementation | Software | | EA | 1 | 15,000 | 15,000 | 1.010 | x | | | | | |
| Package Software - Maintenance | Software | | EA | 1 | 18,731 | 18,731 | 1.010 | X | X | X | X | X | X |
| Business Objects Access | Software | | | | | | | | | | | | |
| 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 | | | | | | |

# Oakland County -- Physical Records Management System

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 | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SQL Server Enterprise Software Purchase - Per Processor (4 cores) - Purchased Sept 2019-Aug 2020 - Includes Support thru Aug 2022 | Infrastructure | | | | 16,985 | 0 | | | | | | | |
| 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 | | | | | | | |

# Oakland County -- Physical Records Management System

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 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 | | | | | | | |
| 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 = N/A | Infrastructure | | ANN | | | 0 | | | | | | | |
| Small - 4 Core 16GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $951 On Premise Physical Server = $9,288 | Infrastructure | | ANN | | | 0 | | | | | | | |
| Medium - 8 Core 32GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $1,702 On Premise Physical Server = $9,751 | Infrastructure | | ANN | | | 0 | | | | | | | |
| Large - 16 Core 64GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $3,167 On Premise Physical Server = $10,446 | Infrastructure | | ANN | | | 0 | | | | | | | |

# Oakland County -- Physical Records Management System

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 |
| Extra Large - 40 Core 160GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $7,564 On Premise Physical Server = $12,906 | Infrastructure | | ANN | | | 0 | | | | | | | |

# Oakland County -- Physical Records Management System

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 | 235,785.00 | | | | | |
| IT Hours - System Maintenance | Development Svcs | | | | | | |
| IT Hours - Customer Support | Development Svcs | | 1,666.50 | 1,683.17 | 1,700.00 | 1,717.00 | 1,734.17 |
| IT Hours - Planned Maintenance | Development Svcs | | 4,166.25 | 4,207.91 | 4,249.99 | 4,292.49 | 4,335.42 |
| 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 | | | | | | |
| Notebook - Acquisition | Hardware | | | | | | |
| Notebook - Maintenance | Hardware | | | | | | |
| Tablet Notebook - Acquisition | Hardware | | | | | | |
| Tablet Notebook - Maintenance | Hardware | | | | | | |
| Laserprinter - Acquisition | Hardware | | | | | | |
| Laserprinter - Maintenance | Hardware | | | | | | |
| PC Maintenance User Owned | Hardware | | | | | | |
| Printer Maintenance User Owned | Hardware | | | | | | |
| File Space (100GB) | Hardware | | | | | | |
| Package Software - Implementation | Software | 15,000.00 | | | | | |
| Package Software - Maintenance | Software | 18,730.80 | 18,918.11 | 19,107.29 | 19,298.36 | 19,491.35 | 19,686.26 |
| 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 | | | | | | |

# Oakland County -- Physical Records Management System

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 2019-Aug 2020 - Includes Support thru Aug 2022 | Infrastructure | | | | | | |
| 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 | | | | | | |

# Oakland County -- Physical Records Management System

Date: 04/08/2021

Return on Investment Analysis

Cost Detail

| Cost Description | Project Cost Category | Potential Cost Extensions | | | | | |
|---|---|---|---|---|---|---|---|
| | | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
| | | | | | | | |
| Websphere Basic Per Processor Single/Dual Core  - Year 2 and Beyond | Infrastructure | | | | | | |
| Websphere ND Per Processor Single/Dual Core  - Includes Year 1 Maintenance | Infrastructure | | | | | | |
| 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 = N/A | Infrastructure | | | | | | |
| Small - 4 Core 16GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $951 On Premise Physical Server = $9,288 | Infrastructure | | | | | | |
| Medium - 8 Core 32GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $1,702 On Premise Physical Server = $9,751 | Infrastructure | | | | | | |
| Large - 16 Core 64GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $3,167 On Premise Physical Server = $10,446 | Infrastructure | | | | | | |

# Oakland County -- Physical Records Management System

Return on Investment Analysis

Cost Detail

| Cost Description | Project Cost Category | Potential Cost Extensions | | | | | |
|---|---|---|---|---|---|---|---|
| | | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 |
| Extra Large - 40 Core 160GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = $7,564 On Premise Physical Server = $12,906 | Infrastructure | | | | | | |

# Oakland County -- Physical Records Management System

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 | 235,785 | | | | | | 235,785 |
| IT Hours - System Maintenance | | | | | | | |
| IT Hours - Customer Support | | 1,667 | 1,683 | 1,700 | 1,717 | 1,734 | 8,501 |
| IT Hours - Planned Maintenance | | 4,166 | 4,208 | 4,250 | 4,292 | 4,335 | 21,252 |
| User Hours - New Development | | | | | | | |
| User Hours - PTNE/OT | | | | | | | |
| Contractor Professional Services | | | | | | | |
| *Development Services Subtotal:* | *235,785* | *5,833* | *5,891* | *5,950* | *6,009* | *6,070* | *265,538* |
| **Hardware:** | | | | | | | |
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| *Hardware Subtotal:* | | | | | | | |
| **Software:** | | | | | | | |
| Package Software - Implementation | 15,000 | 0 | | | | | 15,000 |
| Package Software - Maintenance | 18,731 | 18,918 | 19,107 | 19,298 | 19,491 | 19,686 | 115,232 |
| | | | | | | | |
| | | | | | | | |
| *Software Subtotal:* | *33,731* | *18,918* | *19,107* | *19,298* | *19,491* | *19,686* | *130,232* |
| **Infrastructure:** | | | | | | | |
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| *Infrastructure Subtotal* | | | | | | | |
| **Training:** | | | | | | | |
| | | | | | | | |
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| *Training Subtotal:* | | | | | | | |
| **Other:** | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| *Other Subtotal:* | | | | | | | |
| **Costs Total:** | *269,516* | *24,751* | *24,998* | *25,248* | *25,501* | *25,756* | *395,770* |

# Oakland County -- Physical Records Management System

### Return on Investment Analysis

Assumptions

| Date | Assumption Description |
|---|---|
| 21-Apr-20 | Avoid Staff increase from manual processing of record tracking - This includes rework from lost, incorrectly tracked and other human error factors. |
| | |
| 23-Jul-20 | Solution will be SaaS application |
| 23-Jul-20 | SaaS solution must integrate with Okta |
| 08-Apr-21 | Softare implemenation will include configuration and training. |
| 09-Apr-21 | Current software package OmniRIM would be retired. |
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