

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

Project Name: Land Records and Super Index Replacement

Project ID: D99214RD

Leadership Group: Land				
Department: Water Resources Commissioner's Office			Division: Administration	
Project Sponsor: Jennifer Conte		Date Requested: 07/24/2019		PM Customer No. 214
Request Type: <u>New Development</u>				
IT Team Name: Assessing & Taxation			IT Team No: 9	
Project Manager/Leader: Henock Monne				
Account Number:	95719	Account Description:	Clerk/ROD Automation	Customer Register of Deeds Name:
Grant Funded?	No	Mandate?	No	Mandate Source:

Project Goal

To obtain a new system for Land Records and Super Index to begin 1/1/2021, so that the system aligns more closely with business needs and continues to evolve with the latest infrastructure, security, and technology needs.

Business Objective

Support contract negotiations for the selected Land Records and Super Index System as well as select a certified vendor to assist with the implementation of the new system for impacted department.

Major Deliverables

- Signed contract and Scope of Work (SOW)
- Develop a vendor implementation RFP Document
- Vendor Contact List
- Vendor Selection Criteria Matrix Vendor Selection Decision

Approach

- Work with customer and Corp Counsel on contract and SOW
- Create Work Breakdown Structure in Clarity for project
- Define and document solution requirements
- Develop the RFP Document
- Develop prospective vendor contact list
- Meet with stakeholders to determine selected vendor

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

Project Name: Land Records and Super Index Replacement

Project ID: D99214RD

Research & Analysis

Gartner Research Recommendation – Research conducted; nothing found.

Benefits

See *Return on Investment (ROI) Analysis Document*

Impact

Number of Users

- 100+

Divisions

- Register of Deeds
- Treasurer
- Equalization
- Local CVT's

Leadership Groups

- Land

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

Technical Environment Low - Proven and previously implemented technologies.

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

Project Name: Land Records and Super Index Replacement

Project ID: D99214RD

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:

<u>Role:</u>	<u>Name</u>	<u>Hours per Day</u>
Project Sponsor:	Jennifer Conte	As Needed

Facilities

-
-

Technical

-
-

Funding

- Paying for out of our Automation fund (Acct# to be verified)

Other

-

Priority TBD

Constraints

-
-

Exclusions

-
-

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

Project Name: Land Records and Super Index Replacement

Project ID: D99214RD

PROJECT PHASE AUTHORIZATION

Phase(s): Project Management and Develop RFP & Select Vendor	
Total Estimated Application Services	Hours: 376
Total Estimated Technical Systems	Hours:
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: 376	
Preliminary Estimated Development for Future Phases	Hours:	
Grand Total Estimated Development	Hours: 376	Cost: \$62,040

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

Project Name: Land Records and Super Index Replacement

Project ID: D99214RD

PROJECT COMPLETION AUTHORIZATION

Customer Acceptance of Product:	
Title:	Title:
Project Office Review:	Project Office Review:

Land Records and Super Index Replacement RFP - Size Estimate (+/- 10% to 50%)

1	Type	ID	Task Name	Estimated	Estimate Notes
2				Hours	
3	Phase	000000	PROJECT MANAGEMENT	111	
4	Phase	100000	DEVELOP RFP & SELECT VENDOR	265	
5				376	

Oakland County -- Land Records and Super Index Replacement RFP

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:	50,514	46,864	46,864	46,864	42,398	46,864	280,368
Costs:							
Development Services Subtotal:	62,040	0	0	0	0	0	62,040
Hardware Subtotal:	0	0	0	0	0	0	0
Software Subtotal:	0	0	0	0	0	0	0
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	50,514	46,864	46,864	46,864	42,398	46,864	280,368
Annual Total Costs	62,040	0	0	0	0	0	62,040
Annual Return on Investment	(11,526)	46,864	46,864	46,864	42,398	46,864	218,328
Annual Costs/Savings Ratio	122.82%	0.00%	0.00%	0.00%	0.00%	0.00%	
Project Cumulative Statistics:							
Cumulative Total Savings	50,514	97,378	144,242	191,106	233,504	280,368	280,368
Cumulative Total Costs	62,040	62,040	62,040	62,040	62,040	62,040	62,040
Cumulative Return on Investment	(11,526)	35,338	82,202	129,066	171,464	218,328	218,328
Cumulative Cost/Savings Ratio	122.82%	63.71%	43.01%	32.46%	26.57%	22.13%	22.13%
Year Positive Payback Achieved		Year 2					Year 2
State or Federal Mandate?							
Signatures:							
Benefits Reviewed By Project Sponsor	_____			Date:	_____		
Costs (including IT Resources) Reviewed By Information Technology Project Manager	_____			Date:	_____		

Oakland County -- Land Records and Super Index Replacement RFP

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	Affects Project ROI?					
								Y1	Y2	Y3	Y4	Y5	Y6
Paper Costs for Validation having to print out items from their queue	Cost Avoidance	Supplies - Paper		26,000	0	780		x	x	x	x	x	x
When ROD is reviewing documents in ERX, we will be able to customize our view for the review	Cost Avoidance	Time saving	ANN	1,116	2	2,233		x	x	x	x	x	x
The system would be able upload documents over 30 pages without failing	Cost Avoidance	Time saving		2,233	2	4,466		x	x	x	x	x	x
Ability to add cover pages to the documents in ERX to provide the proper margins instead of rejecting the documents	Cost Avoidance	Time saving		2,233	2	4,466		x	x	x	x	x	x
Provide drop down rejection codes for cohesiveness	Cost Avoidance	Time saving		2,233	2	4,466		x	x	x	x		x
Faster internet connection speed to decrease the amount of time it takes to scan and upload a document into the system	Cost Avoidance	Time saving		6,343	2	12,685		x	x	x	x	x	x
Separate PC's for users	Cost Avoidance	Support and Maintenance		41	137	5,604		x	x	x	x	x	x

Oakland County -- Land Records and Super Index Replacement RFP

Return on Investment Analysis

Savings Detail

Benefit/Savings Description	Project Savings Category	Potential Savings Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
Paper Costs for Validation having to print out items from their queue	Cost Avoidance	780.00	780.00	780.00	780.00	780.00	780
When ROD is reviewing documents in ERX, we will be able to customize our view for the review	Cost Avoidance	2,232.88	2,232.88	2,232.88	2,232.88	2,232.88	2,233
The system would be able upload documents over 30 pages without failing	Cost Avoidance	4,465.76	4,465.76	4,465.76	4,465.76	4,465.76	4,466
Ability to add cover pages to the documents in ERX to provide the proper margins instead of rejecting the documents	Cost Avoidance	4,465.76	4,465.76	4,465.76	4,465.76	4,465.76	4,466
Provide drop down rejection codes for cohesiveness	Cost Avoidance	4,465.76	4,465.76	4,465.76	4,465.76		4,466
Faster internet connection speed to decrease the amount of time it takes to scan and upload a document into the system	Cost Avoidance	12,685.40	12,685.40	12,685.40	12,685.40	12,685.40	12,685
Separate PC's for users	Cost Avoidance	5,603.88	5,603.88	5,603.88	5,603.88	5,603.88	5,604

Oakland County -- Land Records and Super Index Replacement RFP

Return on Investment Analysis

Savings Summary

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Tangible Benefit:							
<i>Tangible Benefits Subtotal:</i>							
Cost Avoidance:							
Separate PC's for users	5,604	5,604	5,604	5,604	5,604	5,604	33,623
Toggle Switches for PC's	1,345						1,345
Connector for PC's	937						937
Vendor Printers	1,367						1,367
PC Monitor	6,561	6,561	6,561	6,561	6,561	6,561	39,364
Combine 2 search systems into one	5,604	5,604	5,604	5,604	5,604	5,604	33,623
When ROD is reviewing documents in ERX, we will be able to customize our view for the review	2,233	2,233	2,233	2,233	2,233	2,233	13,397
The system would be able upload documents over 30 pages without failing	4,466	4,466	4,466	4,466	4,466	4,466	26,795
Ability to add cover pages to the documents in ERX to provide the proper margins instead of rejecting the documents	4,466	4,466	4,466	4,466	4,466	4,466	26,795
Provide drop down rejection codes for cohesiveness	4,466	4,466	4,466	4,466		4,466	22,329
Faster internet connection speed to decrease the amount of time it takes to scan and upload a document into the system	12,685	12,685	12,685	12,685	12,685	12,685	76,112
Paper Costs for Validation having to print out items from their queue	780	780	780	780	780	780	4,680
<i>Cost Avoidance Subtotal:</i>	50,514	46,864	46,864	46,864	42,398	46,864	280,368
Intangible Benefit:							
ERX documents show their history in the entry book - accepted and rejected with rejection reason codes							
Transaction numbers in ERX we see will match those the customer sees							

Oakland County -- Land Records and Super Index Replacement RFP

Return on Investment Analysis

Savings Summary

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Updated and corrected document type provided to the customer with the option for the ROD office to update if necessary							
System to support PDF and TIF for the customer							
Provide customer (ROD) support with multiple points of contact							
Faster internet connection with reliability to minimize system outages and down time							
Provide proper system updates to insure our data is being protected (windows)							
Super Index to be updated in real time, not every 24 hours							
Separate queues for the functions performed - Validation, Real Estate, Tax Certs							
Savings Total:	50,514	46,864	46,864	46,864	42,398	46,864	280,368

Oakland County -- Land Records and Super Index Replacement RFP

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		HR	376	165	62,040		x							
IT Hours - System Maintenance	Development Svcs				165	0									
IT Hours - Customer Support	Development Svcs				165	0									
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				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 - Acquisition	Software					0									
Package Software - Maintenance	Software					0									
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 Per Processor - Includes Year 1 Maintenance	Infrastructure				21,372	0									
Oracle Enterprise Per Processor - Year 2 and Beyond	Infrastructure				3,432	0									

Oakland County -- Land Records and Super Index Replacement RFP
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 - Per Processor (4 cores) - Purchased Sept 2016-Aug 2017 - Includes Maintenance thru Aug 2019	Infrastructure				24,533	0								
SQL Server Enterprise - Per Processor (4 cores) - Purchased Sept 2017-Aug 2018 - Includes Maintenance thru Aug 2019	Infrastructure				20,759	0								
SQL Server Enterprise - Per Processor (4 cores) - Purchased Sept 2018-Aug 2019 - Includes Maintenance thru Aug 2019	Infrastructure				16,985	0								
SQL Server Enterprise - Maintenance, Per Processor (4 cores) - Sept 2019 and Beyond	Infrastructure				4,218	0								
SQL Server Standard - Per Processor (4 cores) - Purchased Sept 2016-Aug 2017 - Includes Maintenance thru Aug 2019	Infrastructure				6,398	0								
SQL Server Standard - Per Processor (4 cores) - Purchased Sept 2017-Aug 2018 - Includes Maintenance thru Aug 2019	Infrastructure				5,414	0								
SQL Server Standard - Per Processor (4 cores) - Purchased Sept 2018-Aug 2019 - Includes Maintenance thru Aug 2019	Infrastructure				4,429	0								
SQL Server - Standard Maintenance, Per Processor (4 cores) - Sept 2019 and Beyond	Infrastructure				1,100	0								
Websphere Basic Per Processor Single/Dual Core - Includes Year 1 Maintenance	Infrastructure				3,506	0								

Oakland County -- Land Records and Super Index Replacement RFP

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									
Database (5 GB) on Consolidated SQL Instance Server	Infrastructure		ANN		930	0									
Database Instance (125 GB DB) on Consolidated SQL Server	Infrastructure		ANN		2,395	0									
Database SQL Maint Server	Infrastructure		ANN		834	0									
Database SQL Server Physical	Infrastructure		ANN		19,158	0									
DB Maintenance (Annual Cycle \$610)	Infrastructure		ANN		610	0									
DB Maintenance (Semi-Annual Cycle \$1220)	Infrastructure		ANN		1,220	0									
DB Maintenance (Semi-Annual Cycle \$2440)	Infrastructure		ANN		2,440	0									
Dedicated Virtual Server	Infrastructure		ANN		4,150	0									
DB Instance Setup	Infrastructure				976	0									
DBA MS SQL Database Creation on Existing Instance	Infrastructure				366	0									
Extra Small - 2 Core 8GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$601 On Premise Physical Server = N/A	Infrastructure		ANN			0									

Oakland County -- Land Records and Super Index Replacement RFP
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		
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									
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 -- Land Records and Super Index Replacement RFP
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	62,040.00					
IT Hours - System Maintenance	Development Svcs						
IT Hours - Customer Support	Development Svcs						
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						
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 - Acquisition	Software						
Package Software - Maintenance	Software						
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 Per Processor - Includes Year 1 Maintenance	Infrastructure						
Oracle Enterprise Per Processor - Year 2 and Beyond	Infrastructure						

Oakland County -- Land Records and Super Index Replacement RFP
Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
SQL Server Enterprise - Per Processor (4 cores) - Purchased Sept 2016-Aug 2017 - Includes Maintenance thru Aug 2019	Infrastructure						
SQL Server Enterprise - Per Processor (4 cores) - Purchased Sept 2017-Aug 2018 - Includes Maintenance thru Aug 2019	Infrastructure						
SQL Server Enterprise - Per Processor (4 cores) - Purchased Sept 2018-Aug 2019 - Includes Maintenance thru Aug 2019	Infrastructure						
SQL Server Enterprise - Maintenance, Per Processor (4 cores) - Sept 2019 and Beyond	Infrastructure						
SQL Server Standard - Per Processor (4 cores) - Purchased Sept 2016-Aug 2017 - Includes Maintenance thru Aug 2019	Infrastructure						
SQL Server Standard - Per Processor (4 cores) - Purchased Sept 2017-Aug 2018 - Includes Maintenance thru Aug 2019	Infrastructure						
SQL Server Standard - Per Processor (4 cores) - Purchased Sept 2018-Aug 2019 - Includes Maintenance thru Aug 2019	Infrastructure						
SQL Server - Standard Maintenance, Per Processor (4 cores) - Sept 2019 and Beyond	Infrastructure						
Websphere Basic Per Processor Single/Dual Core - Includes Year 1 Maintenance	Infrastructure						

Oakland County -- Land Records and Super Index Replacement RFP
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						
Database (5 GB) on Consolidated SQL Instance Server	Infrastructure						
Database Instance (125 GB DB) on Consolidated SQL Server	Infrastructure						
Database SQL Maint Server	Infrastructure						
Database SQL Server Physical	Infrastructure						
DB Maintenance (Annual Cycle \$610)	Infrastructure						
DB Maintenance (Semi-Annual Cycle \$1220)	Infrastructure						
DB Maintenance (Semi-Annual Cycle \$2440)	Infrastructure						
Dedicated Virtual Server	Infrastructure						
DB Instance Setup	Infrastructure						
DBA MS SQL Database Creation on Existing Instance	Infrastructure						
Extra Small - 2 Core 8GB RAM, 500GB Drive, 10 GB NIC - Cloud/Virtual = \$601 On Premise Physical Server = N/A	Infrastructure						

Oakland County -- Land Records and Super Index Replacement RFP
Return on Investment Analysis

Cost Detail

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

Oakland County -- Land Records and Super Index Replacement RFP

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	62,040						62,040
IT Hours - System Maintenance							
IT Hours - Customer Support							
IT Hours - Planned Maintenance							
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services							
<i>Development Services Subtotal:</i>	62,040						62,040
Hardware:							
<i>Hardware Subtotal:</i>							
Software:							
<i>Software Subtotal:</i>							
Infrastructure:							
<i>Infrastructure Subtotal</i>							
Training:							
<i>Training Subtotal:</i>							
Other:							
<i>Other Subtotal:</i>							
Costs Total:	62,040						62,040

