



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: August 25, 2020

Title of Item: CARES Funding - Purchase Request

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Carli Goble		Department: Health & Human Services
Presenter (Name and Title): Cynthia Bennett, Director		Estimated Time Needed: 5 minutes
Summary of Issue: <p>Aitkin County Health & Human Services would like approval to purchase additional licenses of ApplicationXtender, using CARES County Relief Funding, to support electronic remote work within the Social Services unit due to access issues arising from the COVID-19 pandemic.</p> <p>Quote provided by Information Systems Corp. is attached to this request.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approval to purchase additional ApplicationXtender licenses from Information Systems Corp through the use of CARES County Relief Funding.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 44,837 Is this budgeted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> This expense was not budgeted in 2020, but has become necessary due to the COVID-19 response.		



To: Carli Goble, Aitkin County Health & Human Services
 From: Wayne Altenbernd
 Date: July 27, 2020
 Subject: ApplicationXtender Document Management System for Aitkin County Health & Human Services

Aitkin County Health & Human Services has indicated a desire to implement an Electronic Document Management System (EDMS) to be used by the Social Services unit. ISC (Information Systems Corporation) has implemented EDMS in over 40 Minnesota counties. In addition, ISC has implemented Workflow based EDMS in 20 Minnesota county Family/Human Services agencies.

Aitkin County is currently using ApplicationXtender as its electronic document management system and has the following software licenses.

License Description	Quantity
ApplicationXtender Server Core Concurrent Connection License <ul style="list-style-type: none"> • 7 licenses allocated for use by Planning and Zoning • 5 licenses allocated for use by Recorder • 3 licenses allocated for use by ApplicationXtender system integration • 13 licenses allocated for use by all other county departments including Health & Human Services 	28
ApplicationXtender Pegasus ScanFix License	7
ApplicationXtender Image Capture Server License	1
ApplicationXtender Reports Management Server License	1
ApplicationXtender Connector Concurrent Connection License	5
ApplicationXtender OCR Server License	1
ApplicationXtender xPlore Full Text Server License	1
ApplicationXtender xPlore Full Text Concurrent Connection License	3

This proposal is designed to expand on the existing ApplicationXtender system by enhancing it with additional software products to increase system functionality, productivity, and efficiency.

Professional Services are included with this proposal and are required to customize and implement the proposed EDMS Solution so that it is optimized for Aitkin County. The Professional Services also includes onsite training of Family Services staff on the proper and best use of the proposed EDMS Solution.

All software products included with this proposal have an Annual Maintenance Agreement that is required with initial purchase. The Annual Maintenance Agreement includes all technical support needed to insure a reliable, trouble-free system as well as software upgrades.

Proposal Table of Contents

EDMS Solution Recommendation	Page 2
Cost to Implement the Proposed EDMS Solution	Page 4
Social Service Unit	Page 4
EDMS Solution Costs for Years 2 and Beyond	Page 5
EDMS Solution Add-ons to Enhance System Capabilities	Page 5
Document Scanner Recommendations	Page 6
EDMS Solution References	Page 8

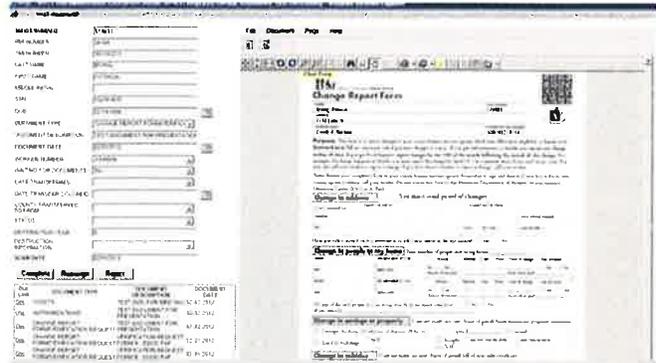


EDMS Solution Recommendation

ISC is recommending the following software and hardware products to implement the proposed Workflow based Electronic Document Management System.

- **OpenText ApplicationXtender Document Management and Workflow Software**

OpenText ApplicationXtender is core product of the proposed electronic document management system. ApplicationXtender provides immediate access to virtually any type of data file, by integrating data generation, management and access into a single comprehensive solution. ApplicationXtender enables access through a universal interface for virtually any type of document by intelligently indexing, organizing and storing business information to improve employee productivity and provide a quick return on investment (ROI).



OpenText ApplicationXtender Workflow Manager offers advanced capabilities for creating departmental and horizontal solutions to common business challenges. With ApplicationXtender Workflow Manager, you can improve business performance and reduce costs within and across functional business units. You can also maximize investments in your organization's current and future IT infrastructure.

- Reduces flow of paper documents throughout the County Human Services agency
- Improves efficiency of processing case files
- Improves management of case file documents
- Enhances document capture process
- Low system cost compared to competition
- Modular design allows the county to purchase only the software programs desired
- Customizable to meet unique needs of your county
- Expandable, same system can be used thru out the Family Services Agency as well as other county departments

- **OpenText ApplicationXtender xPlore Full Text Search**

Precise search results delivered quickly and efficiently increase productivity by helping knowledge workers make better decisions faster. OpenText ApplicationXtender Full Text Search helps users discover information easily and put it to work immediately.

OpenText™ ApplicationXtender Full Text Search provides the ability to navigate files and content quickly to expedite the information discovery process and reduce the risks associated with managing vast volumes of unstructured information. With ApplicationXtender Full Text Search, knowledge workers can even combine keyword and full-text searches to return the most precise search results with just a single query.

OpenText ApplicationXtender Full Text Search delivers:

- **Precise search results** — Combine keyword and full-text searches to quickly return precise search results.
- **Advanced search functions** — Perform advanced search functions such as typo, thesaurus, stemming, proximity, and wildcard searches without complex search syntax.
- **Support for hundreds of file formats** — Search more than 200 file formats out of the box.
- **Role-based information access** — Ensure appropriate access to information through role-based user access.



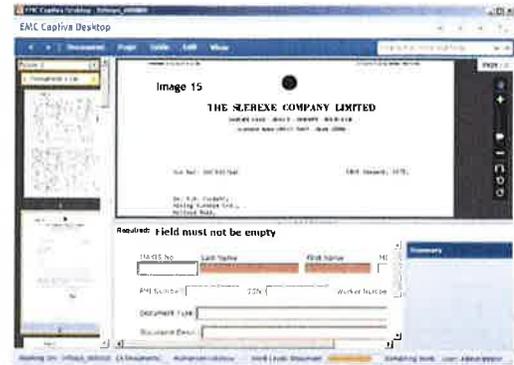
EDMS Solution Recommendation (continued)

- Optional – Enhanced Document Capture using Captiva Capture

Captiva Capture enables organizations to capture documents and data from paper, electronic files, and other sources, transforming it into digital content and delivering it into content management systems and business processes. By helping businesses reduce manual paper handling steps, Captiva Capture minimizes processing errors, improves data accuracy, and accelerates business processes by making information instantly available in content repositories like OpenText ApplicationXtender.

Captiva Capture improves the process and efficiency of document scanning and indexing.

Captiva Capture provides the following features and benefits.



Feature	Benefit
Integrated with Minnesota DHS Shared Master Index (SMI)	Improves document index accuracy by getting the most current client information from MAXIS, MMIS, and PRISM systems
Automatic Document Separation	Splits documents automatically when a barcode is found on the document page
Automatic Document Identification	Documents can fully indexed by recognizing and reading barcodes contained on selected document pages
Scan Document Once and Index to Different Cases	Allows documents to be scanned once and indexed to multiple client cases including between different systems (i.e. index and save document to multiple SSIS Workgroup Numbers)
Distributed Document Scanning and Indexing	Different workers can be involved in the document scanning and indexing process to distribute the workload among multiple staff to improve document processing productivity

- Optional – Document Scanners

ISC recommends Canon document scanners because they are well suited for workgroups and departments in any industry. Canon scanners provide the basis for efficient records management and helps reduce paperwork. They deliver capture capabilities that make it an ideal addition, especially in the legal, financial, healthcare, and government sectors.

Canon DR-M240 Color Duplex Document Scanner (suggested model)

Specifications:

- Recommended Scanning Volume – 4,000 Scans per Day
- Grey Scale: 8-Bit maximum, 256 levels
- Color: 24-Bit maximum
- Built-in 60-sheet capacity automatic document feeder
- **Scan speed – 45 letter size pages per minute @ 200dpi**
- Maximum document size of 8.5" x 14"
- Minimum document size of 2.0" x 2.1"
- Scan resolutions of 100 to 600 dpi
- Dimensions: (H x W x D) 9.0" x 11.4" x 9.9"
- Weight: 6.17 lbs.





Cost to Implement the Proposed EDMS Solution

For Social Services Unit with Enhanced Document Capture

- ApplicationXtender Workflow and Captiva software can be used by other HHS units or county departments as part of the EDMS Solution
- Professional Services are required to implement and train staff
- It may be necessary to increase the ApplicationXtender Server Core Client Licenses (see Note 1) and Captiva Capture system page scan capacity (see Note 2) as described in the Notes at the bottom of this page

ApplicationXtender Workflow Software		Quantity	Cost	Total cost
Social Services Workers (20 Workers),	Software Licenses			
	ApplicationXtender Server Core 5 Concurrent Connection Client License Pack	1	\$8,190.00	
	ApplicationXtender Workflow Manager 5 Concurrent Connection Client License Pack	2	<u>\$12,800.00</u>	
and	Total for Software Licenses			\$20,990.00
Case Aides (5 Workers)	Professional Services			
	Software installation and Training	1	\$2,500.00	
Total Number of Expected Users = 25	Workflow Business process analysis and development.	1	<u>\$5,000.00</u>	
	Total for Professional Services			\$7,500.00
	Software Annual Maintenance Costs			
	ApplicationXtender Server Core 5 Concurrent Connection Client License Pack	1	\$2,129.00	
	ApplicationXtender Workflow Manager 5 Concurrent Connection Client License Pack	2	<u>\$3,288.00</u>	
	Total for Annual Maintenance Agreements			\$5,417.00
Total (see notes 1 and 2 below for additional information)				\$33,907.00

Captiva Software - Optional		Quantity	Cost	Total cost
Case Aides (5 Workers)	Software Licenses			
	Captiva Capture Standard Server 100K Pages/Year Bundle	1	\$4,150.00	
Total Number of Expected Users = 5	Captiva Capture ScanPlus Module	1	<u>\$1,747.00</u>	
	Total for Software Licenses			\$5,897.00
	Professional Services			
	Captiva Capture Software Installation and Training	1	<u>\$3,500.00</u>	
	Total for Professional Services			\$3,500.00
	Software Annual Maintenance Costs			
	Captiva Capture Standard Server 100K Pages/Year Bundle	1	\$1,079.00	
	Captiva Capture ScanPlus Module	1	<u>\$454.00</u>	
	Total for Annual Maintenance Agreements			\$1,533.00
Total (see note 3 below for additional information)				\$10,930.00

Total for above Software Products, Professional Services, and Annual Maintenance Agreements	\$44,837.00
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Note 1: Aitkin County currently has 28 ApplicationXtender Server Core Client licenses with 13 of the licenses available for HHS staff and other county departments. The proposal assumes using some of these existing licenses for this project. If Aitkin County prefers not to use existing ApplicationXtender licenses, then the above total will be increased by \$10,319.00 (5 ApplicationXtender licenses for \$8,190.00 + Annual Maintenance of \$2,129.00) for each additional 5 pack of licenses purchased.

Note 2: Additional costs may be incurred when implementing or expanding ApplicationXtender Workflow Manager. Additional costs may include, but not limited to, purchasing additional ApplicationXtender licenses and Professional Services for business process analysis and workflow development.

Note 3: It is estimated that Aitkin County will scan no more than 100,000 pages per year for the Social Services unit using the Captiva Capture system. If Aitkin County's scanning needs exceed 100,000 pages per year, an increase in the Captiva Capture Capacity license will need to be purchased at a cost of \$2,201.00 (Captiva Server Volume +100K PPY Perpetual license for \$1,747.00 + Annual Maintenance of \$454.00).



Cost to Implement the Proposed EDMS Solution (continued)

EDMS Solution Costs for Years 2 and Beyond

The proposed EDMS solution has Annual Maintenance Agreement costs for software licenses.

- Annual Maintenance Agreements costs are an annually billable item
- Annual Maintenance Agreements include any and all product support as well as software upgrades

ApplicationXtender Workflow Software	Quantity	Cost	Total cost
Software Annual Maintenance Costs			
ApplicationXtender Server Core 5 Concurrent Connection Client License Pack	1	\$2,129.00	
ApplicationXtender Workflow Manager 5 Concurrent Connection Client License Pack	2	<u>\$3,288.00</u>	
Total for Annual Maintenance Agreements			\$5,417.00

Captiva Software - Optional	Quantity	Cost	Total cost
Software Annual Maintenance Costs			
Captiva Capture Standard Server 100K Pages/Year Bundle	1	\$1,079.00	
Captiva Capture ScanPlus Module	1	<u>\$454.00</u>	
Total for Annual Maintenance Agreements			\$1,533.00

Total for above Software License Annual Maintenance Agreements			\$6,950.00
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EDMS Solution Add-ons to Enhance System Capabilities

ISC is providing pricing on the following ApplicationXtender and Captiva license add-on if it becomes necessary to increase product licensing due to system usage demand.

ApplicationXtender License Add-ons

The following license add-ons are available for the ApplicationXtender system to increase the number of concurrent connection licenses.

Description	Purchase Price	Annual Maintenance Agreement	Total Cost
ApplicationXtender Server Core 5 Concurrent Connection Client License Pack	\$8,190.00	\$2,129.00	\$10,319.00
ApplicationXtender xPlore Full Text 5 Concurrent Connection Client License Pack	\$1,638.00	\$426.00	\$2,064.00
ApplicationXtender Workflow 5 Concurrent Connection Client License Pack	\$6,400.00	\$1,664.00	\$8,064.00

Captiva Capture License Add-ons

The following license add-ons are available for the Captiva Capture enhanced document scanning and indexing system to increase system capacity or increase the number of concurrent connection licenses.

Description	Purchase Price	Annual Maintenance Agreement	Total Cost
Captiva Capture Server Volume +100K Pages/Year Perpetual	\$1,747.00	\$454.00	\$2,201.00
Captiva ScanPlus Module (Standard+Premium)	\$1,747.00	\$454.00	\$2,201.00
Captiva Attended Batch Indexing Client	\$3,822.00	\$994.00	\$4,816.00



Document Scanner Recommendations

ISC is recommending that Aitkin County consider the following Canon document scanners if additional scanners are needed for this project.

Pricing good until 12-31-2020.

Desktop Scanners	Purchase Price	Annual Maintenance Agreement
<p>Canon P-215II Color Duplex Document Scanner</p> <p>Specifications:</p> <ul style="list-style-type: none"> Recommended Scanning Volume – 500 Scans per Day Grey Scale: 8-Bit maximum, 256 levels Color: 24-Bit maximum Built-in 20-sheet capacity automatic document feeder Scan speed – 15 letter size pages per minute @ 200dpi Maximum document size of 8.5" x 14" Minimum document size of 2.0" x 2.7" Scan resolutions of 100 to 600 dpi Warranty: 1-Year Advance Exchange with Canon Dimensions: (H x W x D) 1.6" x 11" x 3.7" Weight: 2.1 lbs. 	\$269.00	N/A
		
<p>Canon P-215II Soft Carrying Case</p> <p>The imageFORMULA P-215 Soft Carrying Case enhances the portability of the device and provides an added safeguard to help ensure that the unit is protected while in transit.</p>	\$35.00	N/A
		
<p>Canon DR-C230 Color Duplex Document Scanner</p> <p>Specifications:</p> <ul style="list-style-type: none"> Recommended Scanning Volume – 3,500 Scans per Day Grey Scale: 8-Bit maximum, 256 levels Color: 24-Bit maximum Built-in 60-sheet capacity automatic document feeder Scan speed – 30 letter size pages per minute @ 200dpi Maximum document size of 8.5" x 14" Minimum document size of 2.0" x 2.1" Scan resolutions of 100 to 600 dpi Warranty: 3-Year Advance Exchange with Canon Dimensions: (H x W x D) 9.1" x 11.5" x 10.0" Weight: 6.17 lbs. 	\$449.00	N/A
		
<p>Canon DR-C240 Color Duplex Document Scanner</p> <p>Specifications:</p> <ul style="list-style-type: none"> Recommended Scanning Volume – 4,000 Scans per Day Grey Scale: 8-Bit maximum, 256 levels Color: 24-Bit maximum Built-in 60-sheet capacity automatic document feeder Scan speed – 45 letter size pages per minute @ 200dpi Maximum document size of 8.5" x 14" Minimum document size of 2.0" x 2.1" Scan resolutions of 100 to 600 dpi Warranty: 1-Year Advance Exchange with Canon Dimensions: (H x W x D) 9.0" x 11.4" x 9.9" Weight: 6.17 lbs. 	\$715.00	N/A
		



Document Scanner Recommendations (continued)

ISC is recommending that Aitkin County consider the following Canon document scanners if additional scanners are needed for this project.

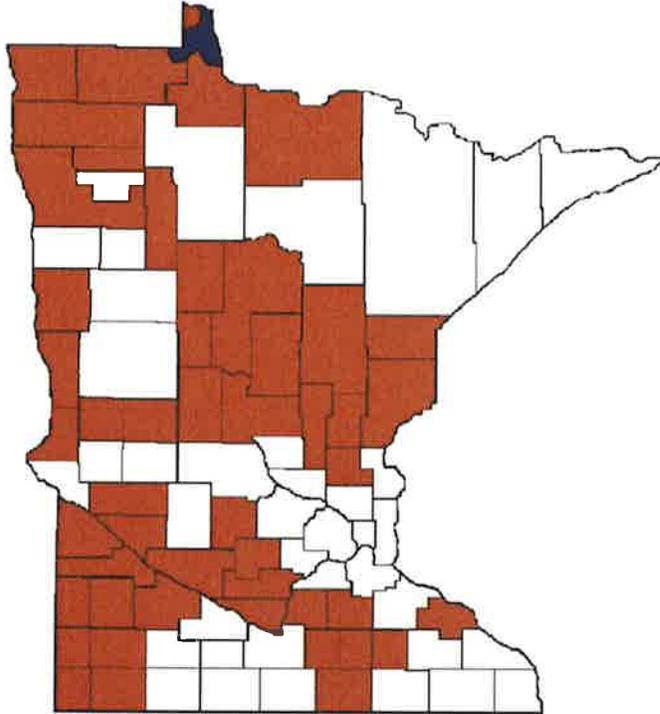
Pricing good until 12-31-2020.

Desktop Scanners, continued	Purchase Price	Annual Maintenance Agreement
Canon DR-S150 Color Duplex Document Scanner Specifications: <ul style="list-style-type: none"> • Recommended Scanning Volume – 4,000 Scans per Day • Grey Scale: 8-Bit maximum, 256 levels • Color: 24-Bit maximum • Built-in 60-sheet capacity automatic document feeder • Scan speed – 45 letter size pages per minute @ 200dpi • Maximum document size of 8.5" x 14" • Minimum document size of 2.0" x 2.1" • Scan resolutions of 100 to 600 dpi • Warranty: 3-Year Advance Exchange with Canon • Dimensions: (H x W x D) 9.5" x 11.5" x 9.8" • Weight: 7.44 lbs. 	\$805.00	N/A
		
Canon DR-M260 Color Duplex Document Scanner Specifications: <ul style="list-style-type: none"> • Recommended Scanning Volume – 7,500 Scans per Day • Grey Scale: 8-Bit maximum, 256 levels • Color: 24-Bit maximum • Built-in 80-sheet capacity automatic document feeder • Scan speed – 60 letter size pages per minute @ 200dpi • Maximum document size of 8.5" x 14" • Minimum document size of 2.0" x 2.1" • Scan resolutions of 100 to 600 dpi • Warranty: 5-Year Advance Exchange with Canon • Dimensions: (H x W x D) 9.09" x 11.22" x 10" • Weight: 7.5 lbs. 	\$1,075.00	N/A
		



EDMS Solution References

Minnesota counties using OpenText ApplicationXtender for their electronic document management system



Minnesota County Customers

- Aitkin
- Carlton
- Cass
- Chippewa
- Clay
- Clearwater
- Crow Wing
- Dodge
- Douglas
- Freeborn
- Grant
- Hubbard
- Isanti
- Kanabec
- Kittson
- Koochiching
- Lac Qui Parle
- Lake of the Woods
- Le Sueur
- Marshall
- McLeod
- Meeker
- Mille Lacs
- Morrison
- Nicollet
- Nobles
- Pennington
- Pine
- Polk
- Renville
- Rice
- Rock
- Roseau
- Sibley
- Southwest Health & Human Services
- Steele
- Swift
- Traverse
- Todd
- Wabasha
- Wadena
- Waseca
- White Earth Financial Services
- Wilkin
- Yellow Medicine

The following Minnesota counties are using ApplicationXtender in the Family/Human Services Department.

The counties listed below in **red** are using the enhanced ApplicationXtender EDMS system that includes Workflow, Enhanced Document Capture, and ISC State Form Auto Fill modules.

- | | | |
|-------------------|------------|-------------------------------------|
| Aitkin | Le Sueur | Sibley |
| Cass | McLeod | Southwest Health and Human Services |
| Chippewa | Meeker | Swift |
| Clay | Mille Lacs | Todd |
| Clearwater | Morrison | Wabasha |
| Grant | Nobles | Wadena |
| Hubbard | Pennington | White Earth Financial Services |
| Lac Qui Parle | Pine | Yellow Medicine |
| Lake of the Woods | Renville | |