Oakland County
Department of Information Technology
Project Scope and Approach

Project Name: Procurement Solution   **Project ID: DJ8112PS**

Leadership Group: Finance/Administration	
Department: County Executive	**Division: Compliance Office**
Project Sponsor: Scott Guzzy & Pam Weipert	**Date Requested: 2/12/18** **PM Customer No. 112**
Request Type: ___*New Development*___ *Enhancement* *Customer Support* *Planned System Maintenance or Upgrade*	
IT Team Name: eCommerce/Finance/Admin	**IT Team No: J**

Project Manager/Leader: Eric McGhee			
Account Number: 44029	**Account Description:** PUR-New Development	**Customer Name:**	Compliance Office - Purchasing
Grant Funded? Yes No		**Mandate?** Yes **No** **Mandate Source:**	

Project Goal

To enhance or replace the current workflow and forms process of the procurement department so that procurement will become more streamlined and efficient.

Business Objective

Gather the details needed to enhance the current workflow and forms process for the procurement department.

Major Deliverables
- Detailed Project Plan
- Application and/or System Requirements

Approach
- Develop Detailed Project Plan
- Review current business process and conduct needs assessment with customer, ensuring current manual processes are refined and automated.
- 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 was conducted and nothing found

Benefits

See Return on Investment (ROI) Analysis Document

Impact

Number of Users   15+

Divisions   Compliance and Purchasing

Leadership Groups   Finance Administration

Risk

Business Environment   Low - Little or no impact to existing business processes.

Technical Environment   Low - Proven and previously implemented technologies.

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:	Scott Guzzy & Pam Weipert	As needed

Project Name: Procurement Solution   **Project ID: DJ8112PS**

Facilities

- None

Technical

- None

Funding

- Information Technology

Other

- None

Priority

- None

Constraints

- None

Exclusions

- None

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Project Name: Procurement Solution   **Project ID: DJ8112PS**

PROJECT PHASE AUTHORIZATION

Phase(s):		
Total Estimated Application Services	**Hours: 488**	
Total Estimated Technical Systems	**Hours: 12**	
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: 500**	**Cost: $82,500**

Project Name: Procurement Solution   **Project ID: DJ8112PS**

PROJECT COMPLETION AUTHORIZATION

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

Procurement Solution - Size Estimate (+/- 10% to 50%)

	Type	ID	Task Name	Estimated	Estimate Notes
1				Hours	
3	3	000000	PROJECT MANAGEMENT	132	
4	Phase	200000	DEFINE BUSINESS REQUIREMENTS	126	
5	Phase	300000	DESIGN SYSTEM ARCHITECTURE	76	
6	Phase	500000	DEVELOP APPLICATION	104	
7	Phase	600000	IMPLEMENTATION PHASE	49	
8	Phase	080000	POST IMPLEMENTATION SUPPORT	13	
9				500	

Oakland County -- Procurement Solution

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:	183,553	192,731	202,367	212,486	223,110	234,265	1,248,512
Costs:							
Development Services Subtotal:	214,100	0	0	0	0	0	214,100
Hardware Subtotal:	0	0	0	0	0	0	0
Software Subtotal:	7,000	7,000	7,000	7,000	7,000	7,000	42,000
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	183,553	192,731	202,367	212,486	223,110	234,265	1,248,512
Annual Total Costs	221,100	7,000	7,000	7,000	7,000	7,000	256,100
Annual Return on Investment	(37,547)	185,731	195,367	205,486	216,110	227,265	992,412
Annual Costs/Savings Ratio	120.46%	3.63%	3.46%	3.29%	3.14%	2.99%	
Project Cumulative Statistics:							
Cumulative Total Savings	183,553	376,284	578,651	791,136	1,014,246	1,248,512	1,248,512
Cumulative Total Costs	221,100	228,100	235,100	242,100	249,100	256,100	256,100
Cumulative Return on Investment	(37,547)	148,184	343,551	549,036	765,146	992,412	992,412
Cumulative Cost/Savings Ratio	120.46%	60.62%	40.63%	30.60%	24.56%	20.51%	20.51%
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 -- Procurement Solution
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
Efficient integration of procurement forms and workflow will eliminate daily manual entry process's performed by buyers	Cost Avoidance		HR	1,820	52	94,640	1.050
Efficient integration of procurement forms and workflow will eliminate daily manual entry process's performed by support staff	Cost Avoidance		HR	1,664	37	61,568	1.050
Efficiently improve customer & departments manual input of information and document management	Cost Avoidance		HR	600	37	22,200	1.050
Reduction of hours needed for SharePoint maintenance by IT and changing forms	Cost Avoidance		HR	35	147	5,145	1.050
Offers the vendor community enhanced information and two way communication during the bid process	Intangible Benefit					0	
Improve reporting capabilities to management, internal customers, and the vendor community	Intangible Benefit					0	
Offers departments real time information on their procurement event from inception to finish	Intangible Benefit					0	
						0	
						0	
						0	

Oakland County -- Procurement Solution

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
Efficient integration of procurement forms and workflow will eliminate daily manual entry process's performed by buyers	Cost Avoidance	x	x	x	x	x	x	94,640.00	99,372.00	104,340.60	109,557.63	115,035.51	120,787
Efficient integration of procurement forms and workflow will eliminate daily manual entry process's performed by support staff	Cost Avoidance	x	x	x	x	x	x	61,568.00	64,646.40	67,878.72	71,272.66	74,836.29	78,578
Efficiently improve customer & departments manual input of information and document management	Cost Avoidance	x	x	x	x	x	x	22,200.00	23,310.00	24,475.50	25,699.28	26,984.24	28,333
Reduction of hours needed for SharePoint maintenance by IT and changing forms	Cost Avoidance	x	x	x	x	x	x	5,145.00	5,402.25	5,672.36	5,955.98	6,253.78	6,566
Offers the vendor community enhanced information and two way communication during the bid process	Intangible Benefit												
Improve reporting capabilities to management, internal customers, and the vendor community	Intangible Benefit												
Offers departments real time information on their procurement event from inception to finish	Intangible Benefit												

Oakland County -- Procurement Solution
Return on Investment Analysis

Savings Summary

Benefit/Savings Description	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Tangible Benefit:							
0							0
Tangible Benefits Subtotal:							*0*
Cost Avoidance:							
Efficient integration of procurement forms and workflow will eliminate daily manual entry process's performed by buyers	94,640	99,372	104,341	109,558	115,036	120,787	643,733
Efficient integration of procurement forms and workflow will eliminate daily manual entry process's performed by support staff	61,568	64,646	67,879	71,273	74,836	78,578	418,780
Efficiently improve customer & departments manual input of information and document management	22,200	23,310	24,476	25,699	26,984	28,333	151,002
Reduction of hours needed for SharePoint maintenance by IT and changing forms	5,145	5,402	5,672	5,956	6,254	6,566	34,996
Cost Avoidance Subtotal:	*183,553*	*192,731*	*202,367*	*212,486*	*223,110*	*234,265*	*1,248,512*
Intangible Benefit:							
Offers the vendor community enhanced information and two way communication during the bid process							
Improve reporting capabilities to management, internal customers, and the vendor community							
Offers departments real time information on their procurement event from inception to finish							
Savings Total:	**183,553**	**192,731**	**202,367**	**212,486**	**223,110**	**234,265**	**1,248,512**

Oakland County -- Procurement Solution

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			500	165	82,500		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			100	188	18,800		x					
Document Imaging	Development Svcs			400	188	75,200		x					
Imaging Workflow	Development Svcs			200	188	37,600		x					
Laserfiche Licensing	Software			20	350	7,000		x	x	x	x	x	x
PC System - Acquisition	Hardware				814	0							
PC System - Maintenance	Hardware				2,304	0							
Notebook - Acquisition	Hardware				1,223	0							
Notebook - Maintenance	Hardware				2,372	0							
Tablet Notebook - Acquisition	Hardware				2,012	0							
Tablet Notebook - Maintenance	Hardware					0							
Laserprinter - Acquisition	Hardware				1,432	0							
Laserprinter - Maintenance	Hardware				1,104	0							
Image Workstations - Acquisition	Hardware					0							
Image Workstations - Maintenance	Hardware				3,496	0							
PC Maintenance User Owned	Hardware				2,304	0							
Printer Maintenance User Owned	Hardware				1,072	0							
File Space (100GB)	Hardware		ANN		173	0							
Internet Bandwidth per MB	Hardware		ANN		750	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							

Oakland County -- Procurement Solution
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
Oracle Enterprise Per Processor - Includes Year 1 Maintenance	Infrastructure				21,372	0							
Oracle Enterprise Per Processor - Year 2 and Beyond	Infrastructure				3,432	0							
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							

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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 - 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							
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 Exisitng Instance	Infrastructure				366	0							

Oakland County -- Procurement Solution

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

Oakland County -- Procurement Solution

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	82,500.00					
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	18,800.00					
Document Imaging	Development Svcs	75,200.00					
Imaging Workflow	Development Svcs	37,600.00					
Laserfiche Licensing	Software	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
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						
Image Workstations - Acquisition	Hardware						
Image Workstations - Maintenance	Hardware						
PC Maintenance User Owned	Hardware						
Printer Maintenance User Owned	Hardware						
File Space (100GB)	Hardware						
Internet Bandwidth per MB	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						

Oakland County -- Procurement Solution

Return on Investment Analysis

Cost Detail

Cost Description	Project Cost Category	Potential Cost Extensions					
		Y1	Y2	Y3	Y4	Y5	Y6
Oracle Enterprise Per Processor - Includes Year 1 Maintenance	Infrastructure						
Oracle Enterprise Per Processor - Year 2 and Beyond	Infrastructure						
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						

Oakland County -- Procurement Solution
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 - 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						
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 Exisitng Instance	Infrastructure						

Oakland County -- Procurement Solution

Return on Investment Analysis

Cost Detail

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

Oakland County -- Procurement Solution

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	82,500						82,500
IT Hours - System Maintenance							
IT Hours - Customer Support							
IT Hours - Planned Maintenance							
User Hours - New Development							
User Hours - PTNE/OT							
Contractor Professional Services	18,800						18,800
Document Imaging	75,200						75,200
Imaging Workflow	37,600						37,600
Development Services Subtotal:	*214,100*						*214,100*
Hardware:							
Hardware Subtotal:							
Software:							
Laserfiche Licensing	7,000	7,000	7,000	7,000	7,000	7,000	42,000
Software Subtotal:	*7,000*	*7,000*	*7,000*	*7,000*	*7,000*	*7,000*	*42,000*
Infrastructure:							
Infrastructure Subtotal:							
Training:							
Training Subtotal:							
Other:							
Other Subtotal:							
Costs Total:	*221,100*	*7,000*	*7,000*	*7,000*	*7,000*	*7,000*	*256,100*

Oakland County -- Procurement Solution

Return on Investment Analysis

Assumptions

Date	Assumption Description
22-Jun-18	500 hours of OCIT labor has been estimated (290 core, 100 PM, 75 contingency, 35 scope)
27-Jun-18	100 hours of Laserfiche development in the AWS environment has been added
27-Jun-18	12 of the 290 core hours is for setup of the AWS environment
28-Jun-18	The number of users that have access to modify / update / use the current forms will not increase (hold at below 20).
28-Jun-18	Efficient integration of procurement forms and workflow will eliminate daily manual entry process's performed by buyers = 52 Weeks x 35hrs a week x $52/hour
28-Jun-18	Efficient integration of procurement forms and workflow eliminate daily manual entry process's performed by support staff = 4 staff x 8 hrs/week x 52 weeks x $37/hour
11-Jul-18	Laserfiche is likely the vendor of choice for implementation