



Municipal Code Corporation

SALES DEPARTMENT

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December 15, 2008

Dear Ms. Anderson-

Thank you for speaking with Russell Haddock recently regarding your consideration of adding additional software to your current Laserfiche System. Pursuant to your conversation with Russell, we have enclosed a quotation sheet outlining the cost for this additional software.

If you have any questions concerning our quotation or desire additional information, please do not hesitate to call on our toll-free number. We appreciate the opportunity to be of continued service to you and Collin County.

Sincerely,

Krysten Claiborne

Sales Support

salesupport@mccinnovations.com

Executive Summary

Laserfiche is unique in that it offers a wide variety of plug ins and utilities that allow you to customize and enhance your system to specifically meet your needs. From easy to use plug ins that allow you to effortlessly capture and distribute your documents to more robust utilities that provide Auditing, Workflow and Web access, these products give you the ability to maximize the use of your system.

- **Document Capture and Forms Processing:** Flexible capture alternatives are essential for preparing paper and electronic documents for archival, retrieval and distribution across your document management solution. The Laserfiche document imaging and management platform provides basic scanning, batch processing and electronic document import. For your specialized capture needs, Laserfiche offers a set of solutions that accommodate documents found in widely varying formats and locations organization-wide.
- **Distribution:** Maximizing the value of information locked in an organization's documents requires putting it in the hands of decision-makers when and where it's needed most. From staff in remote offices, to clients, the public and regulatory officers, individuals within and beyond your organization rely upon fast information access to work at peak productivity. Laserfiche answers these demands with secure, reliable distribution across your network as well as solutions for the Web, CD, and e-mail.
- **Audit Trail:** Information is one of your organization's most important assets and, increasingly, one of the most regulated. To guarantee the integrity of information assets, protect business relationships and ensure regulatory compliance, organizations must secure business records, along with the personal data of their employees and customers, against unauthorized access. Monitoring repository usage is vital to achieving these goals. Laserfiche Audit Train enables precise tracking of user activity in the Laserfiche repository. Whether the need is to maintain the security of sensitive documents, track staff productivity or monitor records for compliance, Audit Trail provides managers and executives with the right information.
- **Integration:** Laserfiche Integration products allow the capability of quickly and cost-effectively developing custom imaging applications tailored to your business needs. These products provide software and documentation to integrate Laserfiche with third-party applications, customize system functionality and automate Laserfiche-related tasks.

Laserfiche Software Quotation Sheet

SOFTWARE

<input checked="" type="checkbox"/> LF Workflow (up to 10 users)	\$15,000
<input checked="" type="checkbox"/> 16 LF Full User (\$675 each) <i>*includes snapshot and email</i>	\$10,800
<input checked="" type="checkbox"/> 9 LF Quick Fields (\$495 each)	\$4,455
<input checked="" type="checkbox"/> 7 LF Real Time Look Up (\$495 each)	\$3,465
<input checked="" type="checkbox"/> 6 LF Zone OCR (\$2,495 each)	\$14,970
<input checked="" type="checkbox"/> 26 LF ScanConnect (\$165 each) <i>*required for each scanner purchased/utilized</i>	\$4,290
Total Software	\$52,980

ANNUAL SOFTWARE SUPPORT

<input checked="" type="checkbox"/> LF Workflow (up to 10 users) Basic LSAP	\$3,000
<input checked="" type="checkbox"/> 16 LF Full User (\$146 each) Basic LSAP <i>*includes snapshot and email</i>	\$2,336
<input checked="" type="checkbox"/> 9 LF Quick Fields (\$100 each) Basic LSAP	\$900
<input checked="" type="checkbox"/> 7 LF Real Time Look Up (\$100 each) Basic LSAP	\$700
<input checked="" type="checkbox"/> 6 LF Zone OCR (\$500 each) Basic LSAP	\$3,000
Total Software Support and Updates	\$9,936

For budgetary purposes, the Client should include \$10,432.80 in annual budget for renewal of LSAP of the above quoted software.

INTEGRATION SOFTWARE & SUPPORT

<input checked="" type="checkbox"/> GeoDocs GIS Integration (1 Server & up to 2 CPU configurations)	\$7,500
<input checked="" type="checkbox"/> GeoDocs GIS Integration ISAP (1 Server & up to 2 CPU configurations)	\$2,250

INSTALLATION, TRAINING & SUPPORT SERVICE:

<input checked="" type="checkbox"/> GAP Analysis (up to 2 days, travel expenses included)	\$5,000
<input checked="" type="checkbox"/> 2 days onsite to upgrade to version 8 @ \$1,500 per day, travel expenses included	\$3,000
<input checked="" type="checkbox"/> 1 day Workflow configuration @ \$1,500 per day	\$1,500
<input checked="" type="checkbox"/> 3 days onsite training @ \$1,500 per day	\$4,500
<input checked="" type="checkbox"/> Shipping and Handling Fee for Laserfiche Software	\$50
<input checked="" type="checkbox"/> 3 LF Quick Fields Session Configuration (\$440 each)	\$1,320
<input checked="" type="checkbox"/> MCCi Project Management Services	\$8,850

**MCCi Project Management services are overseen by CDIA-certified MCCi professionals. MCCi leads these services and concentrates on defining business requirements and the actual system design that follows. The assigned MCCi Project Manager will perform a remote pre-installation solution development plan for the Client prior to the installation and training by consulting with the Client to determine how their folder structure will be set up. This consultation will include a review of current document organization and retrieval practices to determine desired indexing methods, as well as other basic system set up needs. Once this information has been gathered and provided to the MCCi project manager, the basic folder structure, document naming scheme, and template set-up will be configured prior to onsite training. Project Management Services may also be included for special integrations, projects, remote training, as well as specific departmental needs. These services are included to ensure the Client is ready for onsite training.*

PAYMENT & BILLING TERMS

MCCi will invoice fifty percent (50%) of the total contract amount upon receipt of the signed contract. Balance of Gap Analysis will be invoiced and billed upon delivery of the Gap Report. Balance of total project will be invoiced and billed upon completion of installation. Payment will be due upon receipt of an invoice.

Total Cost **\$96,836**

PROFESSIONAL SERVICES PROPOSAL

MCCi, a Limited Liability Company and subsidiary of **MUNICIPAL CODE CORPORATION**, which is duly organized and existing under the laws of the State of Florida, hereinafter referred to as MCCi, hereby offers the Laserfiche Software & Services to **COLLIN COUNTY, TX**, duly organized and existing under state law, hereinafter referred to as the Client, according to the existing terms and conditions.

Submitted by MCCi, LLC on December 15, 2008:

Accepted this _____ day of _____, 2008 by the City of **COLLIN COUNTY, TX**

Signature

Title:

LASERFICHE SOFTWARE & HARDWARE

LASERFICHE SOFTWARE. MCCi will provide the Client with a full-featured version of the Laserfiche (LF) Software. This software is a records repository allowing storage, retrieval and imaging of all documents. Capabilities include an intuitive browse window, index cards, full-text indexing, keyword template search, fuzzy word search, and virtually unlimited folders, giving users access to any document instantly. Laserfiche provides a truly concurrent licensing structure. Instead of purchasing a license for every computer with Laserfiche installed, licenses can be purchased to suit the needs of the number of people enterprise-wide that will use Laserfiche. The number of licenses purchased equals the number of concurrent users of Laserfiche. For example the 12 Retrieval users could be installed on 20 different PCs but only 12 of them could access the system simultaneously.

- **LASERFICHE TEAM:** Our entry-level product line is bundled with MSDE. Laserfiche Team comes with one database, which holds up to a million pages and can support up to five full and ten retrieval users. Like United, users and databases can be added in increments of one.
- **LASERFICHE UNITED:** Our premiere suite of products. Laserfiche United will support MSSQL databases (engine not included). You can start with one database and upgrade to an enterprise version with up to 15 databases. You can add full users, retrieval users and databases in increments of one.
- **LASERFICHE RECORDS MANAGEMENT EDITION:** The Laserfiche Records Management Edition is a special package that includes Laserfiche 7.0, Advanced Audit Trail and the Records Management Module. It complies with the Department of Defense records management standard (DoD 5015.2). The DoD 5015.2 standard was created as a best-practices guide for records management within departments in the Department of Defense and has since been endorsed by the United States National Archives & Records Administration (NARA). The Laserfiche Records Management Edition was designed and developed around the standard and is a turnkey solution for managing imaged, electronic and physical records. The Records Management Edition is fully integrated within the Laserfiche interface, presenting a uniform look and feel to all users and simplifying the adherence to formal records management practices within a subset of a Laserfiche repository.

Standalones:

- **EXECUTIVE:** Executive is designed to be a standalone version of the full Laserfiche Client/Server, so it offers the full functionality of the Client for one licensed user. That user can scan and OCR, create as many volumes as necessary, and store as many pages as MSDE allows.
- **DESKTOP:** Desktop is our standalone solution for small organizations or persons with limited needs. Thus, it allows one user to create only a single volume with a limit of 16,000 pages, and cannot support any additional Laserfiche modules.
- **NOTEBOOK:** Notebook is a standalone that is meant to supplement another Laserfiche Client/Server system by allowing workers outside the main office, such as public service workers out "in the field," to access documents without a connection to the main Laserfiche Server by taking a portion of the repository with them on a laptop computer. As such, Notebook can allow one user to store as many volumes and pages as MSDE and the computer's hardware will allow, but it does not include the capability to scan and OCR. Documents are, instead, imported into Notebook from the main system as briefcases or volumes system already OCR'd and indexed.

LASERFICHE PLUG INS, UTILITIES & TOOLS. MCCi can provide additional Laserfiche Plug-ins Utilities, & Tools software. Laserfiche offers a selection of add-ons and development tools designed to let you tailor Laserfiche to meet your needs.

Capture Plug Ins:

- **Laserfiche Import Agent™** automates document importing and document management within Laserfiche, particularly well-suited to work with multi-function peripherals
- **Laserfiche ScanConnect™** Laserfiche ScanConnect allows ISIS scanning. A collection of ISIS scanner drivers is included with Laserfiche ScanConnect. These drivers allow images to be scanned through supported scanners. ScanConnect 7.x is can be purchased as an add-on to both Laserfiche scanning and Quick Fields.
- **Laserfiche Snapshot™** Laserfiche Snapshot can generate images and text from an electronic file (e.g. a Word document, a web page, a text editor, etc.). The files generated by Laserfiche Snapshot capture the content of the electronic file at the time that it was processed. In other words, they represent an accurate portrayal of an electronic file at a given point in time. The images and text created from an electronic file are then stored in a Laserfiche repository. As you can see, Laserfiche Snapshot can be used as a tool to archive a particular version of an electronic file. Laserfiche Snapshot can process any electronic file that can be opened with a Windows application that has printing capabilities.

Distribution Plug Ins

- **Laserfiche WebLink™** The WebLink module publishes select documents in a Laserfiche repository to an intranet or the Internet in read-only form. Documents can be made available through the Web almost instantly, and users need only an Internet browser in order to access them. Built on ASP .NET, WebLink can be customized to match the look and feel of an organization's Internet or intranet site.
- **Laserfiche WebAccess** Laserfiche Web Access is a Web browser-based thin client offering virtually all of the document management capabilities of the standard Laserfiche interface. Web Access allows your IT staff to roll out high-volume Laserfiche access without increasing your organization's application support burden. Authorized users organization-wide enjoy simultaneous access to documents, whether they are using the corporate intranet or logging in from a branch office.
- **Laserfiche Plus™** Laserfiche Plus allows the information stored in a Laserfiche repository to be portable. Laserfiche documents published by Laserfiche Plus can be viewed by anybody, regardless of whether they have Laserfiche installed. If these portable Laserfiche documents are sent to a company or site that already has Laserfiche installed, then that organization can also choose to attach those documents to their repository. This software prepares a copy of the Laserfiche files (images, text, electronic files, annotations, templates and field data) for burning directly to your removable media or to a temporary directory. Choosing to publish to a temporary directory allows you to write it to your removable media at your convenience.
- **Laserfiche E-Mail Plug-in™** allows instant electronic document distribution via standard MAPI-compliant e-mail applications.

Workflow& Process Automation

- **Laserfiche Workflow:** Efficiency and accountability-enhancing document routing, e-mail notification and audit trail reporting.
- **Laserfiche Audit Trail Modules:** Three levels of audit reporting to address your specific regulatory compliance and security needs.
- **LF Audit Trail – Starter:** This edition tracks who accesses data in the repository, as well as changes made to the repository. Users can then generate reports on the life-cycle of documents, and who has accessed them.
- **LF Audit Trail – Standard:** Sites with a larger amount of activity in their repository can use this edition to set up event logging according to individual users. This allows a more finely grained auditing configuration that tracks only the data that a particular customer needs. Standard features the tracking of failed attempts to change content in the repository, giving more insight into user activities. All the functionality of the Starter edition is also included.
- **LF Audit Trail - Advanced:** Customers operating in the most demanding regulatory environments find this version ideally suited to their needs. Besides doing everything that the other two versions do, it also tracks changes in security settings, so not only what a user is looking at or changing is tracked, but who gave them the right to do so. Searches are also tracked. For additional document security, with this edition users can be required to submit reasons for printing and exporting documents. Administrators can force printed documents to have Watermarks applied to them.

Batch Processing

- **Laserfiche Quick Fields™** automates document sorting and indexing for reduced data entry costs and manual indexing errors. Laserfiche Quick Fields is a collection of image processing and enhancement tools wrapped in an elegant and intuitive interface. We call Quick Fields a document capture platform because it is so much more than just an offline scanning tool. Because Quick Fields was developed specifically for Laserfiche document imaging and management solutions, it offers a unique functionality set designed to simplify automated capture and classification of documents. In addition to working with most production level scanners, Quick Fields supports the Universal Capture plug-in and includes a powerful tool called the Laserfiche Capture Engine. The basic premise of the Laserfiche Capture Engine is to provide the ability to “scan” documents into Quick Fields from a Laserfiche repository. This fairly simple idea is extremely powerful because it eliminates dependence on traditional scanners in order to take advantage of automated image processing technology. With Quick Fields, it does not matter how an organization images their documents. They could be scanned through a networked copier/scanner, automatically imported from a fax server or converted from an electronic format through Snapshot, and Quick Fields will process them as if they were scanned in directly.
- **Pattern Matching:** The Pattern Matching add-on looks for a specified pattern within a user-defined value. This process can be used to identify a document, validate data, or to save the matching data along with a document. The pattern that will be searched for is defined by the user through predefined criteria (regular expressions). A regular expression looks for a certain pattern in a string. It can then use this pattern to look for a character or a set of characters.
- **QF Real-time look up:** look up and extract data from a 3rd party database, verify values extracted from an image matched values in the 3rd party database
- **QF Zone OCR:** Images that contain clearly printed or typed information can be converted to text files through a process called OCR (Optical Character Recognition). Once text has been extracted from an image, it can be sent along with the image to the repository. Once the document has been imported into the repository, the extracted text will be associated with the corresponding image in the document. The International Zone OCR add-on will scan a zone on an image for text. Only text found within the zone will be extracted. The data returned by this process can be used to identify a page, populate a field, determine the document name, or determine where the document will be stored. The International Zone OCR add-on can be installed when Quick Fields is first installed or after it has already been installed.
- **Laserfiche Import Agent:** Laserfiche Import Agent is a capture tool that can bring files into a Laserfiche repository from the Windows file system. Any file that can be stored in Laserfiche can also be imported via Import Agent. What's more, Import Agent allows for scheduled and selective imports, so that users can set up specific criteria for what gets imported when. Import Agent can create fully OCR'd and indexed documents, complete with template information and filed in the repository.
- **QF Bar Code Recognition:** The Bar Code add-on reads bar codes on a specified page in the document. The value returned by the bar code process can be used to identify a page, populate a field, determine the document name, or determine where the document will be stored. Bar Code is very powerful when combined with Real Time Lookup. Supported barcode formats: Codabar, CODE 39, CODE 128, EAN 8, EAN 13, Interleaved 2 of 5, UPCA, and UPCE.
- **QF Quick Forms:** permits multiple document classification, as well as include advanced capabilities such as form recognition, form registration, form removal and optical mark recognition.
- **QF Document Classification:** designed for clients who deal with multiple forms, and will recognize and process multiple document types.
- **QF Annotation/Bates Numbering:** The Bates stamp option is a document auto-numbering annotation option
- **Forms Processing:** The Forms Processing add-on consists of four processes, which are Laserfiche Form Extractor, Form Identification, Laserfiche Form Registration, and Laserfiche Optical Mark Recognition (OMR). Form Extractor removes the layout from an image and leaves data in a region specified on the page. Form Identification identifies images according to the layout of the page. Form Registration aligns images to match the layout of the form. OMR detects whether a region has been marked by comparing it with the same region on a master form. This add-on can only process or recognize forms when processing black & white images. Additional information is available.

Integration

- **DataNow Affinity Integration:** DataNow Affinity brings the power of Laserfiche document management to the applications you use most. Document searches can be reduced to a single click of a button. New documents can be added to your Laserfiche repository without manually entering template field values, file names, or folder locations. Affinity truly makes Laserfiche feel like part of your business software.
- **LF Integrator's Toolkit:** Tools & documentation necessary for customizing Laserfiche

- **LF Integration Express HTE:** Laserfiche HTE interface
- **GeoDocs:** GeoDoc™ is a web-based software that seamlessly integrates ESRI ArcIMS (soon to be ArcGIS Server) and Laserfiche. Utilizing robust search capabilities, users of GeoDoc can access digital documents stored in a Laserfiche repository from within the web-based GIS program and vice versa, access spatial information stored in a GIS from within the Laserfiche web client.