

Alchemy Data Migration Utility

SCOPE OF SERVICES

The Client currently has an Alchemy system. This data contains approximately 85,000 electronic documents, which the Client would like to have migrated, indexed and integrated into their new Laserfiche system. Unless otherwise stated in the scope of services, the migration process is limited to migrating data from one system to Laserfiche.

Access to data – The Client will provide MCCi with remote access to the data for the purpose of review, and for assistance in configuring the migration utility. If necessary, the client will make a copy of all data to be migrated and will send the data to MCCi. Additional fees may apply if the data is of a size that requires MCCi to acquire additional hardware to run the migration process.

Copy of Application – The Client is required to give MCCi access to the original application as part of the migration process. If no access can be given, this must be stated in the scope of work.

Due Diligence – Data migrations may require investigation by MCCi prior to providing time estimates and confirmation on programmatic feasibility. Due diligence time spent prior to contracting for services is incorporated into the final project cost.

Migration – The data migration utility created by MCCi, will be utilized to migrate the records to the Laserfiche system. The images and the document classes (i.e. the index data) will be preserved within the variance, if any discovered during Project Sampling and Evaluation Testing. If manual image naming or indexing is required, it will be the client's responsibility.

Supported Data Types – Documents in the legacy system will be migrated into Laserfiche as is. No conversion of data types or removal of document wrappers will be completed during the migration process unless specifically stated in this scope of services document. Files that are encrypted will not be migrated.

Indexing – If indexing is desired and not currently contained within the electronic data migrated, the Client is required to provide MCCi with a database (in a format accepted by MCCi) of indexing information which would be used to auto populate template fields. Additionally, the index data must be associated with the documents via unique identifiers or pointers.

OCR – The client will be able to OCR the records internally, once the migration process is complete.

Data Capture and Quality Control – MCCi is not responsible for the accuracy of existing indexing data and/or image quality, such as errors on the media, image file corruption, data file corruption, orphaned records, encrypted data, non supported proprietary formats or other errors that are not controllable by MCCi.

Security – Due to the vast differences in how document management systems handle security and file access, the migrated data will not retain any of the previous system security from the former

document management system. It will be the responsibility of the Client to apply the necessary security and access control to the migrated data in Laserfiche. Prior to providing end user access, the Client should verify that all migrated data has had the proper security applied, including view/write access and redactions (if utilized), which is consistent with their existing Laserfiche security policy.

Sticky Notes, Redactions and/or Annotations – Due to the vast differences in how document management systems handle sticky notes, redactions and annotations, data migration services do not include migration of sticky notes or any other redactions and annotations from the legacy system to Laserfiche, unless otherwise stated in this scope of services document.

Retention of data – MCCi is not responsible for maintaining a copy of the original data, or a copy of the converted data.

Point of Contact – MCCi requires the Client to make accessible one point of contact to MCCi for all decision making. This person is responsible for obtaining all approvals on behalf of the Client in regards to formatting, template fields, file structure, output format, etc.

Project Deliverables (Data Migration)

MCCi staff will perform the data migration and deliver to the client their indexed and migrated in an easily imported format for Laserfiche. MCCi staff will assist/perform the importing of these documents into the clients Laserfiche system.

Data Sampling and Testing

MCCi will conduct a sample testing which is intended to resolve various migration questions, confirm and ensure a mutual understanding of the migration project requirements and expectations. Work under this contract shall begin after written acceptance of sample test results by the Client.

PROJECT PRICING – LASERFICHE DATA MIGRATOR UTILITY DEVELOPMENT AND SUPPORT

Based on the estimates provided by the Client and is dependent upon final sample testing.

☒ Data Migration & Support	\$8,500
- MCCi and client thoroughly review legacy data - Creation/verification Laserfiche metadata templates and folder structure: Client should have existing Laserfiche Templates - Migration utility customizations and anomaly adjustments - Data migration: MCCi will perform the migration and provide the data for import to Laserfiche - Support: 30 days from the date of MCCi delivering migration utility	
☒ Project Management Services	\$850

PAYMENT & BILLING TERMS

MCCi will invoice fifty percent (50%) of the total contract amount upon receipt of the signed contract. Balance will be invoiced and billed upon delivery of the Data Migration Utility for Laserfiche. Sales Tax will be included where applicable. Payment will be due upon receipt of an invoice.

The terms of this agreement shall remain in force and effect for a period of ninety (90) days from the date appearing below, unless accepted by the Client.

Submitted by: **MCCi, a Limited Liability Company**

Date: May 20, 2014

By:

(Signature)

(Printed Name & Title)

Witness:

(Signature)

Noted Items Accepted by: **CITY OF FOLEY, AL**

Date:

By:

(Signature)

(Printed Name & Title)

Witness:

(Signature)

(Printed Name & Title)