

Warrington



Township

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BOARD OF SUPERVISORS
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TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

July 22, 2011

MEMO TO: BOARD OF SUPERVISORS

FROM:  TIMOTHY J. TIEPERMAN

RE: CONSENT ITEM:
DOCUMENT MANAGEMENT UPGRADE

Background Information

Several months ago the Board authorized the scanning of all historical street files for a cost of \$59,900. The project was completed several months ago, and Staff has had the chance to test and utilize the program and make note of any quirks and lost queries in the system. When the scans were made, there was a decision to have all the street files coded to a common parcel number, which would be the primary identifier. In practice, however, we are finding that the parcel queries are not the best identifiers for some properties, especially commercial parcels which contain multiple street names. In hindsight, we should have used the street names as the primary identifier. We are working with Metasource now to make these adjustments to improve the query quality of all searches.

There is now available a system upgrade to the Application Extender program which will allow the full text OCR (optical character recognition) of all our scanned documents. This OCR feature was not part of the base system. Attached is an itemized scope of work to incorporate the OCR feature into the system. The software module will allow us to digitally process all scanned documents to date and convert them for text recognition and to do the same for future scans. This will undoubtedly improve the quality of the searches and will allow Staff to correct any miscoded files when detected.

Recommendation

I am asking for the Board's consent to move forward with the document management upgrade, as outlined in the attached proposal submitted by Metasource.

Enclosure



July 18, 2011

Timothy J. Tieperman
Township Manager
Warrington Township
852 Easton Road
Warrington, PA 18976

Dear Mr. Tieperman,

Attached is the quote to purchase the ApplicationXtender OCR and Full Text Module. This will greatly reduce the effort to find Street Files currently stored in the system.

Thank you again for the opportunity to be of service. If you have any questions or we can be of further assistance, please do not hesitate to call.

Sincerely,
Mario G. Duckett
Vice President, Content Management Solutions
MetaSource, LLC.

Corporate Headquarters
2500 Pearl Buck Road
Bristol, Pennsylvania 19007
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metasource

Pricing Schedule

ApplicationXtender Software			
Description	Unit Price	QTY	Total List
Part# 456-100-427 APPXTENDER OCR SERVER v.6.5	\$2,000	1	\$2,000
Part# 456-100-394 VERITY K2 CLIENT - 5 CC USERS v.6.5	\$1,500	1	\$1,500
Part# 456-100-496 VERITY K2 SERVER v.6.5	\$4,000	1	\$4,000
Maintenance			
Description	Quantity		Total List
Part# 456-100-427-M APPXTENDER OCR SERVER v.6.5 Annual Maintenance	1 year		\$420
Part# 456-100-394-M VERITY K2 CLIENT - 5 CC USERS v.6.5 Annual Maintenance	1 year		\$315
Part# 456-100-496 VERITY K2 SERVER v.6.5 Annual Maintenance	1 year		\$840
EMC ApplicationXtender Full Text Search Solution Total			\$ 9,075
Professional Services			
Description	Quantity		Total List
Upgrade to ApplicationXtender 6.5 and setup Full Text Search	1		\$3,900
Total Solution Cost			\$ 12,975

*Pricing is valid for 30 days from the date of this quote. All pricing will be subject to review at that time.

Agreed to for
Warrington Township
by:

MetaSource, LLC
by:

Signature

Signature

Name

Name

Title

Title

Date

Date

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