



## Cost Proposal

### Document Management System

### City of Cooper City

### Request for Proposal Number: RFP 2024-4-CC

**Due Date: August 8, 2024, 3:00 PM EST**

**Submitted to:**



Office of the City Clerk  
City of Cooper City  
City Hall  
9090 Southwest 50th Place  
Cooper City, FL 33328

**Submitted by:**

**Global Solutions Group, Inc.**



25900 Greenfield Road, Suite 220  
Oak Park, MI 48237  
[www.GlobalSolGroup.com](http://www.GlobalSolGroup.com)



## Offeror

Global Solutions Group, Inc.  
25900 Greenfield Road, Suite 220  
Oak Park, MI 48237  
[www.GlobalSolGroup.com](http://www.GlobalSolGroup.com)

UEI VH3UE9S2T6E5  
CAGE 6M9L5  
DUNS 078343325  
EIN 20 0010736



US DoD Top-Secret Facility Clearance



CMMC C3PAO Candidate – ML3



**SBA**  
Economically Disadvantaged  
Woman-Owned Small Business

**SBA**  
8(a) Certified

**SBA WOSB**  
Woman Owned Small Business



## Contracting Vehicles



**Multiple Award Schedule**  
Contract # GS-35F-171AA  
(Formerly Schedule 70)

**Multiple Award Schedule**  
Contract # GS-02F-025GA  
(Formerly Schedule 736)

**Multiple Award Schedule**  
Contract # GS-03F-132DA  
(Formerly Schedule 36)



**Persons authorized to negotiate with the Government and sign the proposal and subsequent award on Offeror's behalf:**

Lisa Salvador, Vice President  
Direct: (248) 291-5440  
Mobile: (313) 333-0188  
[lisas@globalsolgroup.com](mailto:lisas@globalsolgroup.com)

## Acknowledgement of Addenda, Questions and Answers, and other Modifications

NA

## Submit to:



Office of the City Clerk  
City of Cooper City  
City Hall  
9090 Southwest 50th Place  
Cooper City, FL 33328

August 8, 2024

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City of Cooper City  
City Hall  
9090 Southwest 50th Place  
Cooper City, FL 33328

**Subject:** Global Solutions Group's Cost Proposal for **Request for Proposal Number: RFP 2024-4-CC for Document Management System.**

Dear Procurement Officer:

Global Solutions Group, Inc. (GSG) hereby presents our Cost Proposal for Request for Proposal Number: RFP 2024-4-CC for Document Management System for the City of Cooper City ("City").

GSG is a multifaceted technology company incorporated in the State of Michigan in 2003. We are headquartered in Oak Park, Michigan. ***We are an SBA 8(a) Certified Small Business, Certified Women Owned Small Business (WOSB), Certified Minority Business Enterprise (MBE), and Economically Disadvantaged Woman - Owned Small Business (EDWOSB).***







GSG is an ***ISO/IEC 27001:2013 Information Security Management Systems, ISO 9001:2015 Quality Management System, and ISO 20000:2018 – Service Management System Certified*** firm. Our team has the ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements.

GSG understands that the City of Cooper City ("City") is looking for software and implementation, migration, and deployment of a city-wide enterprise Document Management System ("DMS"). GSG recommends Laserfiche system which can fully support the improvement of records management, retention and indexing, workflow, document access, retrieval of documents, and more functionality. We are sure that we can fulfill all your goals including implementing a system that stores digital images quickly and effectively for later retrieval by securely defined user(s) or group access.

GSG is a Value-Added Reseller (VAR) of Laserfiche, and ***we provide Laserfiche Licenses, Installation, Maintenance and Supports services to City, State and Federal Government.*** As a Certified VAR, GSG has the requisite capability to provide Laserfiche LSAP Upgrade and Maintenance and Supports services. We have access to the latest innovations in implementation, integration, and customization practices, and our team constantly takes advantage of the opportunities to update and enhance their skill sets and knowledge.

GSG has experience working with government institutions, including transit agencies, managing implementations at the local, state, and federal levels of government. We have the expertise, experience, and proficiency to successfully maintain and update any size Laserfiche system for any type of agency or business. Our team has implemented Laserfiche systems for local, state, and federal government agencies, including individual departments, multiple departments, multiple locations, and enterprise wide. As a Certified Laserfiche VAR, all Electronic Content Management (ECM) Technicians are Laserfiche Gold or Platinum Certified. GSG is providing all type of services for Laserfiche product including:

 <p><b>Professional Services</b> including Configuration, Administrative and Support Services.</p>	 <p><b>Warranty and Support</b> including quick-response technical support, 24/7 online support, access to the latest hotfixes, updates and patches, access to new releases/upgrades, troubleshooting services performed during our normal business hours via telephone, email or secure remote access, break/fix for all software or hardware provided, installed, or configured by GSG and under an active support agreement.</p>	 <p><b>Training</b> includes End-User Training, System Administrator, and required documentation of project.</p>
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	<p><b>GSG Value Add Service</b></p>	<p>Our team has been currently providing Document Management services in Florida at Tyndall AFB, City of Pembroke Pines, and Gainesville.</p>
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GSG brings top-notch skills, experience, equipment, personnel, and supervision to bear to deliver precise, prompt, and best value services. GSG will meet all service and personnel requirements as well as all terms and conditions included in the requirement document, with no exceptions. We agree with all terms, conditions, and provisions included in the solicitation document, and we further agree to furnish all items at the price indicated for each item.

#### Point of Contact Details

Name: Lisa Salvador  
Title: Vice President  
Email: [lisas@globalsolgroup.com](mailto:lisas@globalsolgroup.com)  
Telephone: (248) 291-5440 (office)  
(313) 333-0188 (mobile)

As Vice President of Global Solutions Group, Inc., I am fully authorized to negotiate and bind GSG during the period in which the City is evaluating proposals. You may contact me at any time.

Regards,



Lisa Salvador  
Vice President

## Cost Proposal

RFP 2024-4-CC | DOCUMENT MANAGEMENT SYSTEM

### ATTACHMENT A

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**COST PROPOSAL SHEET  
FOR  
DOCUMENT MANAGEMENT SYSTEM  
MUST BE SUBMITTED IN A SEPARATE, SEALED ENVELOPE**

### Software Licensing

Item Description	Unit Cost	Quantity	Total Cost
<b>DMS Software License (Per User)</b>	\$ 747.00	8	\$ 5,976.00
<b>Annual Maintenance Fee</b>	\$ Included in per user license cost	-	\$ Included in per user license cost
<b>Laserfiche Participant(Read-Only)</b>	\$ 108.00	8	\$ 864.00
<b>Public Portal (Up to 1,000)</b>	\$ 600.00	1	\$ 600.00
<b>Laserfiche Records Management</b>	\$ 5,750.00	1	\$ 5,750.00
<b>Advanced Audit Trail</b>	\$ 2,875.00	1	\$ 2,875.00
<b>Subtotal</b>			\$ 16,065.00

### Implementation Services

Item Description	Unit Cost	Quantity	Total Cost
<b>Initial Setup and Configuration</b>	\$ 165.00	40	\$ 6,600.00
<b>Data Migration</b>	\$ 150.00	40	\$ 6,000.00
<b>Customization (Per Hour)</b>	\$ 165.00	20	\$ 3,300.00
<b>Training (Per Session)</b>	\$ 400.00	4	\$ 1,600.00
<b>Project Management</b>	\$ 175.00	40	\$ 7,000.00
	\$ -	-	\$ -
<b>Subtotal</b>	\$ -	-	\$ 24,500.00



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### Support and Maintenance

Item Description	Unit Cost	Quantity	Total Cost
<b>Technical Support (Per Hour)</b>	\$ Included in per user license cost	Included in per user license cost	\$ Included in per user license cost
<b>Annual Support Package</b>	\$ Included in per user license cost	Included in per user license cost	\$ Included in per user license cost
<b>System Upgrades and Updates</b>	\$ Included in per user license cost	Included in per user license cost	\$ Included in per user license cost
	\$ -	-	\$ -
	\$ -	-	\$ -
	\$ -	-	\$ -
<b>Subtotal</b>			\$ -

### Value-Added Products or Services

Item Description	Unit Cost	Quantity	Total Cost
Lasertiche Public Portal Upto 10,000 Views Per Month (Allows External users to view documents in read-only mode)	\$ 4,200.00	1	\$ 4,200.00
Lasertiche Forms Portal - Upto 1,000 Submissions Per Month (Allows External users to submit forms processes)	\$ 1,800.00	1	\$ 1,800.00
Lasertiche Forms Portal - Upto 10,000 Submissions Per Month (Allows External users to submit forms processes)	\$ 4,400.00	1	\$ 4,400.00
Lasertiche SDK	\$ 1,220.00	1	\$ 1,220.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Subtotal</b>			\$ 11,620.00

RFP 2024-4-CC | DOCUMENT MANAGEMENT SYSTEM

### Total Cost Summary

Cost Category	Total Cost
<b>Year 1</b>	
Software Licensing	\$ 16,065.00
Implementation Services	\$ 24,500.00
Support and Maintenance	\$ -
<b>Year 1 Total</b>	<b>\$ 40,565.00</b>
<b>Year 2</b>	
Software Licensing	\$ 16,546.95
Support and Maintenance	\$ 6,798.00
<b>Year 2 Total</b>	<b>\$ 23,344.95</b>
<b>Year 3</b>	
Software Licensing	\$ 17,043.36
Support and Maintenance	\$ 7,001.94
<b>Year 3 Total</b>	<b>\$ 24,045.30</b>
<b>Grand Total (Years 1,2,3)</b>	<b>\$87,955.25</b>
<b>Value-Added Products/Services</b>	<b>\$ 11,620.00</b>

**Proposer Name:** Global Solutions Group, Inc.

**Notes:**

1. Unit prices shall be shown and where there is an error in extension of prices, the unit price shall govern. Prices should be valid for a minimum of 120 days from the proposal submission date. Any additional costs not covered in the categories above must be listed separately and clearly explained.

2. Proposer shall include all services and associated fees. Proposer shall itemize all services, including hourly rates for all professional, technical and support personnel, and other charges related to the completion of the work.

3. Alternate proposals will not be considered unless authorized in the RFP document.

### **Cost Assumptions for the Laserfiche Cloud Solution:**

1. We have included pricing for eight (8) Professional Full Named Users, 8 Participant (Read-Only) Users, eight (8) Laserfiche Participant (Read-Only Users), Public Portal (Up to 1,000), Laserfiche Records Management, Advanced Audit Trail.
2. Includes: 100 GB storage/user, single Laserfiche Repository, Laserfiche Starter Audit Trail, Laserfiche Import Agent with Email Archiving, Laserfiche Snapshot, Laserfiche Integration with Microsoft Office, and Laserfiche Integration with DocuSign, Direct Share, Data Encrypted at Rest, Autoscaling of Computing and Storage Resources, Automated and Encrypted Backups, Intrusion Detection, Automated Feature and Security Updates, Automated Text Extraction, Integration with SharePoint, Integration with Microsoft Dynamics 365 CRM, Quick Fields Complete with Agent (10), Workflow Bots for Process Automation (1), Microsoft 365 Integration with Simultaneous Editing, Integration with Redtail CRM.
3. Our cloud hosted offering leverages AWS Private Cloud.
4. Maximum Single Document or File size allowed to be uploaded in hosted solution is 200 GB
5. Additional Storage for AWS can be purchased separately. The cost will be \$300 for each block of 100 GB Storage. We have included this as part of Optional Modules in the Cloud SaaS Cost Breakdown Worksheet.
6. The professional services cost for various functions of the project is included in the Cost Response.
7. We have included optional pricing for Forms Portal in the price table.
8. We have included the cost for 1-3 years.
9. We have included optional cost for Laserfiche API (SDK) in the price table.
10. Additional licenses for any of the mentioned categories can be purchased at any given time.
11. Additional professional services for any services can be purchased if required.
12. Quote is valid for 120 Days from due date of the RFP.



