OPG-3 Streamlined SOW

Project Description: The City of Grand Rapids would like OPG-3 to assist with an integration with Oracle they are building. Oracle will be storing the documents into Laserfiche directly. The documents will be Checks and Payroll documents. They currently have AP Checks and a template to match, OPG-3 will simply be writing the workflow to file these documents once they're stored into Laserfiche with the appropriate metadata.

In order to minimize the overhead required for this type of engagement, OPG-3 has developed a streamlined approach for projects of less than 25 hours.

Minimizing overhead requires a reciprocal partnership between the City of Grand Rapids and OPG-3 to complete the project in a time and cost-effective manner. This includes:

- Allocating a subject matter expert on the "business" side that attends the alignment call and demos and can make timely decisions related to requirements and design
- Making a technical resource available that can remove technical impediments in a timely matter
    - Providing remote access to the City of Grand Rapids Laserfiche environment
    - Configuring ODBC connections to data sources
- Allocating and scheduling resources to test the solution in a timely matter

Once we receive email approval to proceed based on the description and activities below, the project will be added to the backlog, and eligible for onboarding during backlog grooming/resource allocation (Thursday morning). Once your project has been onboarded, our ScrumMaster or the assigned engineer will reach out to you to schedule an initial alignment call.

During the alignment call, it's critical to plan out the activities for the project – especially demos and any User Acceptance Testing that will be completed by your organization. It's also important that we receive advance notice if someone is not going to be able to make a scheduled appointment because we allocate resources weekly. If a meeting, working session or demo is cancelled (or attendees simply don't show up) without 24 hours' notice, OPG-3 will bill 2 hours to the project for time lost.

Customer Name:	City of Grand Rapids
Stakeholder:	Candy Carsella-Kee
Project Name:	Oracle Integration
Prerequisites:	☐ Confirm Remote Access (VPN Preferred) ☐ Payroll Template created and Oracle LF API integration complete
Activities:	☐ Initial alignment call to review scope and discuss design ☐ System development ☐ Solution demo and remediation as needed ☐ User Acceptance Testing and remediation as needed ☐ Project closeout
Hours Estimate:	Fixed bid project quoted at $3,075.00
Payment Method:	100% of project will be invoiced upon acceptance and due upon receipt. This SOW is valid for 90 days and will expire on 7/18/2025.

Discovery Summary – City of Grand Rapids

Customer	City of Grand Rapids	
Process	Oracle Integration	
Users/Roles	*User/Role*	*Description*
	1. Candy Carsella-Kee	1. Stakeholder
Systems/Applications	*System/Application*	*Description*
	1. Laserfiche	1. LF System

Summary

The City of Grand Rapids would like OPG-3 to assist with an integration with Oracle they are building. Oracle will be storing the documents into Laserfiche directly. The documents will be Checks and Payroll documents. They currently have AP Checks and a template to match, OPG-3 will simply be writing the workflow to file these documents once they're stored into Laserfiche with the appropriate metadata.

We will also be doing the same for their payroll documents. These payroll docs just have a document type and a pay period. We will need to create a template in LF along with these two fields for Oracle to properly store it in Laserfiche. Then OPG-3 will file these documents in their existing folder structure.

As a possible addition to this project, the City of Grand Rapids would also like an estimate on refiling their existing AP Checks documents in order to remove the Vendor # from the folder name (Currently its (Vendor #) (Vendor Name). They have about 17 years of back scanned check documents filed by year that would need to be refiled to exclude the Vendor # from the path name.