FileHold Cloud
Document Management in the Cloud!

Proposal and Price Quote

Presented to: City of Saxman
Ms. Lori Richmond / City Clerk
June 15, 2022

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Executive Summary

Powerful Features. FileHold is an "out-of-the-box" solution that comes pre-configured with user roles and an intuitive, flexible, and friendly file structure that mimics your current physical file system. The standard features and optional modules satisfy even the most demanding document storage, compliance, archiving and disposition policies.

Courier: Courier is a secure service that allows you to email a document notification to people inside or outside the FileHold system. On receipt of notification the recipient securely accesses the FileHold portal to review and approve the document. Courier is a "proof of delivery" system.

Affordable. The price per user per month provides flexibility to add or delete users and features - Pay for only what is needed. FileCare support is included and provided by FileHold. Full IT infrastructure support is provided by the hosting provider

Integration Tools. Tight harmonization with Microsoft Office provides a familiar and intuitive interface. Integration with third party applications is completed in minutes making FileHold the central point of truth in managing your Intellectual Property. Learn more about FileHold consulting at https://www.filehold.com/support/professional-services-packages

Peace of Mind. The FileCare program provides unlimited technical support and all product upgrades. IT support ensures all documents are secure and fully backed up.

> *"I am a convert to FileHold. The power is not in the file structure but the ease in which you can find what you are looking for."* -Biotech Company
>
> *"I want to tell you how much everyone is enjoying our new FileHold installation. My users give me unsolicited comments on how well FileHold is working."* - Manufacturing Customer

FileHold Cloud - Azure-Hosted Subscription Program for Licensing, Technical & IT Support Services

I. FileHold User Licenses

	Qty	Unit Cost	Total
Full User License (up to 20, minimum 5; includes Level 1 Viewer)	5	$ 10.00	$ 50.00
Full User License (above 20; includes Level 1 Viewer)	0	$ 5.00	$ -
Full Concurrent Sessions (minimum 5)	5	$ 15.00	$ 75.00
Limited (Read-only) User License (includes Level 1 Viewer)	1	$ 3.00	$ 3.00
Limited Concurrent Session License	1	$ 7.50	$ 7.50
Portal Alias User License (requires Limited Concurrent Sessions)	☑	$ 25.00	$ 25.00

II. Optional License Features

	Qty	Unit Cost	Total
Workflow Module with auto-initiation (per user)	☐	$ 1.00	$ -
Level 2 Viewer upgrade with Assembly, Markup, Comments (assignable per user)	0	$ 2.00	$ -
Leverl 3 Viewer upgrade with redaction (includes 3 licenses, requires Lvl 2 Viewer)	☐	$ 15.00	$ -
Additional Level 3 Viewer upgrade per assigned users (requires Lvl 2 Viewer)	0	$ 1.50	$ -
FastFind enhanced search (per user fee, up to a max of $100.00 / month)	☐	$ 0.50	$ -
Print to FileHold virtual printer (per user fee, up to a max of $100.00 / month)	☐	$ 0.50	$ -
Server Side OCR (per user fee, up to a max of $100.00 / month)	☐	$ 0.50	$ -
Server Side PDF & TIFF Compression (price per user, up to $100 / month)	☐	$ 0.50	$ -
Automatic Document Importation (per user fee, up to a max of $100.00 / month)	☑	$ 0.50	$ 2.50
Active Directory Integration (fixed fee. requires technical confirmation)	☐	$ 60.00	$ -
Adobe Sign / DocuSign connector (requires separate Adobe Sign/DocuSign account)	☐	$ 50.00	$ -
Duo 2 Factor Authentication connector (fixed fee, requires separate Duo account)	☐	$ 50.00	$ -

III. Document Scanning Software

	Qty	Unit Cost	Total
SmartSoft Capture – single work station license included	☑	$ 10.00	No Charge
Additional Licenses of SmartSoft Capture	0	$ 10.00	$ -
SmartSoft Capture Plus upgrade (Nuance OCR & barcode scanning)	0	$ 5.00	$ -
WebCap (browser-based scanning per user)	0	$ 6.00	$ -
Monthly Total for Licenses (billed annually in advance)			**$ 163.00**

IV. Monthly fees for Hosting, IT services, and Storage

	Qty	Unit Cost	Total
Azure Production Server Hosting & 64 GB of premium SSD storage			$ 150.00
Monthly fee for Concurrent Session Hosting & IT services (minimum 5)	6	$ 10.00	$ 60.00

Storage - Monthly fee for Azure disk space

Premium SSD Storage
- ☐ 128 GB ($60/month)   ☐ 512 GB ($240/month)   ☐ 2 TB ($960/month)
- ☐ 256 GB ($120/month) ☐ 1 TB ($480/month)

$ -

Economic HDD Storage
- ☐ 64 GB ($10/month)   ☐ 256 GB ($35/month)   ☐ 1 TB ($140/month)
- ☐ 128 GB ($20/month)   ☐ 512 GB ($70/month)   ☐ 2 TB ($280/month)

$ -

		Unit Cost	Total
Active Directory synchronization hosting fee	☐	$ 40.00	$ -
Monthly Fee for Hosted / Managed Services / Storage (billed Annually in advance)			**$ 210.00**

V. Implementation / Training Packages / Professional Services / Courier

		Unit Cost	Total
One-time set up / personalization of a dedicated production server			$ 500.00
FileHold Professional Services — Hours: [ ]		$ 175.00	$ -
AD Synchronization Provisioning estimate - requires Professional Services analyses	☐	$ -	$ -
Courier transmission packs — Transmissions: [ ]		$ -	$ -
FileHold Fundamentals Training package (8 hours)	☑	$ 1,200.00	$ 1,200.00
FileHold Advanced Training package (16 hrs)	☐	$ 2,400.00	$ -
Total start-up and training costs from FileHold (One-time, in advance)			**$ 1,700.00**

Total Annual Licensing and Azure hosting fee:	**$ 4,476.00**
Total First year including Annual Licensing and One-time fee	**$ 6,176.00**
Average cost per user per month:	$ 62.17

Controlling the Total Cost of Ownership

A software acquisition can be full of uncertainty and fears about cost overruns. FileHold makes our purchase information clear and understandable, all at a fixed fee. We keep our programs simple and encourage our customers to start small and add licensing as needed. The cost to add licenses in the future will be the same as it was to make the original purchase.

FileHold commits to have no hidden costs, no unmet expectations, no runaway projects, and no dissatisfied customers. FileHold achieves this by providing different levels of training and implementation packages, and through our FileCare program.

Fixed Fee Implementation and Training Packages

The biggest cost risk in a software purchase is implementation labor overruns. FileHold removes this risk by allowing you to control the cost of your implementation. You choose a package and we will deliver exactly that product at a fixed fee. Standard training packages include:

training and best practice advice, and is designed to give an overview of the set-up and use of the software. Organizations are encouraged to take advantage of the additional extensive training materials supplied by FileHold.

Advanced Training — For customers who want extra assistance and are planning on scanning paper documents into electronic form. Includes 16 hours of general administration training, advanced document scanning, imaging set up, and use of FileHold's optional features like Workflow and Document Assembly.

Fixed Fee FileCare Support Program Package

The FileCare annual support program ensures your investment in this software will pay dividends. You are storing your most important intellectual property in the FileHold repository and we want you to be certain that information is secure. FileCare provides:

· **Unlimited** technical support

· **Upgrades** to the latest FileHold software releases.

· **Access** to online help, video tours, and training materials.

Keeping your FileCare up to date is critical to ensure you are protected against the ever changing IT infrastructure in your company. No matter what changes come to your database, server, or office environment, FileHold will keep you up to date.