



ICT DEPARTMENT

INTERNAL MEMO

TO: Managing Director/ CEO

FROM: Group Head ICT

DATE: June 2nd, 2020

SUBJECT: Analysis and Recommendations on EDMS & Abby Issues

Introduction:

Both the EDMS and Abby projects were deployed in 2016. However, the Abby solution was deployed on an existing SharePoint 2013 software that was already running on the Company's infrastructure to reduce the project cost. But the years both solutions started having failure issues as a result of the following:

1. Growing size of the Company's data, more than what SharePoint (which is not EDMS application) can manage
2. Both Solution reaching their End-of-Life and not supported by their OEM's (Original Equipment Manufacturers)
3. Storage issues – Diminishing storage space allocated to Abby and EDMS due growing Company's data and resources such as VMs (Virtual Machines).

The Company's SharePoint version 2013 reached its End-of-Life on 4th October 2018, while the Abby Fine Reader 6.5 reached its End-of-Life by September 2019. Although the Abby solution has been restored on a new VM (virtual machine), its workings cannot be completely felt by the operations team because of the EDMS that is still not functioning. The EDMS gets its input from the output of the Abby. The EDMS is running on SharePoint 2013, which is corrupt right now and out of support. The document library is also missing, which contains all initial scanned mandate files of 2016 and below.

Solution Option:

To get a new system for the EDMS solution like Laserfiche which is a real Document Management Solution from Secured Records Management Solution or ELo from Docuscan.

Laserfiche Implementation Options: The license comes either as –

- (i) Perpetual (one-off) Type License
- (ii) Annual Subscription Type License

The minimum number of users purchasable for the perpetual license is a combination of 20 Named, 10 Participant and 1 Import Agent user(s) while the minimum for Subscription based is 5 each for both Professional and Participant users respectfully.

Recommendations:-

Two vendors responded to our request for proposal for the Abby & EDMS project Implementation, and after a lot of design review, revision and negotiations, we opted for Secured Records due to expertise coupled with their knowledge/ understanding of our environment and price competitiveness for the subscription based (on-prem) Laserfiche of 18 user license.

S/N	EDMS (Laserfiche)	Qty	Unit Price	Total Price	Remark
1	Professional	6	369,200.00	2,215,200.00	Recurring
2	Participant	12	57,200.00	686,400.00	Recurring
3	Automation/ Migration			1,096,100.00	One-off
	Sub-Total			3,997,700.00	
	7.5% VAT			299,827.50	
	Grand Total			4,297,527.50	

In light of the above, kindly approve the sum of four million two hundred and ninety seven thousand five hundred and twenty seven naira fifty kobo (#4,297,527.50) to Secured Records Limited for the supply and implementation of 18 user license Laserfiche - subscription based (on-prem) EDMS as stated above. Attached are the negotiated quotes from the vendors.

Thank you



02/06/2021

Chidi P. Egbujor
Group Head, ICT

Approval:

MD/CEO

Signature & Date_____