



# ANITA LOPEZ LUCAS COUNTY AUDITOR

One Government Center, Suite 600  
Toledo, OH 43604-2255  
www.co.lucas.oh.us/Auditor

E-mail: alopez@co.lucas.oh.us  
Phone: (419) 213-4406  
Fax: (419) 213-4888

## MEMORANDUM

TO: All Data Processing Board Members  
FROM: Anita Lopez, Secretary of Board  
DATE: November 29, 2016  
SUBJECT: Data Processing Board Meeting

The Lucas County Data Processing Board Meeting will be held on **Thursday, December 1, 2016 at 11:00 a.m. in the Dept. of Planning and Development Conference Room, on the 8<sup>th</sup> floor of Government Center.** Previous minutes, agendas and requests can be viewed online at <http://www.co.lucas.oh.us/index.aspx?nid=2253>.

### Agenda:

1. Approval of Minutes
2. Requests
  - A. Sanitary Engineer – Wide Format Copier
  - B. Human Resources – Sheriff Time Keeping System
3. Old Business
  - A. Case Management System Update
  - B. County Email Update
  - C. County Web Site Update
4. New Business
  - A. 2017 Meeting Dates
  - B. I.B.E.W - Labor Contract - Vote
5. Executive Session

**LUCAS COUNTY DATA PROCESSING BOARD  
MEETING MINUTES**

Thursday, November 3, 2016

**Voting Members Present:**

Jason Gears, Auditor Rep  
Eric Zatzko, Common Pleas Court Rep.  
Julie East, Recorder Rep.  
Lila Shousher, Treasurer Rep.  
Steven Spitler, Commissioner Rep.  
Adam Hansen, Clerk of Courts Rep.  
Sharon Raburn, DRC Court Rep

**Attendees:**

Ron Heinold, LCIS  
Jeremy Burnat, LCIS  
Brian Miller, Engineer's Office  
Denny Lyle, Prosecutors Office

**Recording Secretary:**

Karen Schnitkey

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- Jason Gears called the meeting to order.
- Motion to approve the minutes of the October 6, 2016 meeting made by Ms. Shousher, seconded by Ms. Raburn; motion carried.

**Purchasing Requests**

Engineer

Mr. Miller presented a request to purchase a Dell Precision workstation T7910 for installation of a security camera system. Cost is \$2,145 and funds are available in fund 2040-2920-530100. Motion to approve the request made by Mr. Gears, seconded by Ms. East; motion carried. Mr. Miller also advised the board that the McCord Rd. underpass project has been completed and was opening on Friday 11/4/16.

Prosecutor

Mr. Lyle presented a request to purchase two (2) Clevertouch 65" boards to be used in the Grand Jury room and at the Civil Division. Cost is \$9,640.00 and funds are available in the Lucas County Prosecutors Office Law Enforcement Trust Fund. Motion to approve the request made by Ms. Shousher, seconded by Ms. East; motion carried.

**Old Business**

Case Management System

Mr. Zatzko reported that Courtview staff will be on site next week. They're working on eFiling training and attorney training prep. Judges will review eFiling at the Judges Technology meeting. Judges are working on the Local Rule. When this is completed they can go live with this portion of the project.

County Email

Mr. Gears reported that they're ready to run the Dell DPAC to measure server usage and utilization, this is on hold pending the election. New enterprise storage has been purchased and when implemented it will increase disk performance, including email usage, OnBase and PeopleSoft.

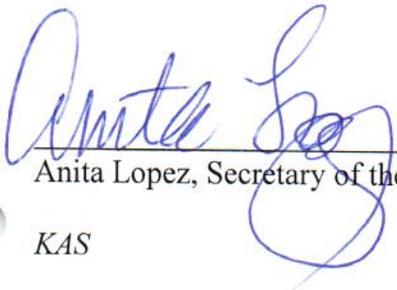
County Web Site

Ms. Schnitkey reported that they've reviewed preferences for the web redesign with CivicPlus staff last week and are awaiting a preliminary layout design for our review and approval. This will be shared with the web committee and feedback will be sent to CivicPlus for any clarification or changes needed. They're also working on updates to the visitor's pages on the web site and reaching out to the end users to submit more recent news for the front page. Mr. Zatko suggested that the web committee continue to meet periodically after the new web site goes live.

New Business

There was no new business.

Mr. Spittler made a motion to adjourn, seconded by Mr. Zatko; motion approved.

  
\_\_\_\_\_  
Anita Lopez, Secretary of the Board

  
\_\_\_\_\_  
Jason Gears, Director, LCIS

KAS



# *EMAIL MEMO*

**To:** Lucas County Data Processing Board  
**From:** Nathaniel Inkrott, P.E., LCSE Project Manager  
**Date:** November 29, 2016  
**RE:** DP Board Meeting Agenda Request for December 1, 2016

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Please accept this memo as our request to be included on the next agenda for the purchasing of a Ricoh Aficio MPC W2201 printer/copier/scanner color machine. This will replace the existing HP DesignJet 1050C machine that is currently in need of repair, but is unsupported by any companies due to the age of the machine. With the change in technology, age of machine, and issues with out of warranty needs, we recommend purchasing this new printer/copier/scanner machine which will be Windows based. The attached quote was provided by a MT Business Technologies representative. We have had very good results with the previous MT equipment.

Funding for this equipment will come from the Sanitary Engineer Dept. budget. (5010-0540-530100)

**Proposal for**

**Lucas County Sanitary Engineers**

**Prepared on November 20, 2016**





1150 National Parkway  
Mansfield, Ohio 44906  
419-529-6100

Lucas County Sanitary Engineers  
1111 S McCord  
Holland, OH 43528

Dear Nate,

Thank you for the opportunity to present this proposal for new Ricoh Imaging Systems. In the following sections of this document, you will find a review of the critical requirements we have discussed, along with details on the proposed solution we are offering.

At MT Business Technologies, Inc., we are very proud of our reputation for excellent customer service and support, as well as our industry-leading systems that are helping clients achieve new levels of productivity in the workplace. This proposal is just one indication of our commitment to helping you identify your specific needs, then meet those requirements with the right systems and services to improve office productivity.

A digital imaging system represents a significant investment. It is important to know that you are making the right choice of both equipment and vendor. We are proud to offer systems and solutions from Ricoh, one of the most respected names in document technology. Ricoh has assisted many organizations in your area and around the world with their document management needs.

Once again thank you for the opportunity to present this proposal. I look forward to addressing your questions and establishing a long-lasting business relationship between your company and ours.

Sincerely,

A handwritten signature in blue ink that reads "Kyle Pauley". The signature is written in a cursive, flowing style.

Kyle Pauley  
Wide Format Specialist

Proposal Prepared For  
Lucas County Sanitary Engineers

**Equipment Detail #1**

**(1) RICOH AFICIO MPC W2201 COLOR WIDE FORMAT**

Features:

- Single Footprint
- Single Roll Feed Standard
- Second Roll holding spindle
- Print/Copy/Scan (ink-based Color)
- 65% less ink consumption than hp or Canon
- Large 10.1" tablet Smart Operation Panel
- Ink saver mode to save ink and heighten quality
- 3.8 D Size per minute
- 8.3" – 36" roll width
- 600 DPI
- Full Color Scan / Scan-To-Email/ Scan to USB
- Embedded Editing Functions (i.e. Positive/Negative)
- Reduce/Enlarge (Scanning & Printing)
- Cloud Connect
- Ricoh mobile app compatible for mobile printing
- Simple customizable Interface
- Network



Promo valid through 12-6-2016 in conjunction with Xerox and HP Trade in. Trade in amount included

Option	Standard pricing	4 <sup>th</sup> Quarter Promo and trade in
Purchase Price	\$13,721.55	<b>\$8,753.21</b>

Ricoh VS HP

	Ricoh	HP
Ink yield	12,000 sq ft	1,000 sq ft
Cost of ink	\$140	\$54.00
Per SQ FT	\$0.011	\$.054
Based on 150 prints (900 sq)	\$9.90*4=\$39.60	\$48.60 *4=\$194.40
<b>Total monthly consumables</b>	<b>\$3.30</b>	<b>\$194.40</b>

**Installation & Training**

<b>Installation Charges (Includes Installed Accessories)</b>	Included
<b>System Training</b>	Included



## Maintenance Terms

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Agreement	Term	Allowance	Base Charge	Excess Meter Charge
Black & White	Monthly	1,500 Sq ft	\$59.00	\$0.0280 Each
Color	Monthly	Per Sq Ft	Per Sq Ft	\$0.0470 Each

*MT Business Technologies, Inc.'s exclusive Quality Standard Maintenance Program includes all service, all parts and all supplies (except paper and staples) that are needed to make impressions. You never pay extra for toner or developer. You will also receive our exclusive "Performance Guarantee".*

### MT Business Technologies' Service Policy

- MT Business Technologies guarantees replacement parts for seven years.
- MT Business Technologies guarantees we will respond to an emergency call with a factory trained technician within an average of 4 hours of the call being placed.



- MT Business Technologies will provide you a loaner system in the event that your system cannot be repaired at your location in a reasonable time.
- MT Business Technologies guarantees a like for like replacement system for you at no charge if we cannot maintain your system to the manufacturer's specification.
- Incented Technical Specialists will fix the problem right the first time and to minimize call back on the same problem or a call back on a worn part right after a service call.

Once again, thank you for the opportunity to present this proposal. I look forward to addressing your questions and establishing a long-lasting business relationship between your company and ours.



Board of County  
Commissioners  
Tina Skeldon Wozniak  
*President*  
Carol Contrada  
Pete Gerken

Office of Human Resources  
James Meadows  
*Director*

November 23, 2016

**To:** Lucas County Data Processing Board

**From:** Ja'Lisa Golliday

**Subject: Data Processing Board Request-New Scheduling/Time and Attendance System**

Lucas County Data Processing Board Members,

The Lucas County Sheriff's Office is requesting approval to purchase new Scheduling/Time and Attendance System. The Sheriff's Office currently does not have a system in place at this time.

The new system will be purchased through Visual Computer Solutions for \$43,444.31 the first year. At the start of year two (2) the cost will be \$31,350 annually (including Maintenance, Service, Support and Hosting). The proposal/bid is attached.

Funds will be available from the County Personnel Department account 1010-1010-530700.

Thank you for your consideration,

Ja'Lisa Golliday  
Personnel Officer I

# Online Sheriff's Office Scheduling/Time & Attendance System Specifications

## General Overview

The Lucas County Board of Commissioners is seeking bids to provide an integrated online scheduling/time and attendance system capable of providing four days on and two days off scheduling, five days on and two days off scheduling, Monday through Friday scheduling, supervisor authorization, calculate accrued time, reporting, sustain various overtime rule and department schedules for employees 24 hours daily, 7 days a week operations. The proposed system must be flexible in design with a robust set off build in plan modules, bargaining unit rules, and county policies with a simple interface that is user friendly for staff and employees.

The bid must provide a fully configurable web-based eligibility maintenance system based on the County's eligibility and plan document rules. It must have client and employee self service capabilities with highly flexible systems that receive and transmit data into Oracle-People Soft and other major systems.

## A. Background Information

Approximately 550 employees use paper schedules and time cards to manually track their time worked. The Sheriff's Office currently uses daily time sheets for 19 internal departments to track their man power needs. All overtime and compensatory time is requested and approved through a manual paper trail process. All employees must request paid time off by using a "Request Form". All documents/forms are transferred from the employee to the supervisor, lieutenant and sergeant.

## B. Current Sheriff's Office Time Keeping and Scheduling Outline

- The employee fills out a paper overtime sheet each day overtime is needed. The overtime is then sent to their supervisor for approval.
- Compensatory time is requested by filing out a paper compensatory time sheet. The compensatory time is then sent to their supervisor for approval.
- Paid time off approval such as vacation, sick and compensatory time are requested using the recommended forms by the department.
- Scheduling needs are tracked on 19 different department paper calendars.

## B. Scope of Services

The scope of services, as may be modified through negotiation and/or by written addendum, shall be made part of the Agreement. Through this Invitation to Bid, it is specifically intended to procure the following:

An integrated scheduling/time and attendance system providing:

- Employee access for time cards, paid time off and accrued time balances/requests
- Client access to modify and create system rules per new labor contracts
- Management of all data, mass and individual reports
- Integration/transfer of information to Peoplesoft version 8.9
- Specialize the system to the Clients needs
- Provide onsite training to employees and administrative system users
- Ongoing services and support throughout the duration of the contract

## C. Project Components

Project also includes the following components which must be addressed in the vendor's bid.

- Configuration of system to meet the Client's specific needs
- Establish and test all Client and required interfaces with Peoplesoft prior to rollout of system
- Create and test online site for employee access with all functions

- Establish and test Client access to all functions
- Create and test all standardized reports; establish and test on demand report feature
- Data load for current employee information, vacation, sick and comp time
- Training of Client personnel on all Client access functions
- Establish security requirements for employee and Client access

#### D. Solution Requirements

Specifics of system features and functional requirements are outlined below. Place a check in the response that describes the availability of the requested item in the solution you are proposing. Outsourcing of the listed item to a third party should be noted as an exception and explained further.

<u>Employee Access Requirements</u>			
1. 24/7 access to web based scheduling /time and attendance system	YES	NO	EXCEPTION
2. Online and toll-free phone support for user questions on use of system	YES	NO	EXCEPTION
3. Employee User Screen for checking self-services such as checking time and requesting paid time	YES	NO	EXCEPTION
4. Modeling component for calculation accrued time earned per week	YES	NO	EXCEPTION
5. Year round access for new hires or employees with active statuses	YES	NO	EXCEPTION
6. Request vacation and sick time	YES	NO	EXCEPTION
7. Add/change employee information	YES	NO	EXCEPTION
8. Password change	YES	NO	EXCEPTION
9. View/print all correspondence. View/print current and pending Employee paid time off requests including, vacation, sick and compensatory time and other time keeping for employees.	YES	NO	EXCEPTION
11. Printable confirmation on all Time requests and time cards. Email follow up confirmation.	YES	NO	EXCEPTION
12. Employee receives a notification when requests are pending, approved or denied.	YES	NO	EXCEPTION
13. Request overtime hours to be converted to compensatory time hours	YES	NO	EXCEPTION
<u>Client System Requirements</u>			
14. The system supports the needs of Corrections Officers/Law enforcement.			
15. Ability to track and notify employees of available, use or loss and used/remaining time.	YES	NO	EXCEPTION

16. Specific system requirements:			
A. Manage data for all employees	YES	NO	EXCEPTION
B. Provide historical information related to all allocated time and/or information changes, completed, or attempted by employees.	YES	NO	EXCEPTION
C. Provide default time accumulation for new hires. Default time accumulation will be defined by Client.	YES	NO	EXCEPTION
D. Provide security access to certain system access for employees and administrators.	YES	NO	EXCEPTION
E. Send manpower scheduling shortage notices to supervisors.	YES	NO	EXCEPTION
F. Accommodate any combination of Union contracts, overtime rules, county policies and payroll deductions	YES	NO	EXCEPTION
G. Load, update and maintain Sheriff's Office Employee Paid Time Off	YES	NO	EXCEPTION
H. Remote backup storage and data restore testing	YES	NO	EXCEPTION
I. Automatic denial for paid time off requests when no time is available. But can be overridden by a supervisor.	YES	NO	EXCEPTION
J. Track, report, and notify employee and/or Client for Service year anniversary:	YES	NO	EXCEPTION
I. Increase in Paid Time Off accumulation if eligible	YES	NO	EXCEPTION
17. Generate annual Paid Time Off reports.	YES	NO	EXCEPTION
18. Track, report and notify employees and/or client for pending and past due requests	YES	NO	EXCEPTION
19. Provide customizable data reports to Client, both on demand and scheduled. Desired reports include but are not limited to:	YES	NO	EXCEPTION
A. Year round employee updated changes	YES	NO	EXCEPTION
B. Requested paid time off approved	YES	NO	EXCEPTION
20. Provide ongoing training and support for Client staff through dedicated account manager or and system support representative throughout the duration of contract	YES	NO	EXCEPTION
21. Provide system support throughout the planning, implementation, execution and finalization of the system Live process	YES	NO	EXCEPTION

22. Provide a system that is FLSA complaint for calculating overtime	YES	NO	EXCEPTION
23. Has your company ever had a security breach? If yes, provide details in EXCEPTION section	YES	NO	EXCEPTION
<u>Client &amp; Carrier Interface Requirements</u>			
24. Data export of paid time off exemptions and payroll time codes to Client and Peoplesoft are based on best business practices and compliance.	YES	NO	EXCEPTION
25. Provide a secure data export process that is streamlined and easy to use that maps to Peoplesoft 8.9	YES	NO	EXCEPTION
26. Specify any assumptions and constraints of interface capabilities	YES	NO	EXCEPTION
27. Interface with Peoplesoft to transfer and sync employee data and time keeping needs	YES	NO	EXCEPTION
28. Peoplesoft is the system of record.	YES	NO	EXCEPTION

Visual Computer Solutions



Company Address 4400 US Highway 9 #3500  
Freehold, NJ 07728  
US

Created Date 10/28/2016  
Expiration Date 11/30/2016  
Quote Number 1528

Prepared By Craig Mortman  
Phone 732-730-9009 x 211  
Email cmortman@vcsoftware.com

Bill To Name Lucas County Sheriff's Office (OH)  
Bill To One Government Center  
Toledo, Oh 43604  
United States

Ship To Name Lucas County Sheriff's Office (OH)  
Ship To One Government Center  
Toledo, Oh 43604

Product	Product Code	Sales Price	Quantity	Subtotal	Total Price
Kiosk: Proximity Reader Device	PR3200	\$187.11	1.00	\$187.11	\$187.11
Kiosk: Data Capture Device -TD Saturn All in One 8" Projective Capacitive Touch Screen, Atom Dual Core, J1900-2.0GHz, 4G, 64G SSD, Win 7, Integrated URU, Wallmount Bracket	DC3210	\$1,264.20	1.00	\$1,264.20	\$1,264.20
Kiosk: Data Capture Device-Saturn Digital Persona URU	DC3211	\$140.00	1.00	\$140.00	\$140.00

Subtotal	\$1,591.31
Discount	0.00%
Total Price	\$1,591.31
Grand Total	\$1,591.31

Quote Acceptance Information

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

By signing this quote, you acknowledge acceptance of the VCS Terms and Conditions document.

**Visual Computer Solutions**



Company Address 4400 US Highway 9 #3500  
Freehold, NJ 07728  
US

Created Date 10/28/2016  
Expiration Date 11/30/2016  
Quote Number 1581

Prepared By Craig Mortman  
Phone 732-730-9009 x 211  
Email cmortman@vcssoftware.com

Bill To Name Lucas County Sheriff's Office (OH)  
Bill To One Government Center  
Toledo, Oh 43604  
United States

Ship To Name Lucas County Sheriff's Office (OH)  
Ship To One Government Center  
Toledo, Oh 43604

Product	Line Item Description	Product Code	Sales Price	Quantity	Subtotal	Total Price
COSS-Enterprise		C-Ent-SAAS	\$45.00	550.00	\$24,750.00	\$24,750.00
Onsite Onboarding	System Build & Onsite Training Pkg.	Onsite-Onboarding	\$10,500.00	1.00	\$10,500.00	\$10,500.00
Training and Certifications		Mod-Training-Cert	\$12.00	550.00	\$6,600.00	\$6,600.00

Subtotal	\$41,850.00
Discount	0.00%
Total Price	\$41,850.00
Grand Total	\$41,850.00

**Comments**

Software as a Service (SaaS)  
Cloud/VCS Hosting

COSS Core Scheduling System, Web Portal, Training Module, Broadcast Notification, Time Sheets, Payroll Export & Extra Duty Billing Module, Phone App & Support included.

Complete Implementation/Training- Combination online Build and up to 5 Day Onsite Implementation/ Training. Training costs are one-time fee.

YEARLY (SaaS) SUBSCRIPTION COSTS (Starting Year 2):

Includes: Maintenance, Service, Support & Hosting \$31,350

**Quote Acceptance Information**

**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Date** \_\_\_\_\_

By signing this quote, you acknowledge acceptance of the VCS Terms and Conditions document.