

Form B-3
Capital Planning Committee
Town of Lunenburg, Massachusetts
Building Projects and Maintenance

CIP#
LPS16-19

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description):

Abatement/ replacement of ceilings at Turkey Hill Middle School has been reduced to a four year project. This is a request for funding of year two. The second phase will abate the area above the ceiling in the 1st floor corridor of the classroom wing and one stairwell ceiling. This will require removing the ceiling abating the spray on material and then replacing the ceiling.

2. Intended Use of Equipment:

DOL inspection in Sept 12 identified removal of spray on fire proofing above the ceilings as high priority removal due to the friability of spray on material. Replacement ceiling will be required as the exist ceiling will be required to be removed as well.

3. Fiscal Year Purchase Requested:

FY 17 FY 18 FY 19 FY 20 FY 21
FY 22

4. Department Priority Within Year Requester # 1 of 6 requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement	<input type="checkbox"/>	Present Equipment Obsolete	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>
Replace Worn Equipment	<input checked="" type="checkbox"/>	Increased Safety	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>
Legal Requirement	<input type="checkbox"/>	Improved Procedures/Records	<input type="checkbox"/>	Other:	_____

If replacement, what is being replaced? 12" splined ceiling tiles and fire proofing

Financial Impact on Operating Budget One time replacement

Will above expenditure 1) Increase in number of personnel 2) reduce number of personnel, or 3) eliminate need for additional personnel?
No

Will above expenditure 1) increase operating costs or reduce operating costs with improved efficiency?
Give details. No

Will Above Expenditure Require Additional Space? No

6. Alternatives Reviewed:

Contract Services Out to Private Company

Other _____

7. Cost Information

	Per Unit	Total	Cost In Fiscal Year Ending		
			Year		
Purchase Price	\$145,000	\$145,000	0	June 30, 2016	\$145,000
Financing/Other Costs	\$ -		1	June 30, 2017	\$ 149,350.00
Less Trade In	\$ -		2	June 30, 2018	\$ 153,830.50
Net Purchase Cost	\$145,000	\$145,000	3	June 30, 2019	\$ 158,445.42
			4	June 30, 2020	\$ 163,198.78
			5	June 30, 2021	\$ 168,094.74
Estimated Annual Maintenance Cost:		\$ 100.00		6 Year Total:	

8. Manufacturer/Vendor Warranties Provided: 1 year on installation

9. Justification: _____ This project will abate friable asbestos and also requires a ceiling change.
This project has been identified in the 2013 AHERA report as a required item to address.
Ceiling is in poor condition due to its age and needs to be updated for appearance.
Access to plumbing valves, pneumatic lines and electrical wiring located above the ceiling is needed in the event of an emergency.

FY17 (Year 2)		
Abate Hallway Ceiling 1st Floor Hallway, one Stairwell.	\$ 155,000.00	
Architect fee	\$ 3,500.00	
Planner and Monitor Fee	\$ 3,500.00	
FY15 Appropriation Remaining	\$ (17,000.00)	
		\$ 145,000
FY18 (Year 3)		
Abate Classrooms 101,102,103, 104,105, 106,107, 113	\$ 120,000.00	
Architect fee	\$ 3,500.00	
Planner and Monitor Fee	\$ 3,500.00	
		\$ 127,000
FY19 (Year 4)		
Abate Hallway Ceiling 2d Floor, one stair well	\$ 155,000.00	
Architect fee	\$ 3,500.00	
Planner and Monitor Fee	\$ 3,500.00	
		\$ 162,000

Form B-3
Capital Planning Committee
Town of Lunenburg, Massachusetts
Building Projects and Maintenance

CIP #
LPS 16-20

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description):

A intercom system such as a Valcom 25V Talkback Intercom System with 48 zone capacity, rack mountable, 40 pushbutton switches, 6 channel amplifier, clock control interface for the Turkey Hill Middle School.

2. Intended Use of Equipment:

Provide robust communications for the school. This system would be linked to the phone systems so that access to the intercom system was available from all phone locations around the school.

3. Fiscal Year Purchase Requested:

FY 17 FY 18 FY 19 FY 20 FY 21
FY 22

4. Department Priority Within Year Requester # 3 of 6 requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement	<input type="checkbox"/>	Present Equipment Obsolete	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>
Replace Worn Equipment	<input checked="" type="checkbox"/>	Increased Safety	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>
Legal Requirement	<input type="checkbox"/>	Improved Procedures/Records	<input type="checkbox"/>	Other:	_____

If replacement, what is being replaced? Petcom intercom system operating with makeshift amplifier.

Financial Impact on Operating Budget One time replacement

Will above expenditure 1) Increase in number of personnel 2) reduce number of personnel, or 3) eliminate need for additional personnel?
No

Will above expenditure 1) increase operating costs or reduce operating costs with improved efficiency?
Give details. No

Will Above Expenditure Require Additional Space? No

6. Alternatives Reviewed:

Contract Services Out to Private Company

Other _____

7. Cost Information

	Per Unit	Total	Cost In Fiscal Year Ending			
			Year			
Purchase Price	\$22,000	\$22,000	0	June 30,	2016	\$22,000
Financing/Other Costs	\$ -		1	June 30,	2017	\$ 22,660.00
Less Trade In	\$ -		2	June 30,	2018	\$ 23,339.80
Net Purchase Cost	\$22,000	\$22,000	3	June 30,	2019	\$ 24,039.99
			4	June 30,	2020	\$ 24,761.19
			5	June 30,	2021	\$ 25,504.03
Estimated Annual Maintenance Cost:		\$ 1,000.00			6 Year Total:	

8. Manufacturer/Vendor Warranties Provided: 1 year on installation

9. Justification: _____
 A replacement intercom is need to expand the communications system at the Middle School. The existing systems are over 20 years old and do not allow the intercom to operate from anywhere but the main office. The ALICE concept for schools requires a more robust communications system to allow notice of an intruder to be given from multiple locations around the school. The existing systems are currently operating using a backup amplifier.

CIP#
LPS 17-04
17-05

Middle School Repairs to Continue to Operate		2007	2008	2009	2010	2011	2012	2013
Critical Repairs								
Replace Main Entry	Complete							
Refinish Gym Floor	FY10							
Main Entry Doors	7000	7350	7717.5	8103.375	8508.5438	8933.9709	9380.6695	
Door Hardware	Complete							
Interior Signs	Complete							
Modifications to Accessible Male and Female Toilet	40000	42000	44100	46305	48620.25	51051.263	53603.826	
Accessible Public Telephone	600	630	661.5	694.575	729.30375	765.76894	804.05738	
Make Counter Accessible	2000	2100	2205	2315.25	2431.0125	2552.5631	2680.1913	
Modify Lockers	1500	1575	1653.75	1736.4375	1823.2594	1914.4223	2010.1435	
Modifications to toilet in Nurses Office	35000	36750	38587.5	40516.875	42542.719	44669.855	46903.347	
Provide Accessible Drinking Fountains	5000	5250	5512.5	5788.125	6077.5313	6381.4078	6700.4782	
Provide Accessible Furniture	25000	26250	27562.5	28940.625	30387.656	31907.039	33502.391	
Replace Gym Bleachers	FY10							
Asbestos Abatement	35000	36750	38587.5	40516.875	42542.719	44669.855	46903.347	
		151,100	158,655	166,588	174,917	183,663	192,846	202,488
Necessary Repairs								
Window Replacement	617,500	636,025	655,106	674,759	695,002	715,852	737,327	
Caulking	7,000	7,350	7,718	8,103	8,509	8,934	9,381	
Modification and additional visual alarms	100,000	105,000	110,250	115,763	121,551	127,628	134,010	
Replace Kitchen Equipment	FY10							
HVAC Upgrade	1,486,606	1,560,936	1,638,983	1,720,932	1,806,979	1,897,328	1,992,194	
Upgrade Fire Alarm System	150,000	154,500	159,135	163,909	168,826	173,891	179,108	
Provide Property Protection	75,000	78,750	82,688	86,822	91,163	95,721	100,507	
	2,436,106	2,557,911	2,685,807	2,820,097	2,961,102	3,109,157	3,264,615	
	2,587,206	2,716,566	2,852,395	2,995,014	3,144,765	3,302,003	3,467,103	
	9,595	10	11	11	12	12	13	

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
	9849.703	10342.188	10859.2975	11402.262	11972.376	12570.994	13199.54	13859.521	14552.4973	15280.122	16044.13
	56284.017	59098.218	62053.1286	65155.785	68413.574	71834.253	75425.97	79197.264	83157.1272	87314.984	91680.73
	844.26025	886.47327	930.79693	977.33678	1026.2036	1077.5138	1131.389	1187.959	1247.35691	1309.7248	1375.211
	2814.2008	2954.9109	3102.65643	3257.7893	3420.6787	3591.7127	3771.298	3959.8632	4157.85636	4365.7492	4584.037
	2110.6506	2216.1832	2326.99232	2443.3419	2565.509	2693.7845	2828.474	2969.8974	3118.39227	3274.3119	3438.027
	49248.515	51710.941	54296.4876	57011.312	59861.878	62854.971	65997.72	69297.606	72762.4863	76400.611	80220.64
	7035.5021	7387.2772	7756.64108	8144.4731	8551.6968	8979.2816	9428.246	9899.658	10394.6409	10914.373	11460.09
	35177.511	36936.386	38783.2054	40722.366	42758.484	44896.408	47141.23	49498.29	51973.2045	54571.865	57300.46
	49248.515	51710.941	54296.4876	57011.312	59861.878	62854.971	65997.72	69297.606	72762.4863	76400.611	80220.64
	212,613	223,244	234,406	246,126	258,432	271,354	284,922	299,168	314,126	329,832	346,324
	759,447	782,231	805,697	829,868	854,764	880,407	906,820	934,024	962,045	990,906	1,020,633
	9,850	10,342	10,859	11,402	11,972	12,571	13,200	13,860	14,552	15,280	16,044
	140,710	147,746	155,133	162,889	171,034	179,586	188,565	197,993	207,893	218,287	229,202
	2,091,804	2,196,394	2,306,214	2,421,525	2,542,601	2,669,731	2,803,217	2,943,378	3,090,547	3,245,074	3,407,328
	184,481	190,016	195,716	201,587	207,635	213,864	220,280	226,888	233,695	240,706	247,927
	105,533	110,809	116,350	122,167	128,275	134,689	141,424	148,495	155,920	163,716	171,901
	3,427,846	3,599,238	3,779,200	3,968,160	4,166,568	4,374,896	4,593,641	4,823,323	5,064,489	5,317,714	5,583,600
	3,640,459	3,822,482	4,013,606	4,214,286	4,425,000	4,646,250	4,878,563	5,122,491	5,378,615	5,647,546	5,929,924
14	14	14	15	16	16	17	18	19	20	21	22

Passios Elementary School Capital Repairs

Recommended Repairs by Director of Facilities

	2014	2024
Roof Replacement	681318	1109795
Fire Alarm	98497	160441
Electrical Distribution	1398095	2277349
Sprinkler	697922	1136841
Subtotal	2875832	4684427

Remaining Capital Repairs

Provide Accessible Drinking Fountain	7036	11460
Provide accessible furniture	21107	34380
Misc Asbestos Abatement	49249	80221
Classroom electrical door openers	57410	93514
Replace outdated kitchen equipment	70355	114601
interior finishes repaint corridors	42213	68761
wheel chair lift to teacher lunch room	42213	68761
stair modifications	9850	16044
replace plumbing stops and fixtures	70355	114601
Heating and Ventilation throughout building	1320423	2150830
technology Network Voice data	209799	341740
technology Voice Phone	64727	105433
technology PA system	47841	77929
technology master clock system	14071	22920
technology video head end system	42213	68761
provide local sound system	37992	61884
Electrical upgrades for technology	92869	151273
Electrical receptical for technology equipment	148590	242037
Site lighting	84426	137521
clean existing closed drainage system	14071	22920
Provide new underground service	211065	343803
Replace underground telephone wiring	140710	229202
Subtotal	5674414	9243022
Contingency 25%	1418603	2310756
Sub Total	7093017	11553778
Soft Costs 30%	2127905	3466133
Project Cost	9220923	15019911

What doesn't this include

Repairs to exterior siding
 Exterior Painting
 Exterior Caulking
 Abatement and replacement of pipe insulation
 Abatement and replacement of floor tiles
 Refinish of interior doors
 Repainting of classrooms
 Replacement of ceilings
 replacement of exterior awning lighting fixtures
 Replacement of any casework
 Replacement of non asbestos floor tiles
 Repairs to door frames
 Construction of a headend room
 Changes to building layout for added security
 Replacement of any furniture or technology

Form B-3
Capital Planning Committee
Town of Lunenburg, Massachusetts
Building Projects and Maintenance

CIP #
LPS16-21

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description):

Replacement telephone system for Turkey Hill Middle Schools such as Vertical Wave IP 2500 Single Server Media Platform with 8 port analog truck module for support of 8 telephone lines, and 24 port digital module to support 18 8 button digital speaker phones, and 4 24 button speaker phones. View Point Packages for 25 phones for call monitor, user presence, instant messaging, visual voice mail and 25 unified communication licenses.

2. Intended Use of Equipment:

This upgrade is needed to replace the existing phone system to achieve a more robust communications system. This system will be able to integrate with an upgraded intercomm system to support adoption of the ALICE concept for response to intruders in the school environment.

3. Fiscal Year Purchase Requested:

FY 17 FY 18 FY 19 FY 20 FY 21
FY 22

4. Department Priority Within Year Request: # 2 of 6 requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement Present Equipment Obsolete Expanded Service
Replace Worn Equipment Increased Safety New Operation
Legal Requirement Improved Procedures/Records Other: _____

If replacement, what is being replaced? Comdial FX II Suite Package Phone system installed in July 2001.

Financial Impact on Operating Budget One time replacement

Will above expenditure 1) Increase in number of personnel 2) reduce number of personnel, or 3) eliminate need for additional personnel?
No

Will above expenditure 1) increase operating costs or reduce operating costs with improved efficiency?
Give details. This system will provide instant messaging capability that the district would otherwise purchase at a cost of \$3000/year

Will Above Expenditure Require Additional Space? No

6. Alternatives Reviewed:

Contract Services Out to Private Company

Other _____

7. Cost Information

	Per Unit	Total	Cost In Fiscal Year Ending			
			Year			
Purchase Price	\$22,000	\$22,000	0	June 30,	2015	\$22,000
Financing/Other Costs	\$ -		1	June 30,	2016	\$ 22,660.00
Less Trade In	\$ -		2	June 30,	2017	\$ 23,339.80
Net Purchase Cost	\$22,000	\$22,000	3	June 30,	2018	\$ 24,039.99
			4	June 30,	2019	\$ 24,761.19
			5	June 30,	2020	\$ 25,504.03
Estimated Annual Maintenance Cost:		\$ 1,000.00			6 Year Total:	

8. Manufacturer/Vendor Warranties Provided: 1 year on installation

9. Justification: _____

The telephone system at Turkey Hill Middle School was purchased and installed in July 2001 at a cost of \$12,000 which was composed of a Comdial FX II telephone platform with 160 hour 4 lines Comdial voice processing system with auto attendant capable of supporting up to 8 call out lines and 32 digital stations. 20 digital phones were installed on the existing cable infrastructure. This upgrade allowed calls to be handled by the auto attendant instead of the school secretary, allowed all staff regardless if they had a phone to receive voicemail, and an gave staff that had a phone an indication if they had voicemail. Comdial no longer makes parts to support this system. The current system is operational and has performed well over the life span to date. See attached info paper for more info.

Form B-3
Capital Planning Committee
Town of Lunenburg, Massachusetts
Building Projects and Maintenance

CIP#
LP 516-23

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description):

This request would support the conversion of classroom 109, 110, 112 at the Turkey Hill Middle School to support relocation of the School district headquarters out of the Passios Elementary School and Brooks House. Specific measures: Installation of air conditioning in Room 109, 110, 112 for year round work environment, control system changes so that the 4 rooms can operate without running the rest of the school.

2. Intended Use of Equipment:

In order to support the move out of the Passios Elementary School to be made to able to support district administration and maintenance operations.

3. Fiscal Year Purchase Requested:

FY 17 FY 18 FY 19 FY 20 FY 21
FY 22

4. Department Priority Within Year Requested # 4 of 6 requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement Present Equipment Obsolete Expanded Service
Replace Worn Equipment Increased Safety New Operation
Legal Requirement Improved Procedures/Records Other: _____

If replacement, what is being replaced? _____

Financial Impact on Operating Budget One time replacement

Will above expenditure 1) Increase in number of personnel 2) reduce number of personnel, or 3) eliminate need for additional personnel?
No

Will above expenditure 1) increase operating costs or reduce operating costs with improved efficiency?
Give details. No

Will Above Expenditure Require Additional Space? No

6. Alternatives Reviewed:

Contract Services Out to Private Company
 Other _____

7. Cost Information

	Per Unit	Total	Cost In Fiscal Year Ending		
			Year		
Purchase Price	\$15,000	\$15,000	0	June 30, 2016	\$15,000
Financing/Other Costs	\$ -		1	June 30, 2017	\$ 15,450.00
Less Trade In	\$ -		2	June 30, 2018	\$ 15,913.50
Net Purchase Cost	\$15,000	\$15,000	3	June 30, 2019	\$ 16,390.91
			4	June 30, 2020	\$ 16,882.63
			5	June 30, 2021	\$ 17,389.11
Estimated Annual Maintenance Cost:		\$ 600.00	6 Year Total:		

8. Manufacturer/Vendor Warranties Provided: 1 year on installation

9. Justification: _____ This project would prepare Turkey Hill Middle School to be able to support the district operating out of the Turkey Hill Middle School. This is needed to be able to ensure a adequate work space for year round operation for the district administration : Superintendent's Office, Human Resources, and Special Service Office

Form B-1
Capital Planning Committee
Town of Lunenburg, Massachusetts
Capital Equipment Request

CIP #
LPS 16-13

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description):

A used pick up truck for general maintenace. This vehicle won't be used for plowing but is used to keep up with snow removal operations, It would replace a "hand me down" vehicle that the school department got from the fire department.

2. Intended Use of Equipment:

To be used for ground and equipment maintenance. Moving equipment between school such as lawn mowers, snow throwers, carpet care equipment, folding tables and chairs for school and town functiuons. Used to move teaching supplies, cleaning products, ice melt, tools and equipment between schools

3. Fiscal Year Purchase Requested:

FY 17 FY 18 FY 19 FY 20 FY 21
FY 22

4. Department Priority Within Year Requester # 6 of 6 requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement	<input type="checkbox"/>	Present Equipment Obsolete	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>
Replace Worn Equipment	<input checked="" type="checkbox"/>	Increased Safety	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>
Legal Requirement	<input type="checkbox"/>	Improved Procedures/Records	<input type="checkbox"/>	Other:	_____

If replacement, what is being replaced? _____

Financial Impact on Operating Budget One time replacement

Will above expenditure 1) Increase in number of personnel 2) reduce number of personnel, or 3) eliminate need for additional personnel?
No

Will above expenditure 1) increase operating costs or reduce operating costs with improved efficiency? Give details. Reduce cost for vehicle maintenance.

Will Above Expenditure Require Additional Space? No

6. Alternatives Reviewed:

Contract Services Out to Private Company

Other _____

7. Cost Information

	Per Unit	Total	Cost In Fiscal Year Ending		
			Year		
Purchase Price	\$14,000	\$14,000	0	June 30, 2016	\$14,000
Financing/Other Costs	\$ -		1	June 30, 2017	\$ 14,420.00
Less Trade In	\$ -		2	June 30, 2018	\$ 14,852.60
Net Purchase Cost	\$14,000	\$14,000	3	June 30, 2019	\$ 15,298.18
			4	June 30, 2020	\$ 15,757.12
			5	June 30, 2021	\$ 16,229.84
Estimated Annual Maintenance Cost:		\$ 750.00	6 Year Total:		

8. Manufacturer/Vendor Warranties Provided: Unknown at this time.

9. Justification: _____ This vehicle is used to conduct school operations. It make many short trips between the schools

FORM C Criteria & Reasoning Vehicle Purchase

Date: Dec 3, 2016

To: Capital Planning Committee

From: John Londa, Director of Facilities and Grounds

1. Department: School Department

2. Type of Vehicle: Pick up truck

3. Hours of Use Required: 25 hours per week

4. Need: Grounds and Equipment Maintenance, School Equipment/Supply Moves

5. Type of Purchase: New _____ Used X

6. Criteria:

	Current	Replacement
Age	15 years, GMC Serria	Ford F150 or equivalent
Mileage/Hours	116,000	Unk
Overall Condition	Poor	Unk
Inspection-State	Due April 2016, unlikely to pass inspection.	
Inspection-Independent	Lunenburg Department of Public Works	Lunenburg Department of Public Works
Vehicle Source	Lunenburg Fire Department	Unk
Repair History (accident?)	Major rust issues with frame, brake lines	Unk

7. Reasoning (used versus new): This is not a front line vehicle and will not be used for plowing; mostly used in and around school grounds and between schools.

8. Cost: New \$27,500 Used \$14,000

9. Funding Source – Request: CPC \$14,000 Other None

If other – document: _____

10. Pertinent Specifications: Comparable to Ford F150

CIP#
TECH16-26

Capital Planning	TECHNOLOGY				
Five Year Plan					
Department: Lunenburg Public Library					
Units Needed	req 2014	req 2015	req 2016	req 2017	req 2018
Desktop Computers Staff		3	3	3	3
Desktop Computers Public		6	7	6	6
Laptop		1		1	1
Fax			1		
Managed Switch 48			1		
Hi Lumen Projector		1			
Server			1		
LaserJet Printers					2
Estimated Costs	req 2014	req 2015	req 2016	req 2017	req 2018
Desktop Computers Staff (\$800 per)			\$2,400	\$2,400	\$2,400
Desktop Computers Public (\$700 per)			\$4,200	\$4,200	\$4,200
Tablet			300		
Fax			\$300		
LaserJet Printers					\$2,000
Printer/Scanner/Copier (public)			1,800		
Annual estimated totals			\$9,000	\$6,600	\$8,600
Upgrade cycle is 3 years for computers					
<i>There are 9 staff computers,</i>					
<i>There are 19 public computers</i>					

CIP #
TECH 16-24

Form B-2
Capital Planning Committee
Town of Lunenburg, Massachusetts
Technology

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description):

Replacement of Lunwneburg Primary School Servers.

2. Intended Use of Equipment:

Delivery of instruction to students.

3. Fiscal Year Purchase Requested:

FY 17 FY 18 FY 19 FY 20 FY 21
FY 22

4. Department Priority Within Year Requester # 5 of 6 requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement	<input checked="" type="checkbox"/>	Present Equipment Obsolete	<input type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>
Replace Worn Equipment	<input checked="" type="checkbox"/>	Increased Safety	<input type="checkbox"/>	New Operation	<input type="checkbox"/>
Legal Requirement	<input type="checkbox"/>	Improved Procedures/Records	<input type="checkbox"/>	Other:	_____

If replacement, what is being replaced? _____

Financial Impact on Operating Budget _____

Will above expenditure 1) Increase in number of personnel 2) reduce number of personnel, or 3) eliminate need for additional personnel?

No

Will above expenditure 1) increase operating costs or reduce operating costs with improved efficiency?
Give details.

No

Will Above Expenditure Require Additional Space? No

6. Alternatives to New Equipment Purchase Reviewed:

Transfer/Borrow Equipment From Another Department	<input type="checkbox"/>	Equipment Rental	<input type="checkbox"/>
Contract Services Out to Private Company	<input type="checkbox"/>	Lease Purchase	<input type="checkbox"/>

Purchase Equipment Jointly With Another Town

Other: _____

7. Cost Information

	Per Unit	Total	Cost In Fiscal Year Ending			
			Year			
Purchase Price	\$5,000	\$10,000	0	June 30,	2016	\$10,000
Financing/Other Costs	\$ -		1	June 30,	2017	\$ 10,500.00
Less Trade In	\$ -		2	June 30,	2018	\$ 11,025.00
Net Purchase Cost	\$5,000	\$10,000	3	June 30,	2019	\$ 11,576.25
			4	June 30,	2020	\$ 12,155.06
			5	June 30,	2021	\$ 12,762.82
Estimated Annual Maintenance Cost:		\$ 200.00	6 Year Total:			

8. Manufacturer/Vendor Warranties Provided: 1 year install

9. Estimated Usage of Requested Equipment:

* Is Equipment Use Seasonal? No

* Estimated Weeks Per Year Used: 52

* For Weeks Used, Estimated Average Days Per Week: 7

* For Days Used, Estimated Hours Per Day Used: 24

Estimated Useful Life of Equipment: 5-10 years

10. Justification: _____

11. If this is first request for equipment needed immediately explain how need created. _____

Form B-2
Capital Planning Committee
Town of Lunenburg, Massachusetts
Technology

CIP #
TECH 17-01

Technology Request shall be submitted to the IT Director and copied to the Capital Planning Committee .

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description) Include detailed list of accessories or options.

2. Intended Use of Equipment:

3. Fiscal Year Purchase Requested:

FY 17 FY 18 FY 19 FY 20 FY 21

FY 22 anticipated large purchases

4. Rank the Priority Within Year Requested: # 1 of 1 requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement Present Equipment Obsolete Expanded Service
 Replace Worn Equipment Increased Safety New Operation
 Legal Requirement Improved Procures/Records Others _____

If replacement, what is being replaced? _____

Financial Impact on Operating Budget (maintenance, cost of operation, required training)?

Will Above Expenditure Require Additional Space? ___ No

6. Alternatives to New Equipment Purchase Reviewed:

Transfer/Borrow Equipment From Another Department Equipment Rental
 Contract Services Out to Private Company Lease Purchase
 Purchase Equipment Jointly With Another Town Other: _____

7. Cost Information - Attach three written estimates.

		Year		
Purchase Price	\$30,161.52	0	June 30, 2017	\$30,161.52
Financing/Other Costs		1	June 30, 2018	0
Less Trade In		2	June 30, 2019	0
Net Purchase Cost	\$30,161.52	3	June 30, 2020	0
		4	June 30, 2021	0
		5	June 30, 2022	0
Estimated Annual Maintenance Cost:	\$5,230.00	6 Year Total:		\$23,530.00

8. Manufacturer/Vendor Warranties Provided: Varies

* Is Equipment Use Seasonal? _____

* Estimated Weeks Per Year Used: _____

* For Weeks Used, Estimated Average Days Per Week: _____

* For Days Used, Estimated Hours Per Day Used: _____

Estimated Useful Life of Equipment: _____

9. Justification

To provide 24/7 access for the submission of permits to the Town of Lunenburg. Additionally this will increase the ability to share information amongst departments and record inspections, complaints and visits to properties. The users will have access to all previous inspections and other department's comments on projects, addresses and complaints.

10. If this is first request for equipment needed immediately, explain how need created.

Kerry Speidel

From: Rajan Nanda <rpnanda1@verizon.net>
Sent: Monday, December 14, 2015 6:28 PM
To: 'Adam Burney'
Subject: RE: PermitEyes

Hi Adam,

Based on the estimates below, pricing based on # of permits would be as follows:

1. Purchase price option of \$25900 for the 3 programs with \$5230 annual support
2. An annual license option of \$12800

We hope this helps.

Please get back to us with any questions.

Thank you

Rajan Nanda
617-722-0100
rajan@fullcircletech.com

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From: Adam Burney [mailto:aburney@lunenburgonline.com]
Sent: Monday, December 7, 2015 12:42 PM
To: rajan@fullcircletech.com
Subject: RE: PermitEyes

HI RAJAN,

OUR BUILDING DEPARTMENT DOES ABOUT 1,000 PERMITS PER YEAR BETWEEN BUILDING, PLUMBING AND WIRING. PLANNING IS IN THE REALM OF 100ISH APPROVAL PER YEAR INCLUDING SPECIAL PERMITS, SITE PLAN REVIEWS AND ANR'S. CONSERVATION IS PROBABLY IN THE SAME 100 ISH BALLPARK. BOH IS NOT INCLUDED BECAUSE THEY ARE NOT IN THE LAND USE DEPARTMENT AT THIS TIME.

Regards,
Adam

From: Rajan Nanda [mailto:rpnanda1@verizon.net]
Sent: Monday, December 07, 2015 12:14 PM
To: 'Adam Burney'
Subject: RE: PermitEyes

Hi Adam,

Is there any way you could provide us with a ballpark for each in terms of # of permits per year, eg Building all permits including plumbing, electric gas , Planning all permits etc. We are developing pricing models based on those in addition to those we currently have.

Also we noticed Board of Health is not included, but would like to have that confirmed.

Thank you

Rajan Nanda
617-722-0100
rajan@fullcircletech.com

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From: Adam Burney [<mailto:aburney@lunenburgonline.com>]
Sent: Monday, December 7, 2015 9:05 AM
To: rajan@fullcircletech.com
Subject: RE: PermitEyes

THANKS RAJAN. IDEALLY I WOULD LIKE TO HAVE THE ENTIRE TOWN ON THE PROGRAM. IT SOUNDS LIKE THAT IS AN EXPENSIVE ENDEAVOR. CURRENTLY IT WOULD BE THE LAND USE DEPARTMENT. THIS INCLUDES PLANNING, BUILDING, ZONING BOARD OF APPEALS AND CONSERVATION. ANY INFORMATION WOULD BE MOST APPRECIATED.

Regards,
Adam

From: Rajan Nanda [<mailto:rpnanda1@verizon.net>]
Sent: Friday, December 04, 2015 11:05 AM
To: 'Adam Burney'
Subject: RE: PermitEyes

Hi Adam,

The prices below are by department, ie whether building , Board of Health etc. The word "module" might have caused caused the confusion.

Perhaps if you could give us which departments the Town is looking at for e-permitting, we can provide you with current pricing.

Thank you

Rajan Nanda
617-722-0100
rajan@fullcircletech.com

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From: Adam Burney [<mailto:aburney@lunenburgonline.com>]
Sent: Thursday, December 3, 2015 10:52 AM

To: rajan@fullcircletech.com

Subject: RE: PermitEyes

THANKS FOR QUICK REPLY RAJAN. I'M A BIT CONFUSED ABOUT PRICING THEN. IN YOUR RESPONSE TO THE COMMONWEALTH'S REQUEST IT DOESN'T MENTION SEPARATE PRICING FOR MODULES. CAN YOU PROVIDE ME WITH A BREAKDOWN OF THE MODULES AND CURRENT PRICING STRUCTURE IF THE ONE BELOW IS NOT CORRECT?

PermitEyes© comes with flexible pricing models to suit different communities with different financial preferences. There are several different options available. Each community can select the option which works best for it. These are per municipality , per department. The pricing is divided into five different slabs based on the population of municipality.

Tier 1 = 3500 to 7500 population

Tier 2 = 7500 to 15000 population

Tier 3 = 15000 to 25000 population

Tier 4 = 25000 to 75000 population

Tier 5 = 75000 + population

1. Standard software purchase with annual support

- - Tier1 \$7500+21% annual support
- - Tier 2 \$10800+21% annual support
- - Tier 3 \$15800+21% annual support
- - Tier 4 \$19800+21% annual support
- - Tier 5 \$25800+21% annual support

2. Annual license

- - Tier 1 \$5300 annually including support
- - Tier 2 \$6800 annually including support
- - Tier 3 \$8900 annually including support
- - Tier 4 \$14800 annually including support
- - Tier 5 \$17800 annually including support

3. Per-user pricing (with a user being defined as anyone who can make modifications to the program, including sign-offs)

Set up fee \$1900 +

- - Tier 1 \$65 per user
- - Tier 2 \$75 per user
- - Tier 3 \$95 per user
- - Tier 4 \$115 per user
- - Tier 5 \$135 per user

4. Based on percentage of permit fee

Set up fee \$1900 +

- - Tier 1 7% of fees
- - Tier 2 6% of fees
- - Tier 3 5% of fees
- - Tier 4 4% of fees
- - Tier 5 3% of fees

Regards,

Adam

From: Rajan Nanda [<mailto:rpnanda1@verizon.net>]

Sent: Thursday, December 03, 2015 10:41 AM

To: 'Adam Burney'

Subject: RE: PermitEyes

Good morning Adam,

Thank you for your inquiry.

Our program has different modules, eg Building, Board of Health, Complaints etc. so each one of these has a purchase price if that is the question.

Re hosting, if the Town wishes us to host the program there is a charge of \$150 per month which includes back-ups, server updates etc.

We are a little unsure of how the \$3000 figure came about so we need to check that out.

However our training fee is a one-time charge of \$750 and much of this can be done online. In our experience this works fairly well.

Pls get back if any questions.

Thank you

Rajan Nanda
617-722-0100
rajan@fullcircletech.com

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From: Adam Burney [<mailto:aburney@lunenburgonline.com>]
Sent: Thursday, December 3, 2015 8:33 AM
To: rajan@fullcircletech.com
Subject: PermitEyes

Hi RAJAN,

I ATTENDED THE MA IT DEPARTMENT'S SEMINAR/PRESENTATION IN APRIL REGARDING PERMITTING SOFTWARE AND WAS INTERESTED IN YOUR COMPANY'S PRODUCT. IT HAS COME TO CAPITAL PLANNING TIME AND I HAVE A COUPLE OF QUICK QUESTIONS REGARDING THE PROGRAM.

THE FIRST IS, WHAT IS THE ULTIMATE DIFFERENCE (OUTSIDE OF COST) BETWEEN PURCHASING THE SOFTWARE AND PAYING FOR A FULL TOWN LICENSE? I ASSUME IT HAS TO DO WITH WHERE THE DATA AND PROGRAM RESIDE BUT WOULD APPRECIATE SOME CLARIFICATION.

THE SECOND IS IN REGARDS TO TRAINING. YOUR RESPONSE TO THE IT DEPARTMENT INDICATES THERE IS A \$3,000 CHARGE PER DEPARTMENT PER MUNICIPALITY FOR TRAINING. IS THIS CORRECT? IS THERE NO TRAINING INCLUDED IN THE ORIGINAL PURCHASE? IF THIS IS THE CASE IS THAT BASED A NUMBER OF PEOPLE OR CLASSROOM TIME? MY COMMUNITY IS RELATIVELY SMALL AND WOULD HAVE ONLY ONE OR 2 PEOPLE PER DEPARTMENT USING THE SYSTEM AND IT SEEMS EXCESSIVE TO PAY \$3,000 PER DEPARTMENT.

THANK YOU IN ADVANCE ANY INFORMATION WOULD BE APPRECIATED.

REGARDS,
Adam

ADAM BURNEY, MPA
LAND USE DIRECTOR
RITTER BUILDING
960 MASSACHUSETTS AVENUE
LUNENBURG, MA 01462

ABURNEY@LUNENBURGONLINE.COM
V. 978.582.4146 EXT.5
F. 978.582.4353
WWW.LUNENBURGMA.GOV

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OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GCTT638	8603755	4/23/2015

BILL TO:
TOWN OF LUNENBURG
PO BOX 135

SHIP TO:
TOWN OF LUNENBURG
Attention To: STEVE MALANDRINOS
PO BOX 135

Accounts Payable
LUNENBURG , MA 01462-0135

LUNENBURG , MA 01462-0135
Contact: STEVE
MALANDRINOS 978.582.4135

Customer Phone #978582114

Customer P.O. # GCSX103 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
ANDREW BERTUGLIA 866.819.6503		UPS Ground (2- 3 Day)	Net 30 Days-Govt State/Local	046-001-206
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	3368322	MS SURFACE PRO 3 I5 128GB 4GB W8P Mfg#: QF2-00001 Contract: Massachusetts IT Hardware Category 6 ITC47	963.14	963.14
1	3369579	MICROSOFT SURFACE PRO 3 COVER BLK Mfg#: RF2-00001 Contract: Massachusetts IT Hardware Category 7 ITC47	102.24	102.24
SUBTOTAL				1,065.38
FREIGHT				0.00
TAX				0.00
				US Currency

TOTAL ➔ **1,065.38**

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061

Fax: 847.419.8480

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Response to Request for Information

Issued by the Executive Office for Administration and Finance -
Massachusetts Office of Information Technology (MassIT)

11 Beacon Street, Suite 1115, Boston, MA 02108
617-722-0100 www.fullcircletech.com

i) Company Name (please list parent company as well)

Full Circle Technologies Inc.

ii) Company Address

Suite 1115, 11 Beacon Street,
Boston, MA 01208

iii) Company Website

<http://www.fullcircletech.com>

iv) Contact name and information (e-mail address required)

Rajan Nanda rajan@fullcircletech.com
Ph: +1 617 722 0100

v) A description of your company and the basis of your expertise in offering a response to this RFI

Full Circle Technologies Inc. ("FCT") is a technology solutions provider which focuses exclusively on internet-based municipal applications.

FCT started operations in 2001, specializing in GIS and CAD. FCT launched its web-based GIS viewer, VectorEyes™, in 2002. This viewer allows native ESRI files to be viewed on the web, without the need for any download or plug-in. VectorEyes™ has been highly successful since its initial launch .

In 2009, Full Circle Technologies created a fully functional Municipal E-permitting System, PermitEyes© which allows for ANY municipal function to be automated and managed online. Residents and contractors can apply for permits, register complaints, enroll their children in recreation programs, by using our online system. The municipality will able to manage, track and review the implementation of code enforcement, zoning regulations and development process in the municipality at both a macro as well as a micro level at a glance.

PermitEyes© is a complete online municipal permitting and land use solution, and is intended to be used by not only the Building Department, but also by other municipal departments, including Board of Health, Planning and Zoning, Fire, DPW, Recreation, and Licensing. PermitEyes© works on any standard Windows server, and being browser-based, only needs Internet Explorer, Chrome, Firefox or any other standard browser running at the client end. PermitEyes© has a mobile feature, which provides the ability to do inspections in the field using a hand-held device even when they are outside the wireless network coverage, and then to either directly upload or to hot-synch the inspection results back to the main server.

Different departments can gain access to the entire program on a read-only basis or on a read/write basis. So, for example, if the assessor's department needs to see which kinds of permits/ COs have been issued to which property owners, they can be given a read-only login and can access the program at any time. They can run their own reports without disturbing the building department. Equally if approvals are needed from other departments or state agencies before the building department can approve a specific permit, those department or agencies can be communicated to via automatic e-mail triggers, and they can be given read access as well as write access to only those portions of the program with which they are concerned. Due to the fact that the program is web-based, the departments/ agencies can be located in remote sites, without any impact on the approval process.

PermitEyes© is an internet based permit tracking system software solution which is completely customizable with simple configurable changes and which can be modified to follow a municipality's existing workflow. If a new procedure or department is now needed, it can easily be added to that specific permit's workflow, by point-and-click. So the software solution conforms to the way business is transacted in a municipality, and not vice versa, ie forcing a municipality to change the way it conducts its business to conform to a software package.

PermitEyes© also has a built-in mapping (GIS) component which is embedded within the permitting solution. This feature can be very useful for both the city departments as well as for the general public. This feature allows users to view all the permits issued to a specific property by clicking on a given parcel, as well as any other existing GIS data for that parcel.

We believe we are unique in offering a solution for all municipal departments, and not only just the Building department as many other vendors do. Additionally our interdepartmental solutions are all live and are actively being used.

V1) A customer list of towns/municipalities in Massachusetts that you are already serving

List of Municipalities using PermitEyes© for one or more departments		
1. Alford	2. Ashfield	3. Becket
4. Bernardston	5. Braintree*	6. Bridgewater
7. Buckland	8. Charlemont	9. Conway
10. Dalton	11. Danvers	12. Easton
13. Erving	14. Gill	15. GreatBarrington

16. Hanson	17. Hawley	18. Heath
19. Hingham	20. Ipswich	21. Lee
22. Lenox	23. Leverett	24. Leyden
25. Marshfield	26. Maynard	27. Methuen
28. Middlefield	29. Milton	30. Monroe
31. Monterey	32. Nahant	33. New Marlborough
34. Pittsfield*	35. Richmond	36. Rowe
37. Sheffield	38. Shelburn	39. Shutesbury

* In Progress

List of Departments already using PermitEyes©	
● Building	● Citizen Complaints
● Planning	● Board of Health
● Board of Health Complaints	● City Clerk (Business Licenses)
● Conservation Commission	● Police
● Purchasing: Bid Management	● Recreation
● Dog Licensing	● Weights and Measures
● DPW	● Periodic Inspections
● Food Establishment Inspections	● Trip Ticket and Transfer Station

More departments going live by summer this year with PermitEyes©	
● Zoning	● Fire and Burning Permit
● Beach Stickers	

Ref #	Question	Vendor Response
Technical		
4.1.1	Where is your solution hosted (e.g., hosted by your company in-house, by a third party host, or at the client's site)?	Hosting of PermitEyes © is based on our client's preference. It is hosted on a client's site if the client has the appropriate infrastructure. It is hosted on our servers if the client so desires. Approximately 20% of our communities have chosen to host it on their own server whereas the remaining 80% are hosted on our servers.
4.1.2	Does your solution support all major web browsers? (IE, Chrome, Firefox, Safari)	Yes, PermitEyes © supports all major web browsers: IE, Chrome, Firefox and Safari.
4.1.3	Is your solution scalable to accommodate multiple municipalities/towns? Please describe the options for scaling the solution.	Yes. PermitEyes© is capable of scaling to accomodate multiple municipalities/towns or even multiple departments across multiple towns..
4.1.4	Is your solution highly-available? How do you handle redundancy, failover, and system recovery?	PermitEyes© is available 24X7 with 99.9% uptime. The application has 100% redundancy. The software exists in duplicate on two different data centers both hosted by robust infrastructure and a security system in place. In case of a disaster the second location will take over with a downtime of less than one hour.
4.1.5	Is the infrastructure dispersed: are your primary site and disaster recovery site geographically separated?	Yes the two data centers are over 1500 miles apart in the US. The daily backup site (in addition to the two data centers) is in MA.
4.1.6	Does your solution provide separate environments for development, testing, and training?	Yes PermitEyes© provides a separate environment for development, testing and training.
4.1.7	How do you handle version control? Does the solution integrate with a standard version control system?	<p>We have a centralized revision control system with a single authoritative data store. Since changes to the code are frequent and specific to each community, the checkins and checkouts are done in a structured manner As a result we can roll back any revision instantly for any individual community.</p> <p>The development model currently does not allow for collaborative code editing. Only one programmer can work on any single file at a time thus reducing the chance of code conflicts. Versioning is based on time stamping of the code and file-locking helps prevent concurrent access. Approximately once every year, a new baseline code is created with a new version</p>

Ref #	Question	Vendor Response
		identifier.
4.1.8	Can the proposed solution be customized, and if so, are there costs associated with such customization?	<p>The current solution is based on a configurable architecture and therefore most common changes can be implemented through a built in administrative module which can be used by a non-programmer, ie through a point and click interface. Non-IT staff can also change button labels and report formats with the same simple point and click interface.</p> <p>For major customization such as adding a new town, costs based on programming hours required to implement the change are incurred.</p>
4.1.9	Does the solution allow extending the existing functionality without the vendor getting involved? (style sheets, scripting, APIs)	<p>The source code is a scripting language and as a result, communities can make changes without getting the vendor involved. There is no specific API but the architecture is based on configurable settings. Business rules, fees, staff rights, the work flow required by each community in issuing permits, sharing of permits with other towns, getting approvals from inter-department or state agencies are all configurable changes which do not require programming modifications.</p>
4.1.10	Does the solution expose APIs to allow for building add-on products/interfaces?	<p>The software is written in open-source code and therefore there is no need of a separate API. Also most changes are controlled by an administrative module which is part of standard package which can be used to make changes without any programming changes.</p>
4.1.11	Does your solution allow for integration with 3rd party payment vendors? Can different licenses and permits be directed to different vendors/accounts?	<p>Yes PermitEyes© allows integration with third party vendors. Licenses and permits can be directed to different vendors. The branching of a payment gateway can be implemented based on town, permit type, or department.</p>
4.1.12	Please describe the main technology components that comprise the solution	<p>The software architecture is based on independent configurable modules. The important components of the software are the applicant module, the staff module, and the GIS module.</p> <p>These are further divided into a fee module, an inspection module, a signoff module, a renewal module, a hearing module, a report module, and a document management module etc. These modules</p>

Ref #	Question	Vendor Response
		<p>are cohesive components of the entire system.</p> <p>It is this modular architecture that allows the same software engine to work for dog permitting, a planning permit, a harbormaster boating license, as well as recreation permits.</p> <p>These modules can be partially or fully integrated for counties to allow communities to use a common login or share contractor data among themselves.</p>
4.1.13	Does the solution have inbuilt integration with an industry standard GIS system? (ESRI, Google Maps, Bing)	Yes PermitEyes© has inbuilt integration with MASSGIS Web Mapping and Google Maps. The software also integrates with ESRI via a one-step conversion.
4.1.14	Is the solution mobile-enabled on Windows, iOS and Android?	PermitEyes© is mobile enabled on Windows and the Android platforms. An iOS version is under development and expected to launch later this year.
4.1.15	Please describe the mobile applications that integrate or leverage your solution and whether they support WiFi, 3G, 4G or Offline synchronization.	The mobile applications are capable of functioning in an offline as well as an online mode. Data-synchronization is done fully automatically upon connecting to the server. Permitting data for all applications scheduled for inspections is automatically downloaded on the mobile device using WiFi, 3G, 4G. The mobile device can be used to collect data (images, signature and text data) during the field visit on the device in an offline mode. Synchronization between the mobile device and the server occurs when the device is connected to a network.
4.1.16	How does your solution handle electronic document management? Does the system integrate with an industry standard Electronic Document Management System (EDMS) for storage, retrieval and search? Please identify any EDMS solutions specifically supported for integration.	The document management system includes the ability to upload, and view scans (images), doc, pdf and xls related to each permit. The document management system is currently not integrated with an industry standard system. However, since the software is open source, it is possible to add this functionality to connect to any EDMS when such a requirement arises.
4.1.17	Does the solution support single-sign-on? Which single sign-on standards are supported?	Yes, PermitEyes© supports a single sign-on. Since the application is web based, we use http protocol for basic authentication when switching between different towns or departments.

Ref #	Question	Vendor Response
4.1.18	Would you support multiple versions of the software for different municipalities?	Yes we support multiple versions of the software for different municipalities. Most of our code is backward compatible and therefore will also be able to communicate between different software versions.
4.1.19	Do you have the capability to host the solution in-house as well as at a designated site?	Yes, PermitEyes© is designed for hosting on a standard web server (Windows Server). It can be hosted in house as well as on a designated site that supports IIS.
4.1.20	Please describe how the performance/response times are impacted as more and more users connect/subscribe to the solution	<p>Performance and response time are handled at multiple levels. From the basic form design to server configuration, the code is optimized to speed up server loading. Modules are allocated separate application pools to improve in the isolation of processes.</p> <p>The code can be hosted on a Virtual Server with better load optimization models if it requires exponential scaling.</p>
4.1.21	Please identify and describe all additional software and hardware necessary to implement a solution to the proposed problem identified by this RFI.	PermitEyes© (c) does not require any specialized hardware or software other than a computer with an internet connection in order to use the software on the client side. This means that the typical infrastructure of a town with a standard desktop computer will be sufficient for implementing our e-permitting solution. On the hosting side, if a town decides to host it on their own internal server, the program can be deployed on any Windows server (2008 +) with IIS enabled. For communities with limited budgets, the program can run on SQL Express. The mobile version of the software needs a basic mobile device which runs Android 2.0+ without the need for any other specialised software or hardware.
4.1.22	Please describe any third-party products that your solution depends on	PermitEyes© does not depend on any third party products other than a basic web server running Microsoft server (2008 or higher) and Microsoft SQL server. The GIS, document management and all the reporting tools are fully supported by the standard software and work as single integrated unit.
4.1.23	What is your service level agreement (SLA) for uptime?	Up time is provided by the companies which host our dedicated servers. The existing SLAs guarantee 99.9% up-time. Since the software can be hosted on a server of the town's choice, this should not be an issue. Towns can choose the hosting agency of their

Ref #	Question	Vendor Response
		choice for hosting the software.
4.1.24	What is your service level agreement (SLA) for help desk response?	Help desk response guarantees resolution of errors within 24 hrs (working days only). For feature request and other changes in the software time varies depending on the complexity involved. The same is conveyed to the customer within 24 hrs.
4.1.25	What is your service level agreement (SLA) for scheduled downtimes?	The service level agreement for scheduled downtime is 99.9% up time guaranteed.
4.1.26	What is your service level agreement (SLA) for disaster recovery?	Disaster recovery promises restoration of the site within 24 hr along with guaranteed restoration of data also within 24hrs.
4.1.27	How does a municipality extract its data if/when service is discontinued? What is the data format?	The municipality can extract the data using standard export tools built into the software. The data extract for the discontinuing municipality can be provided in multiple formats (*.bak SQL backup, *.csv, *.mdb, *.xls.)
4.1.28	Can a municipality extract its data at any time? How is this accomplished and what is the data format?	The auto-export tool for extracting data works directly from the homepage of the municipality. They do not need to contact the vendor for receiving the extract in csv and xls formats.
Features & Functionality		
4.2.1	What functionality is available for each mobile platform? (Ability to apply for permits, ability to track permits, ability to manage inspection schedules, ability to perform inspections)	The ability to manage schedules and perform inspections are available on the mobile platform. One of its key features is the ability to do inspections in the field. Since the application is web based, complete functionality is available via a browser including the applying and renewal of permits, making online payments, the tracking of permits, uploading attachments and printing permits.
4.2.2	Is the solution built for compatibility with open data initiatives? Do you have examples of platform data being exposed to the public via an open data portal?	Yes PermitEyes© is built for compatibility with the open data initiative. Many communities have put up their permitting data for viewing on their town homepage.
4.2.3	How can a municipality create ad-hoc reports or export data? Can industry standard tools be used?	A municipality can create adhoc reports or export data using a built-in query manager. The data export also uses a standard xls export object. Industry standard tools such as Crystal Reports can be used to generate reports from the database, although this has not been tried in any production environment as

Ref #	Question	Vendor Response
		yet.
4.2.4	Does the solution provide an audit-trail of all edits and modifications?	PermitEyes© provides an audit trail of important edits and modifications. The same functionality can be extended to encompass all edits and modifications if any community so requires.
4.2.5	Does PermitEyes© come with a set of pre-configured permits/license types? If so, what are they?	Yes PermitEyes© comes with more than 100 types of applications for permits and licenses. The module covers virtually all the departments in a town/ city hall e.g. building permits, board of health permits, zoning, planning, mooring, beach stickers, dog licenses, fire, recreation, mechanical, weights and measures, conservation commission, police and city clerk. Since the same basic engine handles different kinds of permits, it is easily extendable to cover additional departments and additional types of permits
4.2.6	Does the solution come with a set of standard reports that match the pre-configured licenses/permits? If so, please describe the standard reports.	Yes the application has ben in use by many communities for several years so the system already has most of the standard reports that most communities need. These include the daily fee report, consultant fee report, composite fee report, monthly report, annual report, inspector payroll report, license renewal report, inspection report, schedule report, board review report, application statistics report, summary report, treasurer report, common report, fine/penalty report, sundry report, deposit report to name few.
4.2.7	Does the solution allow applicants to interact and view information related to their permits and licenses?	Yes PermitEyes© allows the applicant to interact (live chat with staff and inspectors), view their information and completely manage all aspects related to their application including payment of fees, uploading attachments etc.
4.2.8	Does the solution have role-based access to internal data? (read/write/report)	Yes. PermitEyes© has role- based access to internal data. Rights can be controlled using the admin module without needing the involvement of any programmers. (In one installation, FRCOG, there are over 250 different users over 15 towns, each with their unique rights and privileges). Non-IT staff can assign rights and access permissions with minimal training.

Ref #	Question	Vendor Response
4.2.9	Does the solution allow upload/removal of required documentation as a part of the application and review process?	Yes PermitEyes© allows the upload and removal of attachments and documentation as part of the application review process.
4.2.10	Can the solution grant a license or permit to individuals as well as to business establishments?	Yes, PermitEyes© is designed to grant licenses to individuals as well as to business establishments
4.2.11	Can the solution support multiple logins for the same organization? (various contacts for a business)	Yes PermitEyes© supports multiple logins for the same organization.
4.2.12	Does the solution allow for a public user (citizen) to register a complaint online?	Yes PermitEyes© allows public users to register a complaint or a citizen request online. Such a request can be posted as an anonymous user or can be posted as a registered user to track the progress of the complaint resolution.
4.2.13	Does the solution allow multiple types of licenses, permits and certifications each with their own expiration cycles/dates, possible restrictions and unique numbering solutions?	Yes PermitEyes© allows unlimited number of types of licenses, permits and certifications. There are over 100 pre-configured state approved application forms in the system. Each of these can be configured for its own expiry date, automatic renewal reminder, any possible restrictions, it's unique numbering solution including a customized arrangement of alphanumeric characters, separators and years prefix/suffix. Selective permits can also be clubbed together to share the same numbering, e.g.residential and commercial run a single numbering series with R and C as a prefix but plumbing, electric and gas can have their own number series with P, E and G as prefix. This entire numbering system can be controlled by simple point and click configuration screen and can be handled by non-IT staff members without the need of programming intervention.
4.2.14	Does the solution allow workflows that cross department lines for tracking and managing permit, license, or complaint processes?	Yes PermitEyes© supports complex work flows which cross multiple department lines and also allows for interaction with state agencies. Since the solution is web-based a user can be set up by the municipality with specific rights and can be utilized from any physical location.
4.2.15	Does the solution support tracking violations, adjudication and subsequent compliance?	Yes PermitEyes© supports the complete management of violations, the adjudication and compliance for complaints, code enforcement and/or

Ref #	Question	Vendor Response
		citizen requests.
4.2.16	Can the solution automatically notify multiple parties of schedule changes?	Yes PermitEyes© is built with email triggers which allows the sending of group e-mails or customized individual e-mails for any number of events. This includes renewal reminders, permit issuance notifications, fee paid notices, schedule changes, or personalized comments on single permits
4.2.17	Does the solution support annual or seasonal quotas on permits/licenses being issued?	Yes PermitEyes© can monitor and control the number of permits/licenses being issued based on an annual or a seasonal quota. These can be monitored on the homepage/ main dashboard in real time so that the staff is continuously aware about the numbers. It can also be connected with email triggers to automatically trigger an email when the quota is nearing the max allowable limit.
4.2.18	Does the solution allow printing of licenses in batches?	Yes PermitEyes© allows for the batch printing of permits, licenses, renewal reminders and receipts in bulk. These permissions can also be controlled by assigning the rights of mass printing to select staff members only.
4.2.19	Does the solution have an ability to include a process for triaging and assigning complaints to various staff members?	Yes PermitEyes© allows for the triaging and the assigning of complaints to various staff members within the department or forwarded to other departments for review and follow-up. Automatic emails can also be triggered when assigned to other departments to ensure that the receiving department receives the appropriate notification.
4.2.20	Does the solution have an ability to assign upcoming inspections based on the available pool of inspectors?	The current version has a manual assignment tool for assigning inspectors based on the available pool of inspectors. However, the system is capable of being configured to assign the inspectors automatically based on availability if a municipality has laid out the rules and procedures for such assignments.
4.2.21	Does the solution have a capability to identify an applicant and report all his/her associated transactions in the solution?	PermitEyes© has the capability to identify and report all associated transactions of any applicant in PermitEyes© .
4.2.22	Does the solution provide an adjudication workflow?	Yes. PermitEyes© has a built in module to capture important events related to an adjudication workflow. PermitEyes© is capable of the setting up of hearing panels, the setting up of hearing dates and also the

Ref #	Question	Vendor Response
		recording of the outcome of hearings. As the software comes with a configurable workflow management system, the actual workflow can be altered to match a municipality's actual adjudication workflow.
4.2.23	Can internal users define a set of inspections required for a license/permit type?	Yes PermitEyes© allows internal users to define their own set of inspections required for a license/permit type. In addition, the system administrator can define any additional step/transaction in the workflow including consultant review, hearing, state-approval etc at a later date for any permit/license
4.2.24	Does the solution allow documents and photographs to be uploaded and connected to Inspection records?	Yes PermitEyes© allows documents and photographs to be uploaded and connected to inspection records. Additionally, the mobile application allows the inspectors to take signatures of the representative/ person in charge on the mobile device inspection report and then upload the signed report, complete with their signature, to the server.
4.2.25	Does the solution allow free text entry notes or comments to be entered by Inspectors using mobile devices?	Yes the mobile device allows the inspector to enter and upload free text entries, notes and comments using their mobile device.
4.2.26	Does the solution allow distinct branding/identity for each municipality, even if living in a multi-tenant solution?	Yes, PermitEyes© provides a distinct identity including personalized logo, title, address and contact details to appear on each municipalities homepage even within a multi-tenant solution.
4.2.27	Can each municipality customize the forms and reports based on its own needs?	Yes the municipality can customize the forms and reports based on its own needs.
4.2.28	Does the solution allow multiple municipalities, each having their own custom configuration/license types/requirements?	Yes PermitEyes© allows multiple municipalities to each have their own configuration/license types , workflows, fees and any other requirements
4.2.29	Can each municipality customize the workflows to suit its own needs?	Yes, each municipality can customize the workflows to suit its own needs.
4.2.30	Does the solution allow the municipality to communicate with the applicants electronically?	Yes PermitEyes© comes with multiple communication tools to communicate electronically. The municipality can communicate with the applicant via a live chat tool or can trigger automatic emails if the applicant is offline.

Ref #	Question	Vendor Response
4.2.31	Can each citizen/applicant specify the preferred mode of communication? (email, text, phone)	Yes the citizen/applicant can specify the preferred mode of communication (email,text,phone) when using the system.
4.2.32	Does the solution allow configuring and building new license and permit types without requiring additional programming?	Yes, PermitEyes© allows the addition of new licenses and permit types without requiring any reprogramming of the basic software. The actual addition of new permits or licenses to the system are possible with zero downtime (on the live site) without requiring additional programming and by using the built in configurable interface.
4.2.33	Does the solution provide an ability to build ad-hoc reports by trained but non-technical staff members?	Yes PermitEyes© provides the ability to build adhoc reports by trained but non-technical staff members with no programming knowledge.
4.2.34	Does the solution have an ability to enter complaints against unlicensed individuals or facilities?	Yes PermitEyes© has the ability to enter complaints against unlicensed individuals or facilities.
4.2.35	Does the solution allow addition of new fields and searches as required, without custom development or added cost?	Yes PermitEyes© comes with a configurable homepage and searches. Municipalities can add or remove search criteria by using a simple point and click interface without any involvement of the vendor or a programmer. There is no additional cost.involved.
4.2.36	Does the solution allow a trained user to define and create drop-down lists and cross validations among fields?	Yes drop-down lists are configurable in the program.. However the solution does not have any method of configuring cross validations among fields. Since the software is open source and based on a modular, configurable architecture this functionality can be added if necessary.
4.2.37	Does the solution allow creation of custom data fields for an application/license type?	Yes PermitEyes© allows for the creation of custom data fields for any application or license type.
4.2.38	Does the solution include the capability to move a pre-configured permit/license type from one environment to another? (test to production)	Yes PermitEyes© includes the capability to move a pre-configured permit/license type from one environment to another (test to production).
4.2.39	Does the solution allow the capability to copy an existing license or permit type configuration and use it as a template to build new license or permit types?	Yes PermitEyes© allows the capability to copy an existing license or permit type configuration including the best practices workflow associated with that permit and to then use it as a template to build new license or permit types.

Ref #	Question	Vendor Response
4.2.40	Does the solution allow the internal users to extend, customize or configure licenses/permits without interaction with the vendor staff?	Yes PermitEyes© allows internal users to extend, customize or configure licenses/permits without any interaction with the vendor staff. Most of these changes are also configurable using the admin tool and do not require IT capabilities.
4.2.41	Does the solution maintain the source of every payment entered into the solution? For instance, lockbox, e-payment, OTC check	Yes PermitEyes© maintains the source, date, time and amount of all transaction and can provide reports with separate total amounts received by each source. The program is capable of connecting to multiple payment gateways.
4.2.42	Does the solution allow for debit and credit adjustments to fees assessed and fee amounts receipted?	Yes PermitEyes© allows debit and credit adjustments to fees including processing a refund for a fee assessed and amount received.
4.2.43	Does the solution allow validations/lookups from other systems, such as the department of professional licensure or sex offender registry board?	Yes PermitEyes© is capable of validating or providing a lookup from other systems including the validation of contractor licenses, other professional licenses, sex offender registry etc. In addition, PermitEyes© utilizes the assessor's database for many of its online programs. Full Circle has the ability completely automate the updating of this database into the PermitEyes© on any timeframe needed by the municipality, eg daily, weekly, monthly etc.
4.2.44	Does the solution encrypt selected sensitive data fields like Social Security Number or Date of Birth?	Yes, PermitEyes© encrypts sensitive data such as social security number, date of birth and other sensitive information as per the towns requirement.
4.2.45	Does the vendor provide access to the hosted data for customer's internal reporting purposes?	We provide complete public access to the hosted data per our customers' requirements.
4.2.46	Does the vendor offer 'Click to Chat' functionality for applicants?	Yes, we provide a "Click to Chat" functionality for applicants through which applicants can communicate with the inspectors and staff on a one to one basis. Additionally an indicator next to the application highlights whether an applicant has left a comment for the town staff, thus making it easy for the town to communicate with the applicant via the chat function.
4.2.47	Can form and process templates be exported by one customer and imported and modified by another? Is there any	Forms are reusable and can be exported and used by other communities. This does not involve any additional cost. However process templates do not

Ref #	Question	Vendor Response
	associated cost?	have import/export functionality due to dependencies with user-rights, application types etc. in the current version of the program. We can (at no extra cost) work with the customer and provide this functionality for those municipalities which do require such tools provided the business logic of such flows are laid out clearly.
4.2.48	Does the platform allow web-based access for external applicants and internal business users?	Yes the program is 100% web based. Access to the program is web-based for both external as well as internal users.
4.2.49	Can internal users specify an ad-hoc workflow? Can internal users change the workflow of an item in process? If so, is there an audit trail?	Yes the program is designed as a configurable architectural model. All of its functions can be altered using configurable settings. Internal users can specify the order of workflow, add or remove steps in the work flow and can do so even while the software is in use. An audit trail of all such important configuration changes are maintained along with the IP address, date time and login of the person who performed such changes.
4.2.50	Can the solution send expiration email/SMS notifications to internal and external staff indicating the pending expiration of a license?	PermitEyes© contains a built in email module which is capable of triggering automatic emails for all key events including the impending renewal of a license, issuance of permit/license, fee payment, requirement of signoff, insurance waiver, owner authorization etc. The license renewal tool has an additional tool set to send bulk mails and keep the count of the number of emails and reminders sent. Internal staff can also do unscheduled mass e-mail notices to license holders and contractors at any time for any important or unscheduled notices. These type of email messages can be pre-configured as templates within the system.
Cost		
4.3.1	Please describe your pricing methodologies and options available and provide the actual number corresponding to the buckets below if applicable	<p>PermitEyes© comes with flexible pricing models to suit different communities with different financial preferences. There are several different options available. Each community can select the option which works best for it. These are per municipality , per department. The pricing is divided into five different slabs based on the population of municipality.</p> <p>Tier 1 = 3500 to 7500 population</p>

Ref #	Question	Vendor Response
		<p>Tier 2 = 7500 to 15000 population Tier 3 = 15000 to 25000 population Tier 4 = 25000 to 75000 population Tier 5 = 75000 + population</p> <ol style="list-style-type: none"> 1. Standard software purchase with annual support <ul style="list-style-type: none"> ● - Tier1 \$7500+21% annual support ● - Tier 2 \$10800+21% annual support ● - Tier 3 \$15800+21% annual support ● - Tier 4 \$19800+21% annual support ● - Tier 5 \$25800+21% annual support 2. Annual license <ul style="list-style-type: none"> ● - Tier 1 \$5300 annually including support ● - Tier 2 \$6800 annually including support ● - Tier 3 \$8900 annually including support ● - Tier 4 \$14800 annually including support ● - Tier 5 \$17800 annually including support 3. Per-user pricing (with a user being defined as anyone who can make modifications to the program, including sign-offs) <ul style="list-style-type: none"> Set up fee \$1900 + <ul style="list-style-type: none"> ● - Tier 1 \$65 per user ● - Tier 2 \$75 per user ● - Tier 3 \$95 per user ● - Tier 4 \$115 per user ● - Tier 5 \$135 per user 4. Based on percentage of permit fee <ul style="list-style-type: none"> Set up fee \$1900 + <ul style="list-style-type: none"> ● - Tier 1 7% of fees ● - Tier 2 6% of fees ● - Tier 3 5% of fees ● - Tier 4 4% of fees ● - Tier 5 3% of fees
4.3.2	Please provide a cost for setting up the base solution for one municipality	A separate setting up fee is applicable only for those municipalities choosing to pay per user or as a percentage of fee received. There is no setting up cost for municipalities choosing to pay the annual license fee or annual support fees. Please see above 4.3.1
4.3.3	Please provide a cost for setting up an additional municipality	There will be a 5% discount on the above costs for the additional municipality and a 10% discount for a

Ref #	Question	Vendor Response
		group of 5 municipalities
4.3.4	Please provide an annual subscription cost for each internal user (municipality employee)	The annual user cost is applicable only if a municipality has chosen a "per user" licensing model. All other pricing models come with unlimited number of users. There is no additional cost for internal users in those pricing models. Please see above section 4.3.1 for details.
4.3.5	Please provide an annual subscription cost for each applicant (citizens, professionals, contractors), if any	There is no additional annual subscription cost for this. It is part of the standard package included in the costs mentioned above. Please see above section 4.3.1 for details
4.3.6	Please provide a cost by permit/license issued, if applicable	No additional cost is applicable by permit/.license issued. It is part of standard package included in the costs mentioned above
4.3.7	Please provide an annualized cost for any help desk and customer support, if any	No additional cost is applicable for using the online help desk and customer support. Complete help desk and customer support is part of the standard pricing..
4.3.8	Please provide a cost for user training, if any	Cost of user training is USD 3000 per each department per municipality. This includes two personal sessions and unlimited online sessions. For an additional personal session USD 750 per visit will be charged.
Compliance		
4.4.1	Is the proposed solution PCI compliant?	The program does not need PCI compliance as the software does not accept, transmit or store any cardholder data within the program. The payment process occurs completely within the third party payment gateway.
4.4.2	Is the vendor SAS70 compliant?	Full Circle Technologies has not gone through a SAS70 Audit of the process. However, we are open to provide all audit information about our processes that any community would require for quality assurance.
4.4.3	Does the proposed solution comply with the <u>Commonwealth Accessibility Standards</u> ? Please describe how you came to your assessment.	The software does have a few exceptions in terms of compliance with the Commonwealth Accessibility Standards. For example the site uses color coding and frames on some of its web pages and is dependent on scripts.

Ref #	Question	Vendor Response
Vendor		
4.5.1	Are administration and technical user training offered with the solution?	Yes we provide administration and technical user training with PermitEyes© .
4.5.2	Please list the training(s) offered.	Training includes end user training from the applicant side and from the internal user side. It also includes administrative and technical training for configuring the software for software customization, managing user rights, modifying the user interface and changing the workflow of each permit.
4.5.3	Provide the duration and location of the training	The training consist of 2 training sessions of two half-days each and unlimited online assistance. This has been found to be more than sufficient for our municipalities, as the software itself is highly intuitive with lots of built-in tool tips.
4.5.4	Are any materials provided for the training?	Web-based training material is provided. Additionally buttons etc are intelligent with built-in tool tips etc.
4.5.5	What are your normal hours of operation? Please include information about your regular and emergency support availability.	Our normal hours of operation are 8AM to 5 PM EST M-F. Emergency support is available 24 X 7 on all days.
4.5.6	Which location is the support provided from?	Customer support is provided from Boston, MA ,
4.5.7	Which country will host the customer data?	The customer data is hosted on dedicated servers at two locations: Illinois and Missouri
4.5.8	What is the help desk escalation procedure?	Help desk escalation procedure is automatically managed on the website. A ticket, depending on its urgency and type will trigger an automatic email to higher level support staff if an issue is not addressed and closed within 24 hours. The user can manually escalate the procedure by calling the customer support line as well.
4.5.9	Do you support a fully equipped Customer Resource Center (CRC)?	Urgent issues are resolved by a support person dealing directly with the customer call through an online video chat and screen-sharing. Regular (non-urgent) complaints and change requests are resolved over an online ticket system.
4.5.10	Do you publish and share a product road	Yes we do publish and share a product road map and

Ref #	Question	Vendor Response
	map/release plan with your customers?	release plan with our customers.
4.5.11	Do you support/sponsor and engage with a user group of your product?	We are planning to sponsor and support a user group in the summer of 2015
4.5.12	Do you issue regular updates to technical / user documentation?	We provide technical documentation and user documentation after the first purchase and after every major upgrade.
4.5.13	How do you handle software updates and upgrades, both in terms of rollout and support?	Software updates and upgrades are provided on the beta site for testing by the user for two weeks before implementing the same on the live site and only after the customer is comfortable and trained, it is implemented on the production site.
4.5.14	Please list all towns/municipalities in the Commonwealth of Massachusetts that are existing customers of the solution.	Pls see list on Section V1) above on page 3
4.5.15	Please describe similar projects that have been successfully completed and describe the critical success factors for those projects.	<p>Regional model #1: The Berkshire Regional Planning Commission required a solution where contractors had a single point of registration and a single personal homepage to manage and track permits across seven different municipalities, each with its unique set of users, databases, and processes. In addition it was also necessary for each community to have its own physical database that could be updated independently. This 7 town solution was achieved in a relatively short time-frame of 14 weeks. This project which was spearheaded by the Berkshire Regional Planning Commission won a "MA Excellence in Technology Award", which was presented at the Massachusetts Digital Government Summit in December 2014. Since the original implementation, another 7 Berkshire communities have joined/ plan to join this program.</p> <p>Regional model #2: The Franklin Regional Council of Governments ("FRCOG") regional model where an online permitting and inspection solution for building departments needed to be implemented for 15 communities in MA.. This solution had a centralized inspection department ("FRCOG") but needed 15 towns to each have their own assessor's data, their own home page, their own set of users, so that each town acted as if it were a separate municipality, but shared a common inspector and also</p>

Ref #	Question	Vendor Response
		<p>fee payment process. Incidentally this fee payment process was modified from when the program first started where each town collected its own fees within the program to the current set up where all fees are collected by FRCOG. The program has this amount of flexibility built into it.</p> <p>Single Town Model: The Town of Marshfield required a solution to automate certain Town Hall functions by using an integrated system which could include different departments into a single comprehensive management system. These departments included Building, BOH, as well as Dog Permits. The system needed to be scalable to include new permits and new departments over time without having to re-write or discard any of the existing software code. The software also needed to comply with all the standard town requirements of security and flexibility as well as satisfying the needs of the town auditors. The Town wanted the software design to be modular so that scaleability would not be an issue. The Town also wanted an administrative module which needed to be part of the software and which would allow the administrative staff to make routine modifications to the system such as changes in the fee structure, creating new users and assigning their rights etc. without having any prior programming knowledge. The Town also requested a process which was almost completely paperless in order to reduce the filing activities of the staff and also to be green. This was successfully implemented in Marshfield in 2011.</p>
4.5.16	To which communities would your platform be relevant? Communities with 1-10,000, 10,001-50,000, or 50,001+	PermitEyes© has a scalable architecture both horizontally as well as vertically. Therefore it has no such limitations of population per se. The same basic engine is being used for communities with <1000 as well as 50000+ sizes. We do not anticipate any issues if the same solution is scaled for 100000+ .

Ref #	Question	Vendor Response
4.5.17	Describe any features that differentiate your platform	<p>The major advantages of PermitEyes© from all other comparable solution are:</p> <p>a) It is unique we believe in that we are offering a solution for all municipal departments, and not only just the Building department as many other vendors do. Additionally our closely integrated departmental solutions are all live, interconnected and are actively being used in municipalities as opposed to isolated or being in beta/planning versions</p> <p>b) The development platform: our choice of scripting code makes it easy for a municipality to manage the code even in the absence of vendor support</p> <p>c) The scalable architecture of the software which allows the addition of municipalities, departments and permits is unique in our opinion</p> <p>.d) The basic version comes with inbuilt GIS and fully loaded features and full functionality which allows communities under 1000 in population to have the same functionality at a much lower cost that a city with a population of greater than 50,000 has.</p>

- End-

Capital Planning - Town Technology Replacement

Revised 12/7/2015

CIP #
TECH 16-25

Department	Items	Req 2017
<u>Treasurers/Tax Collector</u>	2 PCs	\$1,400
<u>Town Clerk</u>	1 PC (Town Clerk)	\$700
<u>Eagle House</u>	1 PC	\$700
	1 Fax machine	\$400
<u>Police Department</u>	4 PCs	\$2,800
	2 Laptops	\$1,800
	2 toughbooks	\$9,000
<u>Board of Selectmen</u>	1 PC	\$700
	1 Laptop	\$900
<u>Planning Office</u>	1 PCs	\$700
<u>Fire Department</u>	ToughBook	\$3,500
	2 Laptops	\$1,800
<u>DPW</u>	3 PCs	\$2,100
	1 Ruggedized La	\$2,500
<u>Tax Assessors</u>	1 printer	\$300
<u>Tech Office</u>	1 Laptop	\$1,500
Totals		\$30,800

**Capital Planning - Technology
Five Year Plan**

Revised 12/7/2015

Department	Items	Req 2017	Req 2018	Req 2019	Req 2020	Req 2021
Treasurers/Tax Collector	2 PCs	\$1,400				\$1,400
	1 Laptop		\$900			
	2 Printers			\$1,500		
Town Clerk	1 PC (Town Clerk)	\$700				\$700
	1 PC (admin)				\$700	
	1 Printer					\$1,200
	1 Laptop (town Clerk)		\$900			
Eagle House	1 PC	\$700				\$700
	1 Fax machine	\$400				
	1 Laptop (Doreen)				\$900	
	3 PCs (Public lab)			\$2,100		
Police Department	4 PCs	\$2,800	\$2,800			\$2,800
	2 Laptops	\$1,800			\$1,800	
	1 Mircs computer				\$1,500	
	2 toughbooks	\$9,000				\$9,000
	1 Crime Scene Camera					
	3 Tablets		\$10,500			
	1 Fax Machine					
	Fingerprint System					
	Pan/Tilt Camera Mount					
Board of Selectmen	1 PC	\$700				\$700
	1 Laptop	\$900				\$900
	2 printers			\$600		
Planning Office	1 PCs	\$700				\$700
	Printer			\$300		
Fire Department	1 High-power Workstation		\$1,500			
	ToughBook	\$3,500			\$3,500	
	2 Laptops	\$1,800				\$1,800
	4 Tablets			\$2,400		
DPW	3 PCs	\$2,100			\$2,100	\$2,100
	2 Laptops				\$1,800	
	1 Ruggedized Laptop	\$2,500			\$2,500	
Accounting	1 Laptop		\$900			
	2 PCs		\$1,400			
Tax Assessors	3 PCs				\$2,100	
	1 printer	\$300				
Town Hall	1 Virtualization Server			\$8,000		
	1 Fax Machine			\$500		
Tech Office	1 Laptop	\$1,500			\$1,500	
Ritter Building	1 Server		\$5,000			
Building Department	2 PCs		\$1,400			
Sewer Department	1 Laptop				\$900	
BOH	1 PC				\$700	
Conservation Commission	1 Laptop			\$900		
Totals		\$30,800	\$25,300	\$16,300	\$20,000	\$22,000

Form B-2
Capital Planning Committee
Town of Lunenburg, Massachusetts
Technology

Techonology Request shall be submitted to the IT Director and copied to the Capital Planning Committee.

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description) Include detailed list of accessories or options.

2. Intended Use of Equipment:

3. Fiscal Year Purchase Requested:

FY 16 FY 17 FY 18 FY 19 FY 20
 FY 21 anticipated large purchases

4. Rank the Priority Within Year Requested: # _____ of _____ requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement Present Equipment Obsolete Expanded Service
 Replace Worn Equipment Increased Safety New Operation
 Legal Requirement Improved Procures/Records Others _____

If replacement, what is being replaced? Outdated Technology Equipment

Financial Impact on Operating Budget (maintenance, cost of operation, required training)?
N/A

Will Above Expenditure Require Additional Space? No

6. Alternatives to New Equipment Purchase Reviewed:

Transfer/Borrow Equipment From Another Department Equipment Rental
 Contract Services Out to Private Company Lease Purchase
 Purchase Equipment Jointly With Another Town Other: _____

7. Cost Information - Attach three written estimates.

		Year		
Purchase Price	<input type="text"/>	0	June 30,	<input type="text" value="\$21,400"/>
Financing/Other Costs	<input type="text"/>	1	June 30,	<input type="text"/>
Less Trade In	<input type="text"/>	2	June 30,	<input type="text"/>
Net Purchase Cost	<input type="text"/>	3	June 30,	<input type="text"/>
		4	June 30,	<input type="text"/>
		5	June 30,	<input type="text"/>
Estimated Annual Maintenance Cost:	<input type="text"/>		6 Year Total:	<input type="text"/>

8. Manufacturer/Vendor Warranties Provided: 3-5 years

* Is Equipment Use Seasonal? No

* Estimated Weeks Per Year Used: 52

* For Weeks Used, Estimated Average Days Per Week: 5

* For Days Used, Estimated Hours Per Day Used: 8

Estimated Useful Life of Equipment: 4 years

9. Justification

__Failure to replace outdated equipment will result in increased support costs, reduced productivity due to poorly functioning equipment, and possible emergency expenditure due to failure. _____

10. If this is first request for equipment needed immediately, explain how need created.

