

Appendix A

ENVIRONMENT INFORMATION

This document contains information Bidders will need to determine size and complexity of this project.

OpenText Products:

- Content Suite Version 16.4
- Brava! For Content Suite
- Brava! add-on for Content Suite – Docs only (publishing & redaction)
- Content Intelligence - Dashboard
- Object Importer
- Enterprise Scan (not implementing Capture Center with OCR)

OpenText Software Installation:

- Infrastructure has been established and hosted in WATech's State Data Center (private cloud)
- Install, configure, and integrate OpenText software (listed above) in one development and one production environment; using on premise virtual Windows 2016 servers.
- Up to 25 users will be implemented in the Pilot. However, the configurations needs to be scalable for the rest of the agency. At the end of the Pilot, a Go or No-Go decision will be made to include up to 400 users and their associated data.

Functionality and Output:

- Data migration for network file share documents
- Records Management design and configuration
- Functionality configuration which scales for future migration of OFM
- Define permissions (document, user access, security administration, etc.)
- Scan documents using Enterprise Scan (no OCR in this phase)
- View, access, search documents
- Metadata creation
- Scripts to enable integration, metadata automation, etc.
- Dashboard creation
- Reports – up to 6
- Workflows – up to 4 (Disposition Report Process, Public Records Request Process, Training Request Process)
- Knowledge transfer to end-user staff and technical configurators, train the trainer
- Technical documentation of configuration implemented
- Functional and technical design using out of the box capabilities

Pilot Data Migration:

- Import using Object Importer select network file share folders, demonstrate how to and develop methods allowing for OFM to learn and continue importing folders
- Approximately 90,000 documents or 100 GB of data (two pilot user groups) stored on network file share
- All File types that are defined for ingestion by OpenText software

Currently Out of Scope (Planned for Future Phases):

- Implementing the rest of OFM (400 users approximately)
- Scanning using Capture Center for OCR
- High Availability and Disaster Recovery
- Mobile (ECM Everywhere)
- Custom Reporting
- Email – Symantec Enterprise Vault

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- Import structured data such as application data or data stored with other systems of record.
- Fax
- OpenText's AGA SharePoint
- Microsoft Access data
- Digital or e-signature
- SFTP

Development Environment

Server	OS	CPU	RAM	Disk1	Disk2	EFS Storage	Software
Content Server - Front End	Windows 2016	2X 3ghz (or better)	4GB	50 GB	N/A	1 TB	Content Suite 16
Content Server/Search/Admin Server	Windows 2016	3X 3GHz	6GB	50 GB	N/A	280 GB	Content Suite 16
Brava Server	Windows 2016	2X 3ghZ	4GB	50 GB	N/A	N/A	Brava! Enterprise
Database Server	Windows 2016	2X 3GHz	12GB	50 GB	N/A	250 GB	SQL Server Enterprise 2017

Production Environment

The production environment is projected to grow in terms of servers, resources, and systems. What follows is a solid starting point for the Department.

Server	OS	CPU	RAM	Disk1	Disk2	EFS Storage	Software
Content Server - Front End	Windows 2016	3X 3ghz (or better)	12GB	50 GB	N/A	1 TB	Content Suite 16
Content Server/Search/Admin Server	Windows 2016	4X 3GHz	8GB	50 GB	N/A	280 GB	Content Suite 16
Brava Server	Windows 2016	3X 3ghZ	4GB	50 GB	N/A	N/A	Brava! Enterprise
Database Server	Windows 2016	4X 3GHz	24GB	50 GB	N/A	250 GB	SQL Server Enterprise 2017