



October 28, 2010

The Office of the State Attorney – 16<sup>th</sup> Judicial Circuit

Attention: Nancy Criswell

530 Whitehead Street – Suite 201

Key West, FL 33040

Ms. Criswell,

MTS Software is pleased to present your offices our bid for the DOCUMENT MANAGEMENT SYSTEM for the Office of the State Attorney – 16<sup>th</sup> Judicial Circuit.

Our solution addresses comprehensively the critical functionality and technical specifications necessary for The Office of the State Attorney. Furthermore, our solution allows for increased functionality and expansion above and beyond the scope of the current usage.

Furthermore, we currently have a like solution of Fortis SE at Monroe County Sheriff's office for a present customer reference. I have included our company profile to emphasize our nearly thirty years of providing Document Management solutions.

We are pleased to demonstrate our solution and answer any additional questions at your convenience.

Kind regards,

Mr. Chris Ivey

Solutions Consultant

MTS Software Solutions

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Pompano Beach, FL 33064

954-978-9900 office

954-873-8285 cell

# Fortis™

## Document Management Software



**Speed** Find what you need fast  
**Power** Break through organizational barriers  
**Control** Work from wherever you want, whenever you want

 **Westbrook**  
technologies incorporated

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## Why Document Management Is Important

Nearly every organization in every industry faces the challenge of managing and accessing business information from disparate sources. A company, for example, might maintain some documents in traditional paper filing systems, while other content is stored electronically, but is not easy to access. Often employees conduct manual, time-consuming searches to locate and retrieve important information to complete a transaction or make a business decision.

Westbrook's **Fortis** document management software helps organizations gain enormous efficiencies by allowing users to capture, index and store paper and electronic documents and images into one centrally located system. You can then easily retrieve documents, edit, annotate and distribute them as necessary. This means no more time-consuming searches through filing cabinets or trying to find a misplaced folder, and no longer spending time routing documents from desk to desk or department to department. Add optional workflow functionality to automate processes with electronic routing and notifications.

By deploying **Fortis** document management software, you have instant access to information, maximized use of all resources, and a return on your investment measured in months, not years.

## Fortis and Fortis SE

**Fortis Document Management Software** is available in two versions:

**Fortis** is the enterprise-scalable version with no limit on concurrent users. It is based on the enterprise version of Microsoft SQL Server 2008 and includes **Fortis Web**, which allows viewing and editing Fortis documents over the Web. Fortis operates over a LAN, WAN, intranet, the Internet, or an extranet. It works with Microsoft SQL Server and Oracle.

**Fortis SE** serves up to 20 concurrent users and is sold in 3, 5, 10, 15 and 20 seat configurations. It is based on Microsoft SQL Server 2008 Express. **Fortis Web** is available as an option so that users can access documents via a browser interface.

**Fortis** and **Fortis SE** have optional modules to support complex workflow – **Fortis Webflow**, and to exchange data and documents with line-of-business software – **Fortis ImageIt** and **Fortis EnableIt**.

**Fortis Web Services** provide a development platform that enables Westbrook to create new options that more easily integrate **Fortis** with other application suites and take advantage of Services Oriented Architecture (SOA) methodologies.

**Fortis** also easily integrates with copiers, printers, scanners and MFP technologies. It offers connectors that integrate with front-end capture solutions including eCopy, Kofax, AnyDoc, Paradatac and Plustek, as well as document creation software such as PlanetPress and MS Office.

## How Fortis Works for You

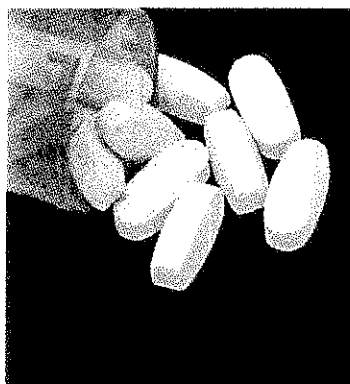
**Fortis** optimizes business processes – from speeding capture and retrieval of information to its delivery. Employees reach their peak productivity – all the time. Here's how:

### Capturing Content

**Fortis** uses a database to organize documents that are brought in or captured to the document management system. Paper documents are often scanned, while electronic files are often imported directly into the system. With the ability to scan, fax or import documents into the system, **Fortis** makes it easy for organizations to securely store and properly manage all critical information. **Fortis** users can capture a wide range of electronic content, including MS Word or Excel documents, HTML, black and white or color images, to name a few.

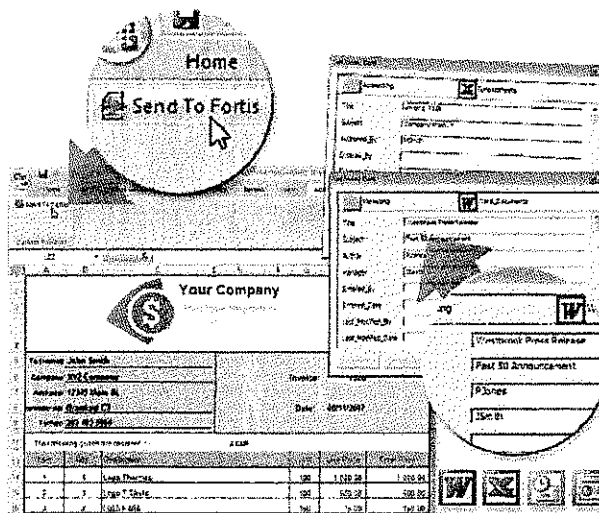
With built-in Microsoft Office integration, you can also automatically capture Word, Excel, Outlook and PowerPoint files from within the MS Office application directly to **Fortis**, automating data capture and eliminating the need to switch between applications.

**Fortis** also provides several capture features to improve document quality, aid in data capture and improve efficiency: Optical Character Recognition (OCR), Bar Code Recognition (BCR) and Image Enhance.



With **Fortis**, **excelleRx** captures data more consistently. When it was entered manually, information was typically incomplete. Now that the process is electronic, all the fields – name, date of birth, SS number, doctor's name, fax, hospice name – are available so we can search for documents by any criteria we choose.

**excelleRx**  
Healthcare



*Fortis integrates seamlessly with Microsoft Office. Simply click the Send To Fortis toolbar button within Word, Excel, Outlook or PowerPoint and capture the file directly to a Fortis database or to an In Basket. As there's no need to switch between applications, capture efficiency is greatly increased.*

## Indexing and Storing

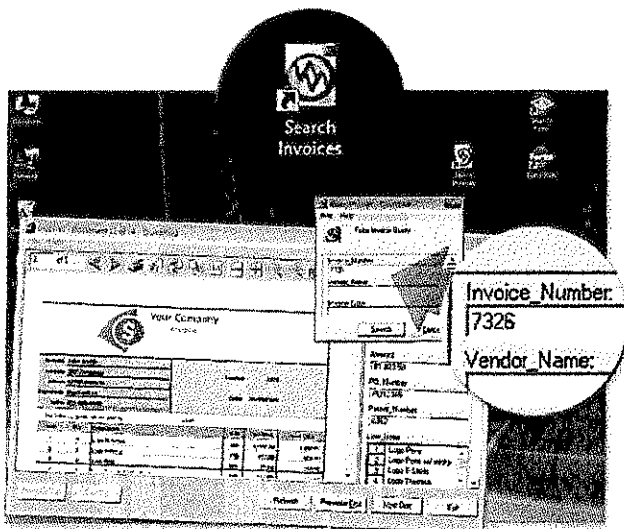
Fortis users can identify content captured into Fortis with associated index data so you can easily store, retrieve and manage it. Simply index, or describe, documents in the database with keywords to search and retrieve them quickly.

An administrator defines the fields for entering descriptive information about documents. Fortis provides a number of ways to index documents – manually or automatically; also in batches to speed up the process. Using templates and processing scripts increases the speed of indexing even more.

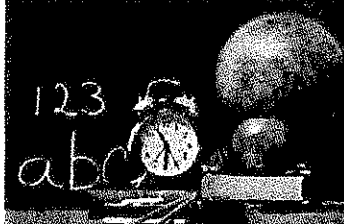
## Retrieving

Targeted searching is the most efficient way to gather information. Fortis lets users define and perform queries to retrieve documents by searching the index data, the text contents of documents (with Full Text Search), the text content of annotations, or by performing a combination search.

Advanced search lets you quickly look for different types of documents all at once and easily narrow the search results. You can also retrieve related documents from the document viewing window. With Fortis QuickFind, you can search for documents right from your desktop. With so many search options, you can be sure to quickly find what you need to complete most tasks.



*Find business critical information in seconds from your desktop. Targeted searching lets you efficiently find the information you need. Using Fortis QuickFind, query a Fortis database right from your desktop. Click the desktop icon, type in the key information you are looking for and within seconds, the documents display for you to review.*



“

We're scanning and indexing hundreds of pages each week into the Fortis database. We no longer have to go to our storage facility to pull transcripts. We can fulfill transcript requests quickly – and that saves a lot of time and energy.

Walton County Public Schools, Georgia Education

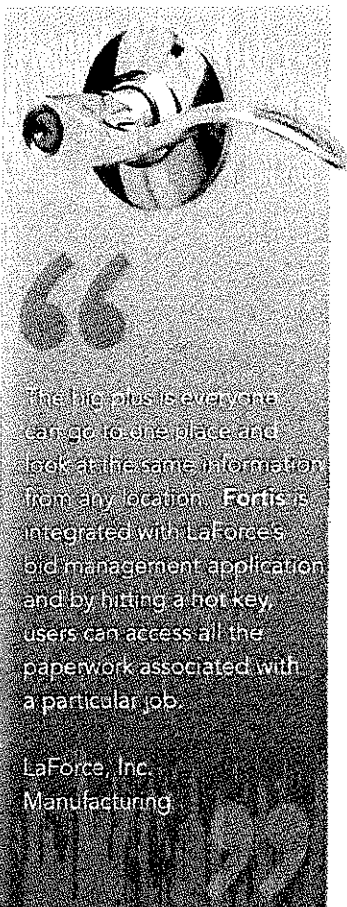
## Viewing and Editing

The **Fortis Document Viewer** provides complete functionality for accessing and viewing all types of documents. With an intuitive interface, you can easily view, annotate, edit and index documents. And more than one person can access and view the same documents at the same time.

Depending on the page type, you can cut, copy, paste, delete, or enhance pages within a document. Users can also insert, replace, burst or reorder pages, remove blank pages, and rotate an entire document.

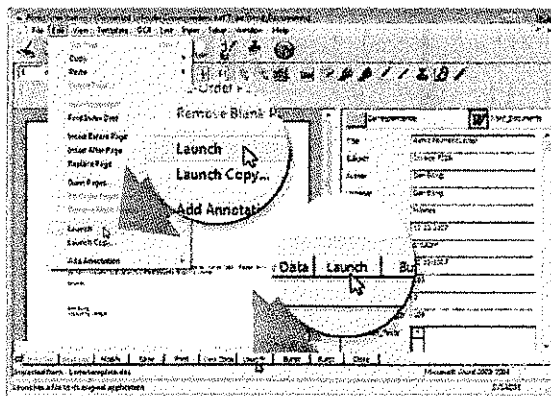
The **Fortis versioning** feature protects a document from simultaneous revisions, and you can maintain multiple versions of a document. **Check out** and **check in** procedures control document modifications to a document.

The Document Viewer also lets users add a variety of annotations to documents. You can attach notes, freehand drawings, lines and stamps to a page, and highlight or redact sections of pages. You can also include OLE objects from other applications as annotations. Security features for annotations include an Always Visible attribute, so someone cannot hide an annotation, and Protected attribute, so that only the author of the annotation or the administrator can modify or delete it.



The big plus is everyone can go to one place and look at the same information from any location. Fortis is integrated with LaForce's bid management application and by hitting a hot key, users can access all the paperwork associated with a particular job.

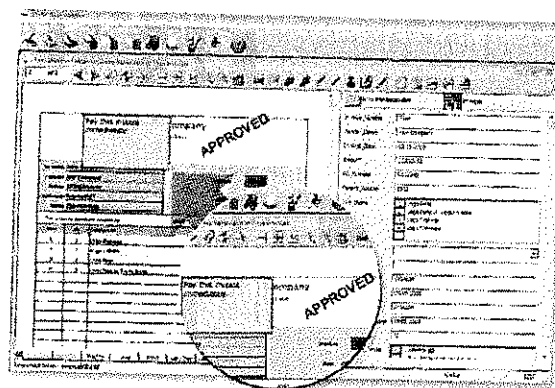
LaForce, Inc.  
Manufacturing



Easily modify documents with the Launch feature. With this feature, you launch an application, such as Microsoft Word or Excel, to edit the document and save your changes. Your changes are then automatically saved to Fortis. There's no need to re-import the file.

Collaborate with a wide variety of annotation tools

Add notes, stamps, or highlight a specific area of your document so that others know what's been done with the document or the next steps needed in the process.



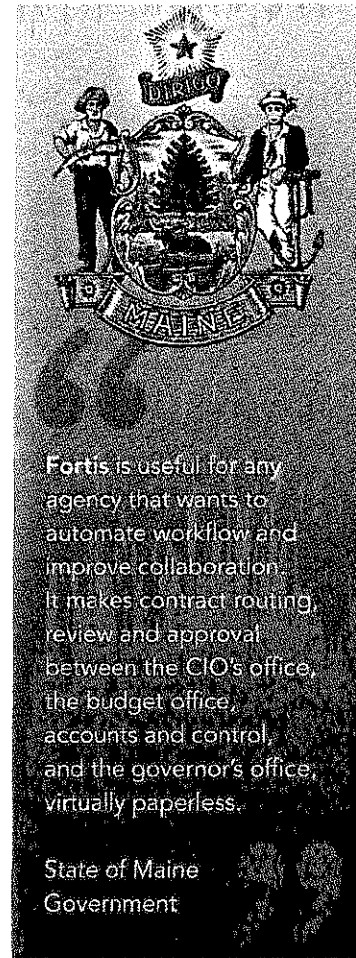
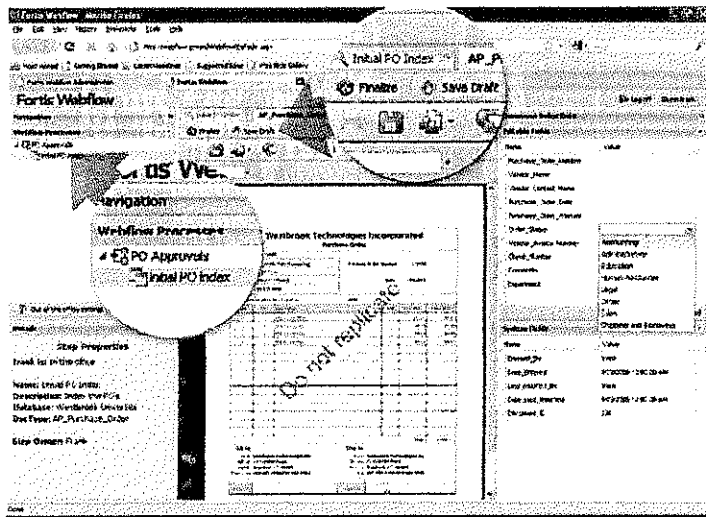
## Sharing and Collaborating

You can easily share information in **Fortis** with colleagues, partners and customers on a LAN, WAN or across the Internet with **Fortis Web**. Other ways to share documents is to print, fax or send them via email, sharing on a network and embedding them as OLE objects. You can also export documents, along with their index data, in a variety of formats including PDFs and TIFFs. **Fortis Portal** provides view-only access for geographically distributed environments, mobile access, and customer-facing organizations, such as state and local government agencies and utility companies, that need to provide secure, public access to documents.

**Fortis Webflow** is a workflow option that speeds business processes by eliminating bottlenecks. With built-in notifications and electronic routing, workflow participants see the steps they are responsible for completing for such activities as insurance claim resolution, purchase order approvals, time off requests, performance reviews, expense reports and engineering change orders, to name a few. This automated collaboration on document processing dramatically reduces operating costs by eliminating faxing or mailing paper copies, automating escalation and out-of-office delegation, and shortening cycle times.

By using **Fortis ImageIt** to seamlessly integrate with line-of-business (LOB) applications, such as accounts payable/receivable, customer relationship management (CRM) and case management systems, you can instantly retrieve **Fortis** documents without leaving that application. You can also send index data back to **Fortis** from the primary business application to eliminate duplicate data entry.

**Fortis EnableIt** takes you one step further. You can pass data from core business applications to and from **Fortis** and other software applications. You can scan, index and import documents; update index data from within a core business applications; and facilitate many other integration activities.



**Fortis** is useful for any agency that wants to automate workflow and improve collaboration. It makes contract routing, review and approval between the CIO's office, the budget office, accounts and control, and the governor's office, virtually paperless.

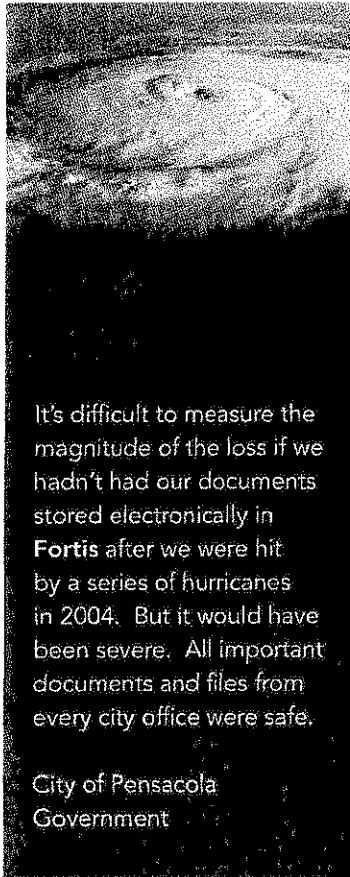
State of Maine  
Government

*Accelerate and ensure completion of critical tasks with **Fortis Webflow**, which enables a user to easily create a step-by-step workflow with a user-friendly view of documents that require action.*

## Securing Content

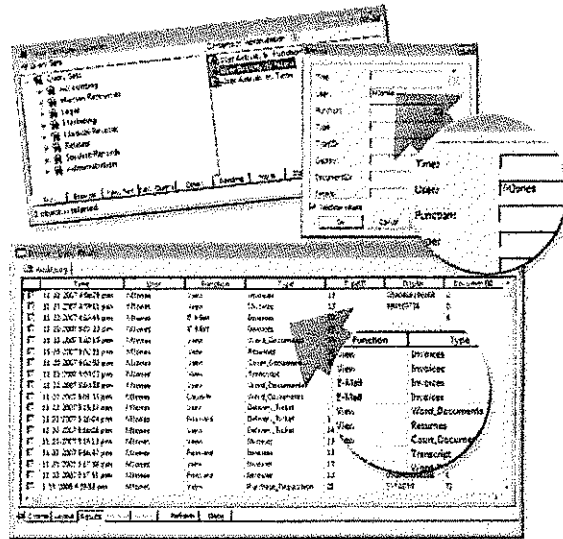
Fortis provides powerful yet flexibly security. Fortis administrators assign a password to Fortis users and database access, varying functional and feature access permission. With multiple levels of permission, you can be assured that your documents are protected from unauthorized access and alteration.

Fortis Audit Trail lets administrators set up an audit log so that Fortis tracks a variety of user activities performed on documents, such as indexing, modifying, deleting, viewing, faxing, forwarding, emailing and printing.



It's difficult to measure the magnitude of the loss if we hadn't had our documents stored electronically in Fortis after we were hit by a series of hurricanes in 2004. But it would have been severe. All important documents and files from every city office were safe.

City of Pensacola  
Government



### Track activities with Audit Trail

With Audit Trail, you can track when a user indexes a new document to a database, modifies a document's index data, deletes a document from a database, views a document, prints a document and many other related activities.



## About Westbrook Technologies and Fortis Document Management Software

Westbrook Technologies, founded in 1991, develops enterprise document management software for organizations of all sizes, across every vertical market. Its **Fortis** product line captures, indexes and stores paper and electronic documents and images into one centrally located system.

**Fortis** users can easily retrieve documents, edit, annotate and distribute them. Organizations get fully searchable documents and images, automated workflow and effortless integration with other business applications. This means no more time-consuming searches through filing cabinets or looking for misplaced folders, and easily routing documents from desk to desk or department to department. With **Fortis**, you have instant access to information and an efficient use of resources. **Fortis** also easily integrates with copiers, printers, scanners and MFP technologies.

### Westbrook **Fortis** – A Complete Document Management Solution

Store documents safely and securely

Integrates with Microsoft Office and advanced capture solutions

#### **Fortis FormIt**

Creates, processes documents from Web-based forms

#### **Fortis Virtual Scanner**

Brings scanning functionality to any workstation without hardware

#### **PlanetPress**

Design and create variable forms with data from LOB applications



#### **Fortis Webflow**

Web-based workflow with user-defined, scheduled rules

#### **Fortis EnableIt**

Bi-directional data exchange between Fortis and line-of-business applications

#### **Fortis ImageIt**

Link documents in Fortis with line-of-business applications



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## **Fortis SE Document Management Solution**

***Prepared for:***  
***Office of the State Attorney***  
***16<sup>th</sup> Judicial Circuit***

***Submitted By:***  
***Chris Ivey***

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## POINTS OF INTEREST

"TOTAL SOLUTION" relationship with MTS SOFTWARE SOLUTIONS

Design, installation, training, and support directly from MTS SOFTWARE SOLUTIONS

Easy capture, organization, and retrieval, from paper and electronic format

Robust, powerful, and scalable, decreasing the time it takes to find mission critical data

Pedigreed product with seamless integration capabilities

Web Services API

Virtual Server support (VMware, Citrix, and Microsoft Virtual Server)

Easy to use and reliable, while providing the highest degree of security

Investment Protection Program from Westbrook Technologies

*As with any technology, the scope of the project can always expand. Therefore, Westbrook Technologies has created the Investment Protection Program for our customers. This enables any customer to upgrade from their current Westbrook solution to the "next level" with a 100% licensing credit.*

Please note, within this proposal, we have provided you with an overview of the product as well as pricing. Beyond, we have gone into great detail discussing product options, storage options, education, and services. Please advise of any questions. We sincerely appreciate your consideration and look forward to working with you on this project.

## PROPOSAL OVERVIEW

### SUMMARY OVERVIEW

MTS SOFTWARE SOLUTIONS has been engaged by The Office Of the State Attorney - 16th Judicial Circuit to evaluate the current business processes within the one or multiple departments and recommend a solution that will benefit The Office Of the State Attorney - 16th Judicial Circuit. This evaluation was focused on the flow, management, and retention of documents. This proposal outlines the findings, recommendations, and product explanations specific to the evaluation.

### THE OFFICE OF THE STATE ATTORNEY - 16TH JUDICIAL CIRCUIT GOALS

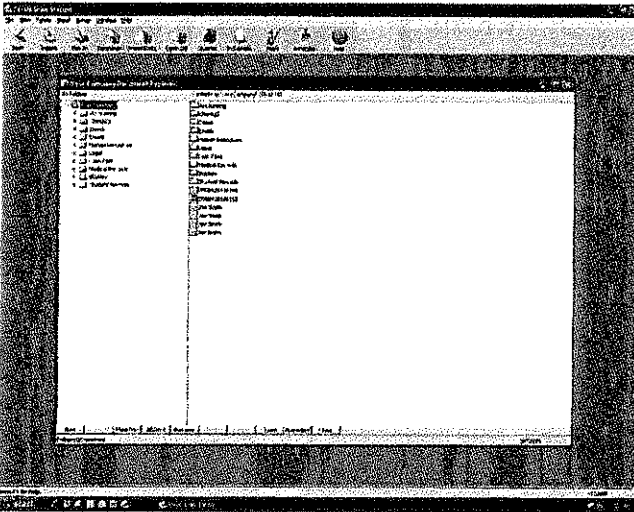
Implement a Document Management System to scan and manage, store, secure, and retrieve a variety of data files, including but not limited to; audio, image, document, and video files.

## SUMMARY OF PROPOSED SOLUTION

After reviewing The Office of the State Attorney - 16th Judicial Circuit's request for a document management system, MTS SOFTWARE SOLUTIONS is suggesting the utilization of **FORTIS SE** software. The Office Of the State Attorney - 16th Judicial Circuit will recognize a faster processing time, an audit trail of the documents' movements, and a storage repository that will help maintain the documents through their lifecycles.

## WHAT IS WESTBROOK TECHNOLOGIES' FORTIS SE?

### OVERVIEW



**Fortis** is a comprehensive document management software product based on Web Services, client/server technology and Microsoft's Open Database Connectivity (ODBC) architecture. **Fortis** allows an organization to efficiently image paper documents, store them electronically on your choice of digital media, and organize or index them for instant retrieval. Once retrieved, the images can be edited, annotated, and/or integrated into your current business applications. They can be shared across the enterprise, distributed across the network, Internet, email, fax, CD, or simply printed to

hard copy. **Fortis SE** is delivered with an embedded Microsoft SQL Server 2008 Express Edition backend.

**Fortis** is a powerful tool that leverages the simplicity of the Microsoft Windows Graphical User Interface (GUI) to let users easily control and manage the storage, retrieval, and flow of business documents within your organization.

### STATION TYPES

**Fortis** consists of five basic types of station.

#### SYSTEM ADMINISTRATION STATION

The key function of the System Administration Station is to define system User Accounts and/or Groups, user passwords, and specify which databases users are permitted to access. In addition, administrators can also manage In Baskets which are used as temporary storage of documents for later indexing. Administrative feature access to this station can be granted to select users, which allows those users to perform designated administrative tasks.

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## DATABASE ADMINISTRATION STATION

The Database Administration Station allows for the creation and management of databases. Database objects that can be managed from this station include Folders, Document Types and index fields, Formats, Pick Lists, Query Sets, and Queries. In addition, the administrator can run routine maintenance utilities including database backup, database restoration, and schema verification. Administrative feature access to this station can be granted to select users, which allows those users to perform designated administrative tasks.

---

## VIEW STATION

The View Station allows users view-only access to documents in the **Fortis** system. Documents can be located using the Document Explorer window (similar to Windows Explorer) or, more efficiently by running Queries. Once a document is located, output functionality is available such as printing, faxing, exporting, and emailing. No capture or index/organize functionality is available within this station.

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## EDIT STATION

Similar to the View Station, the Edit Station allows documents to be located and output. However, with an Edit Station, users also have the ability to annotate, change, or delete documents and their content as long as they have the proper security rights. Permission to edit documents must be granted by the database administrator, or other qualified user. Documents can also be captured (with the exception of scanning) and index fields populated by a variety of methods, including optical character and bar code recognition.

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## SCAN STATION

The Scan Station incorporates all the functionality previously outlined for the Edit Station but adds the capability of scanning. Documents can be scanned using either an ISIS/TWAIN compliant device or a certified SCSI or KOFAX interface scanner. Document pages are scanned and stored as Group 4 (G4) tiffs and a variety of enhancement methods can be applied to improve the image. For content search capabilities, scanned images can have optical character recognition applied to create a separate text version of the image.

### **Core Features Included with Fortis SE:**

#### OPTICAL CHARACTER RECOGNITION

Optical character recognition (OCR) has two applications. One use of OCR is zone-based OCR which allows for the automation of data entry by reading pre-assigned zones on images and populating index fields with the contents of the zones. The second use of OCR is full page OCR which creates a text page from an image page, allowing for content searches.

#### WEB SERVICES

The Web Services API allows **Fortis** to take advantage of Services Oriented Architecture (SOA) methodologies and architectures. **Fortis** Web Services will enable Westbrook and its partners to more easily integrate Fortis with other application suites, extending the functionality of **Fortis** and **Fortis SE**.

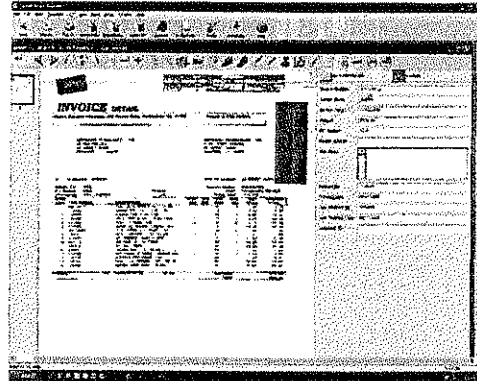
## VIRTUAL SERVER SUPPORT

With the release of Fortis 2.4.2, Westbrook supports the installation of Fortis in a virtual server environment, including VMware, Citrix and Microsoft Virtual Server.

## BAR CODE RECOGNITION

Bar code recognition (BCR) allows for the automation of data entry by reading bar codes on images and populating index fields with the contents of the bar code.

Fortis supports a wide range of bar code types and can distinguish between bar codes and other printed text on a page. Bar codes can also be used as intelligent document separators when scanning and even launch capture Scripts for highly automated dynamic indexing.



## IMAGE ENHANCEMENT

Image enhancements are used to "clean up" poorly scanned documents or documents of poor quality such as multi-generational photocopies and those originating from dot matrix printers. Enhancements can also help to increase the accuracy of full page OCR results. Some of the enhancements include deskew, despeckle, horizontal and vertical line removal, page registration, dot shading removal, and intelligent cropping.

## FULL TEXT SEARCHING

Content or full text searching allows a user to search the body of a text-based document for words or phrases. Fortis shows the user the number of times it found the search term within each document and also highlights the instances when the document is viewed. Advanced search capabilities are also supported which include wildcard, Boolean, fuzzy, phonic, stemming, and proximity searches.

## AUDIT TRAIL

Fortis Audit Trail tracks a variety of user activities on documents in the database. Fortis performs audit logging on a function-by-function basis and the database administrator can select exactly which functions will be tracked in the Audit Log. Queries can be run to retrieve data from the Audit Log.

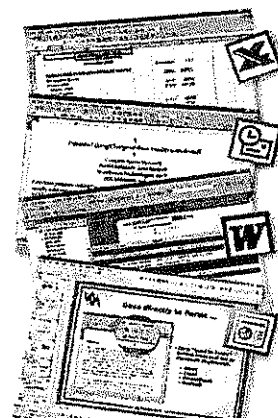
## AUTO LOG OFF

Auto Log Off provides the ability to automatically log idle clients off after a preset period. Perfect for ensuring Fortis remains secure and isn't accessible by unauthorized users, Auto Log Off also efficiently manages your license pool to free up licenses not in use.

## FORTIS OFFICE

Create documents in Microsoft Word, Excel, PowerPoint, and Outlook applications and send them directly to a Fortis database with our Office option. Fortis Office works with Microsoft Office 2003 and 2007. Fortis Office increases productivity by:

Eliminating the steps required to import Word, Excel, PowerPoint, or email files into a filing system.



Automating the capture of metadata (document properties) from documents.  
Facilitating a quick learning curve with an easy-to-use capture process.

All that is needed is a click of the mouse on the [Send to Fortis] toolbar button. Documents are instantly stored and ready for immediate access. Create, collaborate, and make documents accessible like never before with the Office option for Fortis.

You can search documents using:

- Properties metadata
- Content for email, Word, Excel, and PowerPoint

When using context searching, Fortis highlights where in the document your criteria appears...even in email attachments.

## LDAP

Fortis LDAP Support allows organizations to authenticate Fortis users against an LDAP directory server. An LDAP directory server allows organizations to store information for system authentication, such as usernames and passwords, so that a single list of authorized users can be used across multiple applications. Users accessing Fortis with LDAP enabled are not prompted to enter a username or password.

## QUICKFIND

QuickFind is a document retrieval utility that lets users easily search for documents right from their desktops. Users launch and run pre-defined Queries from desktop shortcuts. Results display along with their associated index data in a simple Document Viewer window.

Users never need to launch the core application as the Query runs behind the scenes. With QuickFind, users have easy access to documents and require only minimal instruction on how to search for documents.

QuickFind is ideal for call centers or customer service providers, reducing support times and training costs.

## FORTIS IMAGEIT & INDEXIT

Fortis ImageIt is a versatile solution that links documents in Fortis with line-of-business applications. By providing seamless image-enabling capabilities, Fortis ImageIt allows organizations to integrate their core business applications with Fortis document management without incurring the costs or time of programming.

Many organizations face the challenge of how to access the right information when it's needed. Fortis ImageIt is designed to alleviate this challenge by making business-critical documents easily accessible. Users can quickly retrieve documents that reside in the Fortis repository right from their core business applications. With instant access to the relevant, supporting documents, users can make timely and informed decisions.



The value of **Fortis ImageIt** can be seen in an example of an accounts receivable process. To confirm receipt of goods, a user working within an accounting application can use a purchase order number to access a corresponding invoice, packing slip, shipping form, and delivery confirmation documentation stored in the **Fortis** system without having to leave the accounting application.

**Fortis IndexIt** will allow users to pass index field from a core business application into **Fortis** index values. Data entry workers will be able to process **Fortis** documents faster in **Fortis** without having to re-key data that has already been entered into another system. Users can process documents in batches and index directly from In Baskets, or users can scan documents into **Fortis** from their core business application. **Fortis IndexIt** will save time and labor cost during the indexing process.

With business-critical information being produced on demand, organizations can make productive use of information to deliver high-quality customer service, improve efficiency, and enhance business performance.

## **FORTIS SYSTEM REQUIREMENTS**

These specifications, current as of May 15, 2010, apply to both **Fortis** version 2.4.2 SP2 and **Fortis SE** version 2.4.2 SP2, except where specifically noted.

## **FORTIS SERVER SPECIFICATIONS**

Westbrook **Fortis** enables seamless communication by leveraging the latest technologies and architecture. The following provides an overview of **Fortis** system specifications:

### **Supported Database Engines**

- Microsoft SQL Server 2008 Embedded
- Microsoft SQL Server 2008
- Microsoft SQL Server 2005
- Oracle 10g R2

### **Application Server**

Processor: Intel Pentium 4 1.5GHz / AMD Athlon 1.3 MHz  
Operating System: Windows Server 2003 SP2 or Windows Server 2008\*  
RAM: 1 GB - 1.5 GB  
Hard Disk: Ultra ATA 100 EIDE / Ultra160 SCSI with  
Adaptec SCSI Controller / \*WHQL Certified RAID  
Minimum Free Disk Space: 1.5 GB

### **Database Server**

Processor: Intel Pentium 4 1.5 GHz / AMD Athlon 1.3 GHz  
Operating System: Windows Server 2003 SP2 or Windows Server 2008\*  
DBMS: - Microsoft SQL Server 2005, Microsoft SQL Server 2008  
RAM: 1 GB - 1.5 GB  
Hard Disk: Ultra160 SCSI with Adaptec SCSI Controller / \*WHQL Certified RAID

## FORTIS CLIENT STATIONS

### Scan Station

Processor: Intel Pentium 4 1.5 GHz / AMD Athlon 1.3 GHz  
Operating System: Windows XP Professional SP3; Windows Vista Ultimate, Enterprise or Business Edition; Windows 7 Enterprise or Business Edition  
RAM: 1 GB  
Hard Disk: Ultra ATA 100 EIDE / Recommended SCSI

### Edit Station

Processor: Intel Pentium 4 1.5 GHz / AMD Athlon 1.3 GHz  
Operating System: Windows XP Professional SP3; Windows Vista Ultimate, Enterprise or Business Edition; Windows 7 Enterprise or Business Edition  
RAM: 512MB - 1GB  
Hard Disk: Ultra ATA 100 EIDE / SCSI

### View Station

Processor: Intel Pentium 4 1.5 GHz / AMD Athlon 1.3 GHz  
Operating System: Windows XP Professional SP3; Windows Vista Ultimate, Enterprise or Business Edition; Windows 7 Enterprise or Business Edition  
RAM: 512MB - 1GB  
Hard Disk: Ultra ATA 100 EIDE / SCSI

## ADDITIONAL SERVERS

### Inflo Server

Processor: Intel Pentium 4 1.5 GHz / AMD Athlon 1.3 GHz  
Operating System: Windows Server 2003 SP2 or Windows Server 2008\*  
RAM: 256MB - 512MB  
Hard Disk: Ultra ATA 100 EIDE / Ultra160 SCSI with Adaptec SCSI Controller / \*WHQL Certified RAID

### Fortis Web Server

Processor: Intel Pentium 4 1.5 GHz / AMD Athlon 1.3 GHz  
Operating System: Windows Server 2003 SP2 with IIS 6.0 or Windows Server 2008\* with IIS 7.0  
RAM: 512MB - 1GB  
Hard Disk: Ultra ATA 100 EIDE / Ultra160 SCSI with Adaptec SCSI Controller / \*WHQL Certified RAID

### Fortis Web Client Workstation

Processor: Intel Pentium 4 1.5 GHz / AMD Athlon 1.3 GHz  
Operating System: Windows XP Professional SP3; Windows Vista Ultimate, Enterprise or Business Edition; Windows 7 Enterprise or Business Edition  
Ram: 512MB - 1GB  
Hard Disk: Ultra ATA 100 EIDE / SCSI  
Internet Explorer: 7 and 8

### Westbrook now supports the following 64 Bit Server Environments

Windows Server 2008\* 64-bit  
Microsoft SQL Server 2008 64-bit

**\*Note:** Customers may wish to implement a RAID solution for storage. Westbrook strongly encourages customers to follow 2 important guidelines:

1. Use only Microsoft WHQL certified IDE/SCSI RAID solutions.
2. See Microsoft TechNet Article Q86903 for information about storing SQL databases on RAID
3. Windows Server 2008 R2 is not currently supported

### **Virtual Servers**

**Fortis supports virtual servers**

**PRICING SUMMARY****SOFTWARE**

Fortis SE 20 user Concurrent Software Platform

*\$25,000*

Fortis ImageIT Intergation Platform - 20

*\$20,000***Total Software***\$45,000***PROFESSIONAL SERVICES**

(7days @ 1,400/day) plus Travel and Expenses

*\$9,800***Total Professional Services***\$9,800***SOFTWARE MAINTENANCE AND SUPPORT**

Standard Maintenance, Bug Fixes, Free Upgrades, Remote Telephone Support

*\$9,000***Total Software Maintenance and Support***\$9,000***TOTAL INVESTMENT****Total***\$63,800*





## Fortis Imagelt

### Seamlessly link documents in Fortis with line-of-business applications

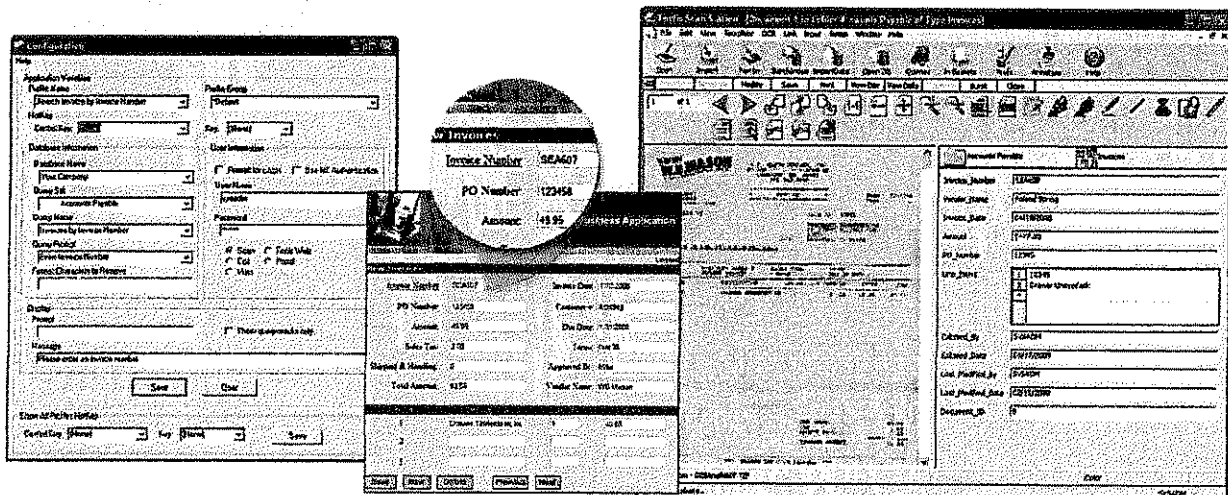
With **Fortis Imagelt** your organization can:

- Retrieve and index **Fortis** documents from any business application
- Access supporting documents associated with transactions without leaving the business application or searching through paper files
- Deliver integration capabilities without custom code
- Introduce new functionality without retraining because users continue working in a familiar software application
- Improve on-the-job efficiency and increase productivity

Many organizations face the challenge of finding an efficient and cost-effective way of sharing documents and data between business applications. The benefits of integrating disparate business systems are clear, but integration can involve custom programming and the prospect of decreased productivity while employees are learning a new system.

**Fortis Imagelt** resolves these issues by delivering seamless integration capabilities to connect core business applications with **Fortis** document management software. There are no costs for creating custom code and retraining employees. For example, to confirm receipt of goods, a user working in an accounting application can, with one click, enter a purchase order number to retrieve a corresponding invoice, packing slip, shipping form and delivery confirmation from **Fortis** without leaving the accounting application.

**Fortis Imagelt** also allows users to send index data back to **Fortis** from the primary business application to eliminate duplicate data entry. Users can choose the "IndexIt with Scan" option to initiate a scan and populate index fields in **Fortis** with one click. Or the index data can be sent to **Fortis** after the document is scanned into the repository.



From within most business applications, a user simply mouses over a text value, selects a hot key, and the document(s) are retrieved instantly.

## Fortis Imagelt:

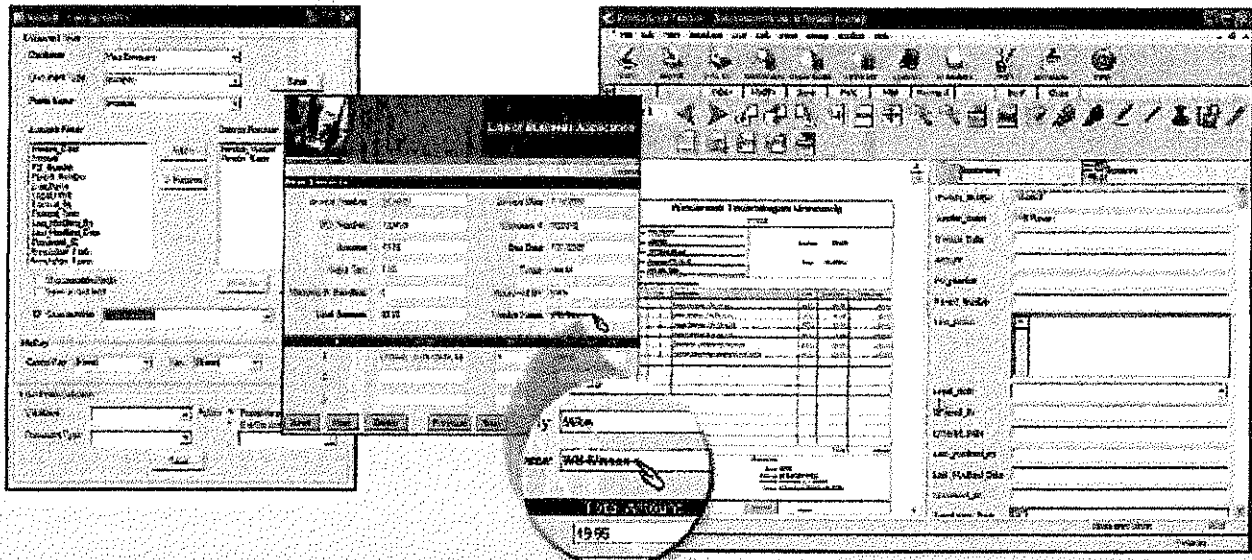
- Works with text data from Windows applications, Web applications, UNIX, terminal emulators and some DOS-based applications
- Allows administrators to use a point-and-click method to specify profiles
- Allows users to retrieve Fortis documents with hotkeys or CTRL + right click
- Provides uni-directional data integration from the line-of-business application to Fortis
- Works with any TWAIN or ISIS scanner to capture and index documents to Fortis

## Instant retrieval of information

Fortis Imagelt eliminates searching through paper files and the need to switch between disconnected systems to obtain information. The document needed to answer an inquiry, approve a transaction or verify status is readily available. Index data can be pulled into Fortis directly from the line-of-business system reducing errors and saving time. And there's no new interface to learn so organizations gain efficiencies without spending time waiting for their staff to get up-to-speed on an unfamiliar system.

## No programming required

Fortis Imagelt achieves integration without the need for time-consuming API programming, scripting or any modification to the core business application. Administrators use a point-and-click interface to modify the configuration of Fortis Imagelt, as necessary, when business processes change.



Auto scan and index: User initiates the scan by selecting the "Index with Scan" option on the system tray icon. The user simply hovers over the field values, selects the predefined hot key sequence and Fortis Imagelt initiates the scan and populates the line-of-business field values into Fortis.



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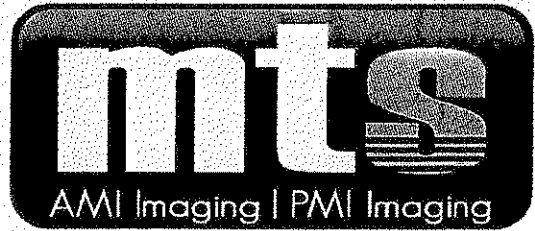
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## Company Profile

MTS Software Solutions offers integrated document management solutions including document capture, distribution, archive and retrieval, and output. We leverage best of breed software and hardware products, a consultative approach, and commitment to client satisfaction.

### Software Solutions

- OnBase
- Fortis
- SmartSearch
- Oracle IPM
- GoldFax
- Kofax

### Hardware Solutions

Canon

Sharp MFP

- Indus
- CTS
- Kodak
- Bell & Howell

### Conversion Services

- Paper to Electronic
- Micrographics

### Consulting Services

- EDM/ECM/BPM for all vertical markets
- Distributed check capture & payment processing for

- Document Management Software
- Document Conversion Services
- Fax Server Solutions
- Document Scanners and Multifunction Printers [MFP]
- Micrographics Services

### Headquartered in Mt. Laurel, NJ

- Founded in 1981
- Privately Held
- More than 2,500 customers worldwide
- Local Service Markets: NYC, NJ, PA, DE, DC Metro, FL

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**CIVEY@MTS-SOFTWARE.NET**







# Office of The State Attorney

Sixteenth Judicial Circuit  
In and For Monroe County

**Response to Request for Proposal**

**Document Management System**

Proposal Due Date: 11/01/2010  
Proposal Submittal Date: 10/29/2010

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*ORIGINAL*

**Submitted by:**



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