



Software Procurement Process

as of July 25, 2014

Your agency will need to purchase a software license for AbleDoc in order to upload documents to the Electronic Official Personnel File (e-OPF). Each agency is required to purchase at least one license so the software can be installed and used as needed within your HR office.

Each license will be assigned to one CWOPA user. Licenses cannot be shared from one person to another.

Abledoc Vendor

- **CDMS - Computer Document Management Systems**
- Contact: Doug Betz
- Email: dbetz@cdmspa.com
- Phone: 717.540.1301 ext. 104

Abledoc license cost (per computer)

- \$300.75 one-time purchase fee
- \$60.15 yearly maintenance fee

Instructions:

1. Determine number of users that need an Abledoc license
2. Procure the required amount of licenses via the Dell contract
3. Wait for purchase approval
4. Once purchase has been approved, the HR Service Center will contact the agency to find out who the license(s) will be assigned to, as well as contacting the agency's IT section and the users affected to coordinate installation and provide additional instructions