



State of New Jersey
 DEPARTMENT OF THE TREASURY
 DIVISION OF PURCHASE AND PROPERTY
 Purchase Bureau
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 TRENTON, NEW JERSEY 08625-0230

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**AMENDMENT #19
 T-1818**

SOLICITATION #30078

TO: All Using Agencies and Cooperative Purchasing Participants

FROM: Doreica Holt
 Procurement Specialist

DATE: October 2, 2006

SUBJECT: **SERVICES COUNCIL**

CONTRACT PERIOD: 09/01/99 to 01/31/07

Please be advised that document scanning and related services have been added to term contract T1818 Services Council contract number A89099.

The following net price line must be used for these services. An itemized list and a full description of purchases made under this line must be attached to every invoice. Full copies must remain in the using agency's file and must be made available immediately upon request to the Division of Purchase and Property.

Line Number	Description	Price
00189	COMMODITY CODE: 920-38-062926 Document scanning and related services as per contract specifications, appendix 1 services description and appendix 2 price lines.	\$0.00

Following are:

- Contract Specifications for Document Scanning
- Appendix 1 - Services Descriptions
- Appendix 2 - Price List

Please attach this addendum to you NOA for quick reference.

Contract Specifications for Document Scanning

PURPOSE

This amendment sets forth detailed specifications for document scanning and related services to be provided by ACCSES New Jersey (ACCSESNJ) to New Jersey State and local governmental agencies. These may include but are not limited to document preparation, scanning standard and oversized documents; document pick-up, inventory and temporary storage of documents to be scanned; indexing; document reassembly; creation of media for use and/or storage of images of scanned documents; creation of media for or microfilming of images of scanned documents; and other associated services as part of NJ State Contract #89099, Index T1818.

DEFINITIONS

New Jersey Division of Archives and Records Management (DARM) refers to the New Jersey Division of Archives and Records Management in the Department of State responsible for reviewing and authorizing document preparation, scanning and indexing services requested by State and local agencies, the assignment of requested services, and organizations allowed to perform such document preparation, scanning and indexing.

ACCSES New Jersey/C.N.A. Services (ACCSESNJ) is the organization authorized by the state to be the Central Nonprofit Agency pursuant to P.L. 1981, c. 488 as amended by P.L. 1991, c. 147 (N.J.S.A. 30:6-23 et. seq.).

Community Rehabilitation Programs (CRPs) are non-profit community rehabilitation programs that meet the state requirements for being a subcontractor to ACCSESNJ to perform services designated for placement in the set-aside program.

Authorized CRPs are those CRPs that have been authorized by DARM to perform the work specified in this contract amendment, including document preparation, scanning and document indexing for State and local government agencies.

PROTOCOLS AND SCOPE OF SERVICES

1) Document scanning and related services requested by State and local agencies may be assigned to ACCSES New Jersey/C.N.A. Services (ACCSESNJ) by the New Jersey Division of Archives and Records Management (DARM).

Pursuant to the provisions of Executive Order No. 49 (2005), effective August 5, 2005, the Division shall review all document scanning and conversion services contracts and records-related technology purchases.

This contract amendment excludes any micrographics and related services pursuant to the provisions of Executive Order No. 109(1981), consolidating microfilm services, effective October 8, 1981. Pursuant to the provisions of Executive Order No. 109(1981) and the New Jersey Administrative Code (N.J.A.C. 15:3-3.18(b and c)), the Division of Archives and Records Management in the Department of State (DARM) operates a Centralized Micrographics Service to provide microfilming services, including preparing, indexing, and filming of records. All microfilming projects for State agencies shall be undertaken by the Centralized Micrographics Services located in the Division of Archives and Records Management, unless otherwise approved by the Chief of the Bureau of Micrographics and Alternate Records Storage or the acting Chief thereof.

P.L. 1981, c. 488 as amended by P.L. 1991, c. 147 (N.J.S.A. 30:6-23 et. seq.) established the Central Non-Profit Agency (CNA) to be the sole source provider of certain approved set-aside services. Given the large volume of work for document scanning and related services for State and local agencies anticipated in the foreseeable future, the importance of documents being handled, the need for rigorous policies and procedures, the potential need for a specific expertise for a particular project, pursuant to Executive Order No. 49 (2005), DARM will review all requests for document scanning and related services for State and local agencies and assign work to ACCSES NJ as it deems appropriate.

All document scanning and related services must meet the standards established by Division of Archives and Records Management (DARM) in consultation with the State Records Committee for image processing pursuant to P.L. 1994, c.140 (N.J.S.A. 47:1A-5 et seq.), as promulgated in the New Jersey Administrative Code (N.J.A.C. 15:3-4), "Image Processing of Public Records."

All document scanning and related services for State and local agencies must be certified as part of a certified image processing system according to the procedures established by the Division of Archives and Records Management (DARM) in consultation with the State Records Committee, pursuant to P.L. 1994, c.140 (N.J.S.A. 47:1-12 et seq.) as promulgated in the New Jersey Administrative Code (N.J.A.C. 15:3-5), "Certification of Image Processing Systems."

A State or local government agency may not solicit document-imaging and/or related services directly with a CRP if it intends to use the set-aside contract. All such requests must be addressed directly to ACCSESNJ; however, nothing shall preclude an agency from first contacting DARM for advice concerning a proposed document imaging project and use of the set-aside contract for such services.

Upon request to ACCSES NJ for document scanning and/or related services by a State or local agency, ACCSESNJ shall notify DARM of the request for document scanning and/or related services, within ten (10) business days of the date of the request.. DARM may assign a document scanning project, in whole or in part, to ACCSESNJ and a selected Community Rehabilitation Program (CRP), deny the request to use the set-aside program, or assign the project to another State or local agency as it deems appropriate.

If DARM determines to exclude a particular project, in whole or in part, from the set-aside, it must so notify ACCSESNJ in writing and explain the reasons for doing so. These reasons may include, but are not limited to the following:

- a) Insufficient capacity of a CRP to perform the work,
- b) Lack of technical expertise or required hardware or software,
- c) Records are classified as confidential or contain confidential information,
- d) Physical condition of the documents,
- e) Historical or archival records that require special handling,
- f) Geographical location of the project in relationship to a CRP that would make the project impractical, or
- g) Unique factors related to a particular project.

Upon receiving from DARM a memo stating the agency's intention to exclude a project or part of a project from the set-aside program, ACCSESNJ may, within ten (10) business days, submit to DARM a written request for reconsideration of its determination, along with all information and documentation supportive of ACCSESNJ's position. However, the final decision lies entirely with DARM, in its sole discretion.

2) All Community Rehabilitation Programs (CRPs) must be approved by DARM

In as much as ACCSES New Jersey/C.N.A. Services (ACCSESNJ typically subcontracts jobs to Community Rehabilitation Program (CRP) organizations, a CRP must receive authorization from DARM in order to provide document scanning and related services to State and local government agencies under the set-aside program.

Each new CRP must, at a minimum, meet the following requirements. In order to qualify as an approved CRP, a vendor must:

- a) Be a community rehabilitation program (CRP) in which not less than 75 percent of the total amount of direct labor is performed by persons with disabilities excluding hours of supervision and administration,
- b) Have fully documented procedures for the pick-up, storage, preparation, scanning and indexing of documents as well as the creation of associated media in conformance with DARM standards and regulations,
- c) Require all personnel working on state and/or local government projects that require performance of document preparation, scanning and indexing functions to have completed an in-depth training course and be qualified to perform said duties,
- d) Have facilities that enable the security, confidentiality and integrity of government documents to be maintained,
- e) Be able to document a track record for successfully performing the work for which it is subcontracted,
- f) Have a senior management team that demonstrates a full understanding of the standards and requirements of DARM as it applies to the handling, maintaining, retention and conversion of government documents, and

- g) Assist in the certification of image processing systems for which they provide document scanning and related services.

ACCSESNJ recognizes that some projects may require additional expertise not found in a CRP. However, a CRP may not subcontract any of the work to a third party subcontractor to alleviate capacity problems in the CRP or to perform a specialty or technical function in which the CRP does not have core competency. Examples might include knowledge of a particular software package, or handling of non-typical media type, etc.

ACCSESNJ must designate one authorized CRP as the vendor for each project. If the actual work cannot be completed by the designated and authorized CRP, ACCSESNJ may request that the project be withdrawn from the designated vendor and reassigned to another authorized CRP. ACCSESNJ must secure written approval from DARM before reassigning any project to another CRP.

DARM has the right to withhold authorization from any CRP but must explain in writing to ACCSESNJ the deficiencies that led to said withholding of authorization. ACCSESNJ has the right to correct deficiencies with its potential CRP and subcontractors and resubmit a request for authorization once every 6 months.

3) Documentation of CRP's Policies and Procedures

Each authorized CRP must have a complete set of written policies and procedures for handling all State and local government projects. A CRP's policies and procedures must be comprehensive and exhaustive and must be in complete compliance with all standards and regulations concerning document scanning and related services promulgated by DARM, in consultation with the State Records Committee. A CRP's procedures must be approved by DARM. DARM can, in its sole discretion, request that changes be made to these policies and procedures. Failure to comply with DARM's requests can result in denial or revocation of a CRP's authorization. Any significant change in policies and procedures must be forwarded to DARM within ten (10) business days of said change.

Each authorized CRP must submit an updated copy of its latest policies and procedures to DARM once a year.

DARM has the right to inspect the facilities of each CRP and the work being done for State and local government agencies to check that the CRP is adhering to its policies and procedures. If a CRP is requested by a government agency to deviate from the approved procedures it must make DARM aware of the request, in writing, within ten (10) business days and must receive DARM's approval before taking any such action.

4) All document scanning and related services (see Appendix 2) will be placed as a set-aside and added as service offerings on NJ State Contract # 89099, Index T1818. N.J.S.A 30:6-23 et seq., specifically 30:6-30, ensures all state purchasing agencies shall purchase approved set-aside services from the Central Non-Profit Agency (CNA); however, the

right of the CNA to be the sole source for these services is restricted, subject to the provisions contained in this amendment. P.L. 1981, c. 488 as amended by P.L. 1991, c. 147 (N.J.S.A. 30:6-23 et. seq.) notwithstanding, nothing in NJ State Contract #89099, Index T1818 shall preclude performance of the normal document scanning and related services for State and local agencies provided by the Special Document Imaging unit in the Department of State or the Division of Revenue in the Department of the Treasury or other State or local agencies.

5) DARM Review of CRP Facilities, Procedures and Staffing

DARM will inspect the facilities, procedures, training programs and staff of all proposed or authorized CRPs. At the conclusion of each such inspection, a memo will be sent from DARM to ACCSESNJ detailing any significant findings, whether the organization is to be added to the list of authorized CRPs or excluded from such a list and the deficiencies that led to such exclusion.

6) Removal of CRP from Authorized List for Cause

DARM has the right to request that the Department of Treasury, Division of Purchase & Property (Division) remove a CRP from the authorized list for cause. DARM must inform the Division and ACCSESNJ, in writing, of the reasons or the deficiencies that have led to the request for the exclusion of the CRP. Except as noted below, ACCSESNJ shall have ten (10) business days to respond to DARM and the Division with a proposed plan and schedule to correct the deficiencies. If DARM accepts such a proposal and if the deficiencies have been corrected according to the proposed schedule, DARM may withdraw its request that the Division remove the CRP from the authorized list. If no proposal is received or if DARM does not accept the proposal or if the deficiencies are not corrected according to the proposed schedule, DARM may advise the Division to remove the CRP from the list.

If DARM determines that a CRP's deficiencies are severe and significant, it may advise the Division to remove the CRP from the list immediately, without opportunity to cure.

DARM has the right to request that the Division remove document imaging and related services from the set-aside program for cause. DARM must inform the Division and ACCSESNJ, in writing, of the reasons or the deficiencies that have led to the request for the exclusion of document imaging and related services from the set-aside program. Except as noted below, ACCSESNJ shall ten (10) business days to respond to DARM and the Division with a proposed plan to correct the deficiencies. If no proposal is received or if DARM does not accept the proposal or if the deficiencies are not corrected according to the proposed schedule, DARM may advise the Division to remove the subject services from the set-aside program.

If DARM determines that there exist severe and significant issues with regard to the performance of document imaging and related services by CRPs, it may advise the Division to remove the services from the set-aside program immediately, without opportunity to cure.

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND
PROPERTY

DATE: 9/13/06

By: Alice K. Small
Alice K. Small
Acting Director

ACCSES New Jersey

DATE: 9/13/06

By: Nils Richardson
Nils Richardson
President/CEO

APPENDIX 1 Service Descriptions

Document Pick-up and Inventory

This includes collecting documents from customer facility which may include transferring documents into containers, attaching labels, preparing a manifest, inspecting documents, sorting documents. If the customer wants the documents returned to their original locations, ACCSES NJ/CNA Services can include this information on the label. The types of documents handled include:

1. Documents in file cabinets
2. Binders
3. Blueprints, drawings and photographs
4. Bound books
5. Archival storage containers
6. Loose piles of documents
7. Old and fragile documents
8. Documents with mold or books with red rot

The cost and effort to collect documents is dependent upon the location, condition and quantity of documents. Three levels of pick-up and inventory service are offered:

1. Level 1 pick-up and inventory
2. Level 2 pick-up and inventory
3. Level 3 pick-up and inventory

Pick-up and Inventory – Level 1

Pick up already boxed and labeled documents from loading dock. Visually inspect the container and add it to the manifest. The supervisor creates the manifest and obtains the customer's signature. Upon return to ACCSES NJ/CNA Services facility, an electronic manifest is prepared and emailed to the customer. The pick-up is charged per cubic feet of containers. For billing purposes, a standard record-center box is considered one cubic foot. No labor charges apply when pick-up is one hour or less. This covers the cost of preparing the electronic manifest, assigning the containers tracking numbers, entering them into the ACCSES NJ/CNA Services tracking system and sending an electronic copy of the manifest to the customer. There is a minimum fee of \$26.82 per pick-up or 18 standard record-center boxes. If a job requires additional labor to expedite the pick-up, ACCSES NJ/CNA Services can provide the additional labor which is charged on an hourly basis. There is a nominal travel fee if the location is outside the 65 mile radius from the ACCSES NJ CRP facility to cover fuel and extra time.

Pick-up and Inventory – Level 2

Pick up documents from customer facility. ACCSES NJ/CNA Services will collect documents from file cabinets, containers, book shelves and other locations, and place them in customer supplied containers. Label all containers and maintain a complete manifest including original location (if customer wants the documents returned to their original location when the job is complete). Inventory the contents of boxes to ensure that documents are those that are noted in the statement of work. Exceptions are noted. Attach a tracking label to each container. The completed manifest is signed by ACCSES NJ/CNA Services and by the customer. A copy is given to the customer. Upon return to ACCSES NJ/CNA Services facility an electronic manifest is prepared and emailed to the customer. Service is charged per cubic feet of containers and customer is charged the appropriate hourly labor rate while staff are at customer facility. For billing purposes, a standard record-center box is considered 1 cubic foot. The service fee covers the cost of preparing the electronic manifest, assigning the container a tracking number, entering it into the ACCSES NJ/CNA Services tracking system and sending an electronic copy of the manifest to the customer. There is a minimum pick-up fee of \$53.65 per pick-up or 29 standard record-center boxes. There is a nominal travel fee if the location is outside the 65 mile radius from the ACCSES NJ CRP facility to cover fuel and extra time.

Pick-up and Inventory – Level 3

Pick up documents from customer facility from wherever they are located. Collect documents from file cabinets, containers, bookshelves and other locations. Label all containers and maintain a complete manifest including original location (if customer wants the documents returned to their original location when the job is complete). Collect documents that require special handling such as those that are hazardous and require special safety gear (red rot, mold, etc.). If necessary, ACCSES NJ/CNA Services will seal documents in specialized containers to avoid cross contamination. The completed manifest is signed by ACCSES NJ/CNA Services and by the customer. A copy is given to the customer. Upon return to ACCSES NJ/CNA Services facility an electronic manifest is prepared and emailed to the customer. This level of service is charged on a per project basis to accommodate special handling and other requirements. There is a minimum pick-up fee of \$108 per pick-up or 50 standard record-center boxes. For billing purposes, a standard record-center box is considered 1 cubic foot. There is no charge for travel for Level 3 pick-up and inventory.

Document Preparation

Includes pre and post-scanning document handling which may include tracking, organizing, sorting documents, removing staples, clips, and bindings, mounting of undersized documents, repair of damaged/ripped pages and re-assembly of the documents after conversion. There are many variables that impact the cost of document preparation, including:

- Number of staples and other fasteners to be removed.
- Excessively wrinkled or otherwise damaged documents, which require special handling.
- Orientation of pages in the same direction.

Document Scanning and Related Services Appendix 1 - Service Descriptions

- Odd size and/or mixed size documents.
- Organization of files and folders.
- Newspaper clippings or booklets.
- Loose notes attached to documents.

Four levels of document preparation service are offered as follows:

Document Preparation – Level 1

Includes minor staple, paperclip and binderclip removal (no more than one fastener every 20 pages or so). Prices are based on the number of images scanned.

Document Preparation – Level 2

Includes document identification, staple, paperclip and binderclip removal (no more than an average of one fastener every five or so pages), unbinding from 3-ring or similar folders/binders (requiring no cutting or page separation), resorting documents if order is easily identifiable from page/form numbers, transcribing up to two pieces of information from folders to batch headers, and inserting document separator sheets based on a consistent and clearly identifiable first page of a document. Occasional, minor repair of non-archival pages (those that do not need to be preserved for historical purposes). First page of document must be on the “up” side. There are five or more pages per document on average. Prices are based on the number of images scanned, which includes the added separator sheets.

Document Preparation - Level 3

Includes document identification, extensive staple, paperclip and binderclip removal, and unbinding from 3-ring or similar folders/binders (requiring no cutting or page separation). Occasional, minor repair of non-archival pages (those that do not need to be preserved for historical purposes). Also includes resorting documents if the order is easily identifiable from page/form numbers, transcribing up to four pieces of information to batch headers, inserting document separator sheets, unbinding from spiral folders and identifying up to five document types. An average document will have 5 or more pages. Identify missing pages and insert missing page sheet into batch. Prices are based on the number of images scanned, which includes the added separator, inserted missing page sheets and document separator sheets.

Document Preparation Level – Special Handling

Includes unbinding, mounting undersized pages, repairing non-archival damaged pages, unfolding, removing extraneous material; and rebinding after scanning is complete, replacing staples and paper clips, returning documents to original locations, taping smaller notes and pieces of paper to 8 ½ x 11”. These additional document preparation and handling services are priced on a customized basis using the labor category rates provided herein.

Document Scanning

All scanned images are 100% visually verified. Depending on the type of scanning, this takes place during different steps of the document imaging process. Additionally, blank pages are deleted and pages that contain “standard” text, also determined on a project by project basis. What constitutes a blank page is determined on a project by project basis. Documents are scanned into the system on four types of scanners:

1. **High-speed scanners with automatic sheet feeders.** Support paper sizes up to 11” x 17” and up to 40 lb paper. Tend to work best with consistent paper sizes. Speed of scanner depends on the DPI and the length of the paper. Image adjustment settings are at the container level and 100% image verification is performed by index operators while indexing the information.
2. **Flatbed scanners.** Pages are placed on the scanner one at a time. The scanner supports up to 11” x 17” paper. 100% page verification is performed while scanning as are any adjustments for image quality.
3. **Book scanners.** Book is placed in a cradle and pages are turned manually. 100% page verification is performed while scanning. Image quality is set at the book level.
4. **Oversized scanners.** Can support up to 48” wide documents. The document is fed through the scanner automatically. Used for large documents such as blueprints and drawings. 100% page verification is performed while scanning as are any adjustments for image quality.

High-speed Scanning Bitonal up to 8.5” x 14” at 200 DPI

All paper in a batch must be the same size. Paper must be able to stand up to high-speed scanners using automatic sheet feeders. Paper weight is between 16 lbs and 24 lbs. Leading edge of paper is not torn or frayed. Paper is legible and does not require specialized image enhancement on a document by document basis. Paper is not excessively dusty and likely to cause special maintenance on the scanner. Paper is free of any sticky material. Paper can be scanned in simplex (one side) or duplex (two sided). Blank pages are removed (based on electronic file size thresholds specific in the statement of work). Prices are on a per image basis.

High-speed Scanning Bitonal up to 8.5” x 14” at 300 DPI

All paper in a batch must be the same size. Paper must be suitable for high-speed scanners using automatic sheet feeders. Paper weight is between 16 lbs and 24 lbs. Leading edge of paper is not torn or frayed. Paper is legible and of consistent quality that does not require specialized image enhancement on a document by document basis. Paper is not excessively dusty and likely to cause excess maintenance on the scanner. Paper is free of any material that would tend to make it overly sticky. Paper can be scanned in simplex or duplex. Blank pages are removed (based on electronic file size thresholds specific in the statement of work). If paper is scanned in duplex and paper is thin to the point that a clearly visible image is seen on the reverse side then

this will count towards the image count and is manually removed and deleted during verification. Pages are processed at about 66.7% of the speed that we achieve at 200 DPI. Prices are on a per image basis.

High-speed Scanning Bitonal up to 11" x 17" at 200 DPI

All paper in a batch must be the same size. Paper must be suitable for high-speed scanners using automatic sheet feeders. Paper weight is between 16 lbs and 24 lbs. Leading edge of paper must not be torn or frayed. Paper is legible and of a quality that does not require specialized image enhancement on a document by document basis. Paper is not excessively dusty or likely to cause excess maintenance on the scanner. Paper is free of any sticky material or any other material that would be damaging to the scanner such as mold or dampness. Paper can be scanned in simplex (single sided) or duplex (double sided). Blank pages are removed (based on electronic file size thresholds specific in the statement of work). Prices are on a per image basis.

High-speed Scanning Bitonal up to 11" x 17" at 300 DPI

All paper in a batch must be the same size. Paper must be suitable for high-speed scanners using automatic sheet feeders. Paper weight is between 16 lbs and 24 lbs. Leading edge of paper must not be torn or frayed. Paper is legible and of a quality that does not require specialized image enhancement on a document by document basis. Paper is not excessively dusty or likely to cause excess maintenance on the scanner. Paper is free of any sticky material or any other material that would be damaging to the scanner such as mold or dampness. Paper can be scanned in simplex (single sided) or duplex (double sided). Blank pages are removed (based on electronic file size thresholds specific in the statement of work). Pages are processed at about 66.7% of the speed that we achieve at 200 DPI. Prices are on a per image basis.

100% Visual Image Verification of High-speed Scanning

100% image verification of high-speed scanning is performed by document indexing specialists. Two different specialists verify images. 100% visual image verification is included in all high-speed scanning prices. 100% visual image verification includes:

- Each image is visually verified against originals by an index specialist. A log kept that tracks which documents were verified by which specialists.
- Each image is also checked for its quality. If it is of poor quality, it is rescanned at no charge. If the quality of the original document is very poor then a special image is inserted as a placeholder that specifies that the original image was of very poor quality and is missing from the document. This information is also added to the log.
- Blank images that have not been automatically detected by the established threshold sets (as specified in the statement of work) are manually deleted.
- A log is created that tracks all blank images deleted during scanning as well as those deleted manually during verification.

100% verification does not include the deletion of bleed through images seen on the reverse side of thin paper or the manual deletion of standard text that might be found on the back of certain documents such as invoices, bills of lading and handling instructions.

Deletion of Bleed-Through Pages and Standard Text Images

Bleed-through pages and images that contain repetitive standard text can be deleted as part of the verification process. The price is based on the total number of images checked. Two levels of service are offered:

- Removal of bleed-through pages.
- Removal of bleed-through pages and standard text pages. The customer must clearly define and give examples of the standard text pages to be removed. It must be specified in the Statement of Work the standard text pages that can be removed without invalidating the legal standing of the document.

Specialized Scanning

Documents that are 11” x 17” or smaller that cannot be scanned on a high speed scanner are processed on a flatbed scanner. The speed of this scanning is dependent upon the condition and quality of the documents, the desired DPI and the mix of sizes. Prices are developed on a per project basis.

Blueprints, Photographs and Drawings

Documents must be in good condition and able to be scanned using standard large sized document scanners. Documents are scanned at 300-400 DPI in grayscale or color. Standard image enhancements are used to increase quality and 100% image verification is included in the price. Prices vary based on the size of the document and whether they are scanned in grayscale or color. Pricing is for the following size/dpi/mode combinations.

- Documents up to 11” x “17 scanned in grayscale at 300-400 dpi
- Documents up to 11” x “17 scanned in color at 300-400 dpi
- Documents up to 17” x “22 scanned in grayscale at 300-400 dpi
- Documents up to 17” x “22 scanned in color at 300-400 dpi
- Documents up to 22” x “34 scanned in grayscale at 300-400 dpi
- Documents up to 22” x “34 scanned in color at 300-400 dpi
- Documents up to 36” x “48 scanned in grayscale at 300-400 dpi
- Documents up to 36” x “48 scanned in color at 300-400 dpi

Larger documents or higher resolutions are quoted on a per project basis. Larger documents are typically charged by the linear foot.

Mixed Sized Documents

Mixed sizes of documents significantly reduce scanning efficiency and may lead to increased occurrences of skewing on high-speed scanners. Prices for projects that include batches with mixed sized documents are established on a project by project basis. However, in some instances it might be possible to avoid the issue of mixed sizes through additional sorting during document preparation.

Document Indexing

A document may consist of one or more images. For instance, HR applications are most often two or more pages. This would be considered one document. During document preparation, separator sheets were inserted to identify the start of each new document.

Indexes are assigned at the “document” level. What this means is that each document will have its own identifiers. For instance, suppose you have a file that contains birth certificates.

Indexing at the document level means that each birth certificate is identified with information from that birth certificate such as name, date of birth, etc., versus identifying the entire folder as “birth certificates” and not indicating which ones were in the file.

Each document can have up to 100 indexes. Each index is assigned a “format” type which describes the type of information that is input. Common types include:

- Unformatted alphanumeric text: from 1 - 255 characters
- Formatted alphanumeric text: from 1 - 60 characters. Social security and telephone numbers use this format.
- Numeric: single and double precision
- Amount
- Date
- Boolean – Yes/No, Good/Bad, etc.

Single Entry and Double Entry. Each index field can be entered once (single entry) or entered twice for greater accuracy (double entry). Also, each index field can be validated against a customer supplied, electronic list or spreadsheet. These must be provided in delimited ASCII format or in an MS Excel spreadsheet and include a complete list of values. The information used in indexing must be visible on the first page of each document. In other words, no search needs to be conducted within the document to find the pertinent information. For each index field the customer can select from four levels of service:

Document Scanning and Related Services Appendix 1 - Service Descriptions

- Single entry – up to 255 characters
- Double entry – only for fields less than 60 characters long
- Verified single entry – only for fields less than 60 characters long
- Verified double entry – only for fields less than 60 characters long. Should only be used if the provided verification list is incomplete or is of suspect quality.

For each level of service there is a fixed price per index field which includes up to 10 characters. For index fields that exceed 10 characters, there is an additional charge per character.

“Document Category” Indexing

Documents can be categorized by what kind of document they are. For example, “Invoice”, “Purchase Order”, “Report”, “Application”, etc. If there are different types of documents in a container, we can categorize them during indexing using a pre-defined list specified by our customer. For example, while indexing accounts payable records, we can categorize documents as being “Purchase Orders”, “Invoices”, “Checks”, etc. This makes documents a lot easier to find during searches and it also makes it significantly easier to follow NJDARM document retention/destruction guidelines. The effort to categorize documents increases with the number of possible categories in the list. There are two options:

- 1-5 document categories
- 6-10 document categories

Special Indexing

If the project has indexing requirements that do not fall into the aforementioned categories, pricing is based on standard hourly labor rates for staff assigned to the project.

Quality Assurance

All documents that are scanned and indexed by ACCSES NJ/CNA Services are quality assured before the media is created. We offer three levels of quality assurance.

Quality Assurance – Level 1

Level 1 quality assurance is included in all services including scanning and indexing at no additional charge. Ensures that all batches have been scanned and 100% verified, and all documents have been indexed as per the statement of work. A report is sent to the customer that shows all containers processed and batches created, the date they were indexed and the date the media was created. Additionally, comprehensive logs are created (as per NDJARM Image Certification guidelines on Quality Control, Section 15:3-5.5[e]4viii & ix) that track the image through the document imaging process:

Document Scanning and Related Services Appendix 1 - Service Descriptions

- Container log. A log is maintained by container including:
 - Customer ID, project ID, container ID
 - Pickup date/time
 - Date/time container was received at ACCESS NJ facility and ID of pickup supervisor
 - Date/time and the name of the document preparation specialist that prepared the container. Contents of containers are converted to batches during document preparation.
 - Date/time processed through scanning.
 - Date/time all images/documents have been fully indexed.
 - Date/time that container was signed off by QA as fully processed through the system
 - Date/time and final disposition of container
- Batch Log. Each batch created during document preparation is tracked throughout the process. For each batch the following information is tracked:
 - Customer ID, project ID, container ID and batch ID
 - Creation date and employee ID
 - Scan date and employee ID. Scanning converts batches of paper into images and documents.
 - Date/time assigned to indexing and the ID of the indexing employee.
- Scanned Image Log. Each image is assigned a unique sequential image number. Each image is scanned as part of a batch and the ID of the scanning employee recorded at the batch level in the image log. A log is created that details all images automatically deleted during scanning based on threshold size limits defined in the statement of work. All images are assigned to a unique document during scanning. Document numbers are assigned sequentially.
- Document Log. Each document is automatically indexed with customer id, project id, container id, and batch id, as well as the IDs of the employees that prepared the batch, scanned the batch and indexed the batch. A document consists of one or more images. A log is maintained of all images deleted during 100% image verification. Images might be deleted for one of the following reasons:
 - Bleed through reverse image
 - Blank image that exceeded minimum threshold size and was not automatically deleted
 - Standard text that has been defined in the statement of work as not being part of the record.
 - Illegible image replaced with placeholder to indicate that original was of very poor quality.

As part of level 1 quality assurance the above logs are delivered to the customer in either ASCII delimited file format or in Microsoft MDB file format.

Quality Assurance – Level 2

Includes all of Level 1 quality assurance at no additional charge. Additional completeness and quality checks are performed on images and indexes if requested by the customer. All Level 2 quality assurance checks are performed using standard industry tools. Level 2 quality assurance checks include:

- Identify and document gaps in sequences. These quality checks are performed against data that is in some sort of sequential order, i.e., date, number, alphabetical, etc. Customers are provided a report detailing gaps in sequences and estimates as to the number of missing documents.
- Verify data against a customer supplied external spreadsheet or ASCII delimited file. The customer supplies a spreadsheet or ASCII delimited file that includes fields which define a unique key for each item in the list. The same fields have been included as index fields for the project. The actual data is compared against the list. Any errors are corrected and a final report sent to the customer that identifies records in the image database which are not in the customer supplied list and items in the supplied list not in the image database. Customer lists must be supplied in MS Excel or an ASCII delimited file.
- Verify sets of index fields against a complex external list of code combinations. The customer supplies a set of MS Excel or an ASCII delimited files that define combinations of information. Examples include zip codes by city or street addresses by zip code, or last names against a tax filing report, etc. The supplied information is checked against the index data and any errors are identified and corrected. After all corrections have been made a final report of anomalies is supplied to the customer.

There are no additional costs for use of specialized software or computing resources.

Special Quality Assurance

Some projects require quality performance checks that call for Metro Scanning to use specialized software and/or extensive computing resources. In these cases there is an additional charge for the use of the software and/or computing resources. Standard labor rates on a time and material basis apply to all staff. There is no charge for the hours needed to perform standard Level 1 quality assurance services. The charge for using specialized software and/or extensive computing resources is determined on a project by project basis. Examples of these types of quality assurance include name verification against a world wide name database using sounds-like logic or use of pattern matching software to identify potential issues with source data.

Media Creation

Images and their associated indexes can be written to CD-ROMs or DVD-ROMs¹. Media can be written to CD/DVDs in three file formats:

1. Self-executable format
2. Kodak Archive Writer Microfilm Production Format
3. Electronic Document Management System Export Format

Self-Executable Format

Images are placed in folders with up to 1,000 images per folder. Images are stored as single page TIFFs and image file names are numeric starting with 0000001.TIFF. Deleted images are missing from the sequence. Folders are numbered sequentially starting 0001. In addition to the images there is a file in standard Microsoft Access MDB format that contains the associated index information and the self-executable that will read the indexes and images on the disk and allow the user to view, search and print information. Each CD/DVD is labeled with a unique job code, the customer code and, if multiple CD/DVDs are required, the number of the CD/DVD within the set. The master set of CD/DVDs is labeled Set #1. If multiple copies are required they are labeled Set #2, Set #3 etc. Each CD/DVD created will have the following information on the label:

- Customer code
- Job code
- Set #
- Format – self-executable
- Purpose – master/back-up
- Disk number within set
- Date created
- Version date of image/index source

A master copy is intended for everyday use and a back-up copy is intended only if a master copy becomes damaged. Jobs that contain less than 10,000 images are written to CD-ROMs. Jobs over 10,000 images are written to DVD-ROMs and jobs over 100,000 images typically have multiple DVDs in each set. The license cost of the self-executable application included on each CD/DVD is included within the media creation price. Quality assurance checks are performed.

¹ Standard pricing for creation of media does not include costs for shipping or transportation to the customer.

Kodak Archive Writer Microfilm Production Format

Images are placed in folders with 2,500 images per folder for source documents up to 8 ½” x 14”. Images are stored as single page TIFFs and image file names are numeric and exactly match the image number on the PaperVision set media created for the customer. Folders are numbered numerically starting with 0001. Deleted images or images that do not required conversion to microfilm per NJDARM record retention standards are missing from the sequence. In addition to the images there is a file in standard Microsoft Access MDB format that contains the associated index information and the self-executable that will read the indexes and images on the disk and allow the user to view, search and print information. The self executable and index database are included for references purposes only and are ignored by NJDARM when creating microfilm. Each CD/DVD is labeled with a unique job code, the customer code and, if multiple CD/DVDs are required, the number of the CD/DVD within the set. The master set of CD/DVDs is labeled Set #1 and sent to NJDARM. A back-up set is sent to the requesting agency and is labeled Set # 2. Each CD/DVD created will have the following information on the label:

- Customer code
- Job code
- Set #
- Format – Kodak Archive Writer
- Purpose – back-up
- Disk number within set
- Date created
- Version date of image/index source

The Kodak Archive Writer microfilm CD/DVDs are considered back-up copies from a self-executable license viewpoint. Jobs that contain less than 10,000 images are normally written to CD-ROMs. Jobs over 10,000 images are written to DVD-ROMs and jobs over 100,000 images typically have multiple DVDs in each set. The license cost of the self-executable included on each CD/DVD is included within the media creation price, and is a no-cost item since the media is considered a back-up copy. Quality assurance checks are performed on the first master set to ensure that information has been correctly transcribed, that the self-executable is able to access the information and that the CD/DVD can be read from a second CD/DVD drive. The operator ensures that back-up copies of the original set can be read on a second CD/DVD drive and the information contained matches the label.

Electronic Document Management System Export Format

ACCSES NJ/CNA Services can create CD/DVDs in the standard import format of most major Electronic Document Management Systems (EDMS). Database specialists work with the customer at our standard labor rates to define the mapping between ACCSES NJ/CNA Services

indexed fields and the field names in the target EDMS. Images and indexes can also be written to standard ASCII delimited formats as required by the customer. If the names of the source image files are changed during the export format process a log is created to map the original image numbers to their new name in the target EDMS export file. All images are transferred in single page TIFF format. Each CD/DVD is labeled with a unique job code, the customer code and, if multiple CD/DVDs are required, the number of the CD/DVD within the set. Each CD/DVD created will have the following information on the label:

- Customer code
- Job code
- Set #
- Format – EDMS vendor format name
- Purpose – export
- Disk number within set
- Date created
- Version date of image/index source

Jobs that contain less than 10,000 images are normally written to CD-ROMs. Jobs over 10,000 images are written to DVD-ROMs and jobs over 100,000 images typically have multiple DVDs in each set. Conversion to multi-page TIFF, PDF or JPEG is not included in the price. Quality assurance checks are performed on the first master set to ensure that information has been correctly transcribed, that the CD/DVD can be read from a second CD/DVD drive and that the structure of folders on the disk matches those specified in the statement of work. The operator ensures that back-up copies of the original set can be read on a second CD/DVD drive and the information contained matches the label.

Labor Category Descriptions

Document Inventory Specialist I

Collect, inventory and process files. Record information in manual and automated logs. Identify, organize, and label records. Remove documents from filing cabinets and places them in containers updating logs and container labels as required. Retrieve files and prepare them for transport. Place binders and books into containers. Requires completion of ACCSES NJ/CNA Services 45-day training course or one year of experience in document inventory and records management. Able to lift boxes weighing 30 pounds.

Document Inventory Specialist II

Collect, inventory and process files. Record information in manual and automated logs. Identifies, organizes, and labels records. Removes documents from filing cabinets and places

Document Scanning and Related Services Appendix 1 - Service Descriptions

them in containers updating logs and container labels as required. Retrieves files and prepares them for transport. Place binders and books into containers. Obtain the signatures from customer representative on all anomalies including damaged containers and documents. Ensure that documents collected agree with statement of work. Able to work with moldy documents, books with red rot, and old or delicate documents. Requires completion of ACCSES NJ/CNA Services 45-day training course and 6 months of experience or three years of experience in document inventory and records management. Able to lift boxes weighing 30 pounds.

Senior Document Inventory Specialist

Collect, inventory and process files. Record information in manual and automated logs. Identify, organize, and label records. Remove documents from filing cabinets and places them in containers updating logs and container labels as required. Retrieve files and prepares them for transport. Place binders and books into containers. Obtain the signatures from customer representative on all anomalies including damaged containers and documents. Ensure that documents be collected agree with statement of work. Able to work with moldy documents, books with red rot, and old or delicate documents. Complete manifest and ensure that customer countersigns document. Requires completion of ACCSES NJ/CNA Services 45-day training course or one year of experience in document inventory and records management. Able to lift boxes weighing 30 pounds. If also a driver then they must have a driver's license and a driving license without repeated accidents and violations and is acceptable to the insurance company that insures the driver for this position.

Document Preparation Specialist I

Prepare documents for scanning including fastener removal, repair of minor damage and minor transcribing of information onto batch headers. Able to insert document separator sheets when there is an easily identifiable first page for each new document. Update container and batch logs. Requires completion of ACCSES NJ/CNA Services 45-day training course and one years experience or five years of experience in document preparation.

Document Preparation Specialist II

Prepare documents for scanning including fastener removal, repair of minor damage and transcribing information onto batch headers from containers, binders or folders. Able to insert document separator sheets between new documents and able to distinguish between different types of documents. Able to identify scanner requirements such a duplex/simplex, paper sizes, and image quality issues. Update container and batch logs. Requires completion of ACCSES NJ/CNA Services 45-day training course and 6 months experience or two years of experience in document preparation.

Senior Document Preparation Specialist

Prepare documents for scanning including fastener removal, repair of minor damage and transcribing information onto batch headers from containers, binders or folders. Able to insert document separator sheets between new documents and able to distinguish between different

Document Scanning and Related Services Appendix 1 - Service Descriptions

types of documents. Able to identify missing forms and pages and take appropriate action. Able to identify scanner requirements such as duplex/simplex, paper sizes, and image quality issues. Update container and batch logs. Able to coordinate the activities of up to five document preparation specialists, assist them in handling anomalies and monitor performance. Work with project manager to optimize process for greatest throughput and accuracy. Requires completion of ACCSES NJ/CNA Services 45-day training course and 1 year experience or three years of experience in document preparation.

Document Scanning Specialist I

Operate scanning equipment to perform efficient storage and retrieval of records, documents, and drawings by means of image process in bitonal mode with minor image enhancement adjustments. Able to operate standard high-speed and flatbed scanners. Store scanned images within document management system file structure and ensures scan settings are as defined by the batch header. Requires completion of ACCSES NJ/CNA Services 45-day training course or one year of experience in document scanning.

Document Scanning Specialist II

Operate scanning equipment to perform efficient storage and retrieval of records, documents, and drawings by means of image process in bitonal mode including on-the-fly image enhancement adjustments. Able to operate standard high-speed, flatbed, oversized and book scanners. Store scanned images within document management system file structure and ensures scan settings are as defined by the batch header. Requires completion of ACCSES NJ/CNA Services 45-day training course and six months experience or two years of experience in document scanning.

Senior Document Scanning Specialist

Operate scanning equipment to perform efficient storage and retrieval of records, documents, and drawings by means of image process in bitonal, gray scale or color mode including on-the-fly image enhancement adjustments. Able to operate standard high-speed, flatbed, oversized and book scanners. Understands image storage formats and OCR/ICR engine usage. Store scanned images within document management system file structure and ensures scan settings are as defined by the batch header. Work with project manager to optimize process for greatest throughput and accuracy. Requires completion of ACCSES NJ/CNA Services 45-day training course and 1 year experience or three years of experience in document scanning.

Document Indexing Specialist I

Review scanned documents. Ensures 100% page verification for images scanned on a high-speed scanner. Add simple index information to documents such as folder name, volume and document number. Index information is on first page of document in a predefined position. Information is typed, not handwritten. Information is cross checked against customer supplied list of values. Requires completion of ACCSES NJ/CNA Services 45-day training course or one year of experience in document indexing or data entry.

Document Indexing Specialist II

Review scanned documents. Ensure 100% page verification for images scanned on a high-speed scanner. Add index information to documents such as folder name, volume and document number. Index information is in predefined position but can be on any page in document. If requested can assign a document type, check for missing pages, and delete duplicate images. Information can be typed or handwritten. Information can be cross checked against customer supplied list of values or built as part of the indexing process. Can insert duplicate references to the same document when requested by customer. Requires completion of ACCSES NJ/CNA Services 45-day training course and six months experience or two years of experience in document indexing or data entry.

Senior Document Indexing Specialist

Review scanned documents. Ensure 100% page verification for images scanned on a high-speed scanner. Add index information to documents such as folder name, volume and document number. Index information can be taken from predefined fields or extracted from reading text. If requested can assign a document type, check for missing pages, and delete duplicate images. Information can be typed or handwritten. Information can be cross checked against customer supplied list of values or can be built as part of the indexing process. Can import and compare customer supplied lists against indexes and prepare a report showing anomalies. Can insert duplicate references to the same document when requested by customer. Can review the work of other indexing specialist and correct errors. Requires completion of ACCSES NJ/CNA Services 45-day training course and 1 year experience or three years of experience in document indexing or data entry.

Project Manager I

Assist higher level project manager in directing the project life cycle by coordinating development of comprehensive project plans to include both long and short-range goals and milestones. Coordinate with document preparation, scanning, document indexing and document inventory to ensure that project is on schedule and within budget. Direct a virtual project team including document preparation, scanning, document indexing and document inventory, monitoring and encouraging functional organizations to complete milestones within budget and schedule. Interface with external customer communicating status of project throughout life cycle and informing customer of any issues in a timely manner. Requires Bachelor's degree or equivalent, and two to three years of project management experience.

Project Manager II

Manage small projects or assists higher level project manager in directing larger projects by coordinating development of comprehensive project plans to include both long and short-range goals and milestones. Coordinate with document preparation, scanning, document indexing and document inventory to ensure that project is on schedule and within budget. Direct a virtual project team including document preparation, scanning, document indexing and document inventory, monitoring and encouraging functional organizations to complete milestones within

budget and schedule. Interface with external customer communicating status of project throughout life cycle and informing customer of any issues in a timely manner. Assist in collecting initial customer requirements and defining project. Requires Bachelor's degree or equivalent, and three to five years of related experience.

Senior Project Manager

Manage medium sized projects or assist higher level project manager in directing larger projects by coordinating development of comprehensive project plans to include both long and short-range goals and milestones. Coordinate with document preparation, scanning, document indexing and document inventory to ensure that project is on schedule and within budget. Direct a virtual project team including document preparation, scanning, document indexing and document inventory, monitoring and encouraging functional organizations to complete milestones within budget and schedule. Interface with external customer communicating status of project throughout life cycle and informing customer of any issues in a timely manner. Work with customer to define project requirements, business objectives, statement of work and project plan. Requires Bachelor's degree or equivalent, and five to ten years of related experience.

Project Director

Responsible for the performance of a relatively significant project or multiple smaller projects in accordance with contract requirements and company policies, procedures and guidelines. Oversee all aspects of a project including coordinating resources, project scheduling and capacity planning. Direct a virtual project team including document preparation, scanning, document indexing and document inventory, monitoring and encouraging functional organizations to complete milestones within budget and schedule. Work with customer to define project requirements, business objectives, statement of work and project plan. Work with customer to produce project estimates and change requests. Requires Bachelor's degree or equivalent, and at least ten years of related (technical environment) experience including eight years of related management experience.

Media Creation Specialist

Responsible for creation of master and duplicate sets of customer's images and indexes. Understands retention requirements and media longevity expectations. When creating sets of media, such as DVD or CD, is responsible for ensuring that each CD/DVD is assigned a unique tracking number and to maintain logs of what was sent to whom, for what purpose on what date. Can export data to a number of formats as specified in the statement of work. Can also create ASCII delimited text files and MS Excel spreadsheets of index information or quality control tracking logs. Fully fluent in MS Office, SQL, record types, file formats and media types. Requires Bachelor's degree or equivalent, and two to three years of related experience.

Database Specialist I

Responsible for working with customer information technology department to understand required data formats. Responsible for using standard database manipulation tools to convert

images and indexes into the format required by the customer. Also works with customers to extract lists and indexes from existing in-house data sources to improve indexing accuracy. This individual combines expertise in database design and knowledge of document management systems. MIS Degree or equivalent. Over five years of database management experience with two years of experience with document management systems.

Database Specialist II

Responsible for working with customer information technology department to understand required data formats. Responsible for using standard database manipulation tools to convert images and indexes into the format required by the customer. Work with the customer to extract lists and indexes from existing in-house data sources to improve indexing accuracy. Work with customer to advise on optimal schemas and structures to ensure speed of access. Assist customer in developing back-up procedures and disaster recovery strategies and plans. This individual combines significant and far-reaching expertise in database design, software engineering, and process modeling to architect complex, enterprise-wide information systems. MIS Degree or equivalent. Over twelve years of database management experience with seven years related experience, seven to eight years of software design with five years related experience, and three to five years of information systems design with document management systems.

Application Specialist I

Assist in the development of custom web sites, which will attract and be appealing to users, and provides access to desired information. Assist customer in developing strategies for integrating in-house legacy applications with indexed images and document management systems. Must possess a thorough knowledge of programming and server software operations. Understands document management systems and interface strategies. Create Web front-end user interface to new or existing databases using a combination of HTML, SQL, C, VB or other languages to make business applications accessible. Requires Bachelor's degree in Computer Science or related field and one to two years of related work experience, or five years of related work experience.

Application Specialist II

Assist in developing custom web sites, which will attract and be appealing to users, and provides access to desired information. Assist customer in developing strategies for integrating in-house legacy applications with indexed images and document management systems. Must possess a thorough knowledge of programming and server software operations. Understands document management systems and interface strategies. Create Web front-end user interface to new or existing databases using a combination of HTML, SQL, C, VB or other languages to make business applications accessible. Able to develop system for uninterrupted 24 x 7 operations with full redundancy. Requires Bachelor's degree in Computer Science or related field and five years of related work experience, or ten years of related work experience.

Documentation Writer

Responsible for developing user guides, policies and procedure documentation and system administration manuals. Work with project manager and customer to understand customer's policies and procedures. Is able to use customer's style guide or follow ACCSES NJ/CNA Services standard format. Assist in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user's manuals, special reports, and other customer deliverables and documents. Proficient in Microsoft Word and Excel. Experience in developing computer systems documentation, standard business policies and procedures and records retention management. Minimum two years experience or 1 years experience and having completed the ACCSES NJ/CNA Services 45-day training course. Bachelor's degree in appropriate discipline or equivalent professional writing experience.

Administrative Assistant

Supports project management by maintaining personnel and other files, prepares reports, tracks project, prepares status reports and other contract documentation. Assists in preparation of presentations and charts. Experienced in office administration and developing graphic/artistic presentations for publications and documents. Experienced in using automated word processing, graphics systems and spreadsheet applications. Minimum two years experience. High School Diploma.

Document Control Specialist

Develops, applies, revises, and maintains quality standards for receiving, in-process, and final document inspection for assigned projects. Writes inspection procedures. Assists in reviewing and evaluating in-process rejections, obtains disposition, and implements corrective action as needed. Participates in audits. Responsible for maintaining full audit logs of customer documents throughout the conversion process. Produces exceptions reports and assist customers requiring temporary access to documents being processed. Requires completion of Metro Scanning 45-day training course and 1 year experience or three years of experience in records management and document management systems.

APPENDIX 2 – Price List

Item	Unit	Price
Document Inventory and Pick-up		
Pick-up and Inventory – Level 1		
Minimum pick-up fee (18 standard record-center boxes. For billing purposes, a record center-box measures one cubic foot)	Per pick-up	\$26.82
Boxes of documents, includes attaching barcode, manifest and entering into tracking database.	Per cubic foot (1 standard record-center box)	\$1.49
(beyond one hour) On-site truck and driver fee	Hourly	\$37.80
Pick-up and Inventory – Level 2		
Minimum pick-up fee (29 standard record-center boxes)	Per pick-up	\$53.65
Boxes of documents, includes attaching barcode, manifest and entering into tracking database.	Per cubic foot (1 standard record-center box)	\$1.85
Labor – per standard labor rates	Hourly	See labor rates
Pick-up and Inventory – Level 3		
Minimum pick-up fee (50 standard record-center boxes)	Per pick-up	\$108.00
Boxes of documents, includes attaching barcode, manifest and entering into tracking database.	Per cubic foot	Per project
Labor – per standard labor rates	Hourly	Per project
Document Preparation		
Level 1 document preparation	Per image	\$0.0178

Document Scanning, Appendix 2 – Price List

Item	Unit	Price
Level 2 document preparation	Per image	\$0.0351
Level 3 document preparation	Per image	\$0.0589
Special handling – document preparation	Per project	
Document Scanning		
High-speed Document Scanning		
Bitonal up to 8.5" x 14" at 200 dpi	Per image	\$0.0833
Bitonal up to 8.5" x 14" at 300 dpi	Per image	\$0.1161
Bitonal up to 11" x 17" at 200 dpi	Per image	\$0.1427
Bitonal up to 11" x 17" at 300 dpi	Per image	\$0.2052
100% image verification of pages scanned with a high-speed scanner and deletion of blank images	Included	Included
Manual deletion of bleed-through pages	Per image checked	\$0.0043
Manual deletion of bleed-through pages, and images that contain standard text as defined by the statement of work	Per image checked	\$0.0086
Blueprint, Photograph and Drawing Scanning Includes 100% image verification		
Documents up to 11" x 17" scanned in grayscale at 300-400 dpi	Per sheet	\$1.06
Documents up to 11" x 17" scanned in color at 300-400 dpi	Per sheet	\$1.34
Documents up to 17" x 22" scanned in grayscale at 300-400 dpi	Per sheet	\$2.44
Documents up to 17" x 22" scanned in color at 300-400 dpi	Per sheet	\$2.84
Documents up to 22" x 34" scanned in grayscale at 300-400 dpi	Per sheet	\$3.88
Documents up to 22" x 34" scanned in color at 300-400 dpi	Per sheet	\$4.40
Documents up to 36" x 48" scanned in grayscale at 300-400 dpi	Per sheet	\$6.48
Documents up to 36" x 48" scanned in color at 300-400 dpi	Per sheet	\$7.07

Document Scanning, Appendix 2 – Price List

Item	Unit	Price
Other Scanning		
Specialized scanning on flatbed scanner up to 11" x 17"	Priced on a per project basis	TBD
Mixed sizes scanned on high-speed scanner up to 11" x 17"	Priced on a per project basis	TBD
Book scanning	Priced on a per project basis	TBD
Document Indexing		
Single Entry Indexing		
Fixed price for index fields up to 10 characters long	Per index	\$0.0772
Additional keystrokes: for fields that exceed 10 characters, there is an additional per keystroke charge.	Per keystroke	\$0.0071
Double Entry Indexing		
Fixed price for index fields up to 10 characters long	Per index	\$0.1247
Additional keystrokes: for fields that exceed 10 characters, there is an additional per keystroke charge.	Per keystroke	\$0.0107
Verified Indexing Indexes are verified against a customer supplied table or spreadsheet		
Verified Single Entry		
Fixed price for index fields up to 10 characters long	Per index	\$0.0867
Additional keystrokes: for fields that exceed 10 characters, there is an additional per keystroke charge.	Per keystroke	\$0.0085
Verified Double Entry This option should be selected if the list provided by the customer is suspect insofar as its accuracy or is incomplete.		
Fixed price for index fields up to 10 characters long	Per index	\$0.1307

Document Scanning, Appendix 2 – Price List

Item	Unit	Price
Additional keystrokes: for fields that exceed 10 characters, there is an additional per keystroke charge.	Per keystroke	\$0.0119
“Document Category” Indexing Each document is assigned a “document category” from a predefined list supplied by the customer.		
Level 1 – assign each document a document category from a list of up to five document categories	Per document	\$0.0499
Level 2 – assign each document a document category from a list of up to ten document categories	Per document	\$0.0843
Special Indexing		
Special Indexing	Priced on a per project basis	TBD
Quality Assurance		
Level 1 quality assurance	Included	
Level 2 quality assurance (includes Level 1 quality assurance at no charge)	Hourly	See labor rates
Special quality assurance (includes Level 1 quality assurance at no charge)	Hourly	See labor rates
Media Creation		
Self-executable Format (All CD/DVDs include a licensed self-executable)		
Master CD (including full QA of media)	Per CD	\$26.14
Back-up copy CD	Per CD	\$10.69
Master DVD (including full QA of media)	Per DVD	\$58.21
Back-up copy DVD	Per DVD	\$26.14
Kodak Archive Writer Microfilm Production Format		
Master CD (including full QA of media)	Per CD	\$21.38
Back-up copy CD	Per CD	\$10.69

Document Scanning, Appendix 2 – Price List

Item	Unit	Price
Master DVD (including full QA of media)	Per DVD	\$52.27
Back-up copy DVD	Per DVD	\$23.76
EDMS Export Format		
Master CD (including full QA of media)	Per CD	\$38.02
Back-up copy CD	Per CD	\$9.50
Master DVD (including full QA of media)	Per DVD	\$77.22
Back-up copy DVD	Per DVD	\$23.76
Project Administration		
All billing, statistical reports and labor hours, and other supporting material required to meet billing requirements are included in the service and labor.	Included	

Document Scanning, Appendix 2 – Price List

Labor Rates for Level 2 and 3 Projects

These labor rates cover those projects that include Level 2 and Level 3 services. Discounts on hourly rates are available on projects where labor is contracted on a monthly, rather than hourly basis. Additionally, we are more than happy to provide the governmental agency with temporary employees before and after the project if it requires additional help.

Item	Unit	Price
Document Inventory and Pick-up		
Document inventory specialist I	Man hour	\$24.12
Document inventory specialist II	Man hour	\$32.33
Senior document inventory specialist	Man hour	\$41.72
Document Preparation		
Document preparation specialist I	Man hour	\$23.08
Document preparation specialist II	Man hour	\$28.88
Senior document preparation specialist	Man hour	\$36.20
Document Scanning		
Document scanning specialist I	Man hour	\$28.88
Document scanning specialist II	Man hour	\$36.20
Senior document scanning specialist	Man hour	\$41.72
Document Indexing		
Document indexing specialist I	Man hour	\$26.89
Document indexing specialist II	Man hour	\$34.80
Senior document indexing specialist	Man hour	\$40.35
Project Management		
Project manager I	Man hour	\$74.95
Project manager II	Man hour	\$91.57
Senior project manager	Man hour	\$119.27
Project director	Man hour	\$148.35

Document Scanning, Appendix 2 – Price List

Item	Unit	Price
Other Labor Categories		
Media creation specialist	Man hour	\$66.66
Database specialist I	Man hour	\$97.12
Database specialist II	Man hour	\$119.28
Applications specialist I	Man hour	\$110.96
Applications specialist II	Man hour	\$133.12
Documentation writer	Man hour	\$83.27
Administrative assistant	Man hour	\$55.57
Document control specialist	Man hour	\$63.88