

**DEKALB COUNTY SCHOOL DISTRICT
MEMBER SPECIFIC AGREEMENT TO
CCPA CONTRACT NUMBER: 2021000423 WITH
DOCUFREE CORPORATION**

DCSD:	DeKalb County School District
Address:	Robert R. Freeman Administrative Complex 1701 Mountain Industrial Boulevard Stone Mountain, GA 30083
Phone No.:	678-676-1478
DCSD's Representative:	Kermit Belcher, Chief Information Officer
Vendor:	Docufree Corporation
Address:	1775 Founders Parkway Alpharetta, GA 30009

THIS MEMBER SPECIFIC AGREEMENT (this "Agreement") is entered into as of the last day signed below by the DeKalb County School District ("DCSD") and Docufree Corporation ("Vendor").

FOR AND IN CONSIDERATION of the mutual promises and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, DCSD and Vendor hereby agree as follows:

1. CONTRACT DOCUMENTS: The term "Contract Documents" as used herein shall mean all of the following which are hereby incorporated and made a part of this Agreement. In case of conflict between the document terms, order of control for the documents shall be as follows:

- A. This Member Specific Agreement;
- B. Any Purchase Orders issued pursuant to this Agreement from time to time;
- C. The Statement of Work (**Exhibit A**);
- D. CCPA RFP No. 269-2019-090 for Citywide Document Management Services dated June 22, 2020 (**Exhibit B**);
- E. Any extensions or amendments of Contract Number: 2021000423 (**Exhibit C**); and
- F. CCPA Contract No: 2021000423 dated November 1, 2020 (**Exhibit D**).

The Contract Documents constitute the entire and exclusive agreement between DCSD and Vendor with respect to the Work, and supersede any and all prior discussions, communications, representations, negotiations or agreements between them with respect to the Work. The Contract Documents are complementary and are to be read as a whole. Any work, labor, materials or equipment that may be required, implied or inferred by the Contract Documents as being required to produce the intended result shall be provided by the Vendor for the Contract Price. Vendor will be held to the highest service standards found within any of the Contract Documents.

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2. LIMITS ON AGREEMENT PRICE AND SCOPE OF WORK: Vendor acknowledges and agrees that this Agreement is for a price no greater than Six Million One Hundred Thirty-Six Thousand Eight Dollars (\$6,136,008.00 USD) (the “Contract Price”). As a condition precedent to all required payments under this agreement, the Vendor shall submit to DCSD for review and approval, invoices detailing the specific work to be performed for which payment is requested, in a form acceptable to DCSD. Required payments under this Agreement shall only be for actual work performed by the Vendor and shall only be pursuant to invoices reviewed and approved by DCSD.

3. TERM: The term of this Agreement shall commence on the date it is last signed through October 31, 2025 (the “Term”). The Term is subject to the term of the CCPA Contract No: 2021000423, as amended, and shall be terminated or extended according to the provisions and extensions therein. Additionally, as required by O.C.G.A. § 20-2-506, this Agreement shall terminate absolutely and without further obligation on the part of DCSD at the end of the calendar year in which it was executed; provided, however, that this Agreement shall be automatically renewed unless DCSD delivers a notice of non-renewal to Vendor at least thirty (30) days prior to the end of such calendar year, unless this Agreement has otherwise been terminated as provided herein. At the end of the Term, DCSD may elect to have Vendor complete any open Purchase Order or terminate such Purchase Order, in DCSD’s sole and absolute discretion. DCSD reserves the right to terminate this Agreement at any time for its convenience upon thirty (30) days written notice to Vendor.

4. SERVICES: All services under this Agreement are outlined in the Statement of Work attached as Exhibit C and incorporated herein (the “Work”). Any modifications or changes to the Work will only be effective when documented in a written change order, mutually agreed upon and signed by both parties. In the event of a conflict between this Agreement and the provisions set forth in the Statement of Work, the terms of this Agreement will prevail.

5. VENDOR’S GENERAL RESPONSIBILITIES:

- A. In addition to the Vendor’s duties, obligations and responsibilities set forth elsewhere in the Contract Documents, pursuant to this Agreement, Vendor shall:
- (1) at all times give all notices and comply with all laws, ordinances, rules and regulations applicable to the Work, and promptly notify DCSD if it observes any Work which conflicts with any such requirements;
 - (2) pay all sales, consumer, use and similar taxes for the Work as required by law;
 - (3) supervise and direct the Work in compliance with the terms and conditions of the Contract Documents and the standards of the document imaging industry ;
 - (4) provide adequate, competent, suitably qualified personnel, labor supervision, equipment, materials, transportation, machinery, tools, appliances, fuel, utilities,

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sanitary facilities and all other facilities and incidentals necessary or required to perform the Work;

- (5) (intentionally omitted);
- (6) be fully responsible to DCSD for all acts and omission of any Subcontractors and suppliers or other persons directly or indirectly involved in performing the Work, and ensure that all such Subcontractors and suppliers are paid for such work, and indemnify and defend the DCSD from any claims with respect thereto;
- (7) be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work, including all necessary precautions for the safety and protection of, all employees on the Work and others who may be affected thereby, including other structures and areas adjacent to or on or about the Site; and
- (8) cooperate with DCSD's designated representative, provide any requested information and meet, consult and coordinate the Work with DCSD's representative.

B. Vendor Personnel:

- (1) Vendor shall maintain strict discipline among all personnel employed on DCSD grounds, and no person under the influence of drugs or alcohol shall be allowed on DCSD grounds, nor shall any person employed on DCSD's property have in his or her possession any drugs, alcohol or firearms. Unprofessional conduct, including but not limited to horseplay, wrestling, fighting, or the wearing of clothing containing vulgar, immoral or unwholesome words or images or promoting the same, shall not be permitted or allowed. No employee, Subcontractor or representative of Vendor shall use any tobacco product while on DCSD grounds.
- (2) Vendor administrators will provide supervision and training of Vendor personnel. All personnel hired or assigned by Vendor shall be Vendor employees for all purposes and not DCSD employees for any purpose. Vendor shall be solely responsible for (i) selecting and hiring its employees; (ii) paying all wages, health and retirement benefits, all applicable employee and employer taxes and deductions, Social Security taxes, and Medicare taxes, as required by law, and providing general liability insurance coverage covering Vendor and its employees, contractors, and agents under this Agreement, with Limits of Liability as set forth herein, and workers compensation insurance; (iii) supervising, evaluating, promoting and disciplining its employees; (iv) managing the employees' conduct, including the method by which the employees carry out their work; and (v) complying with the Federal Work Authorization Program.
- (3) Vendor employees will not accrue any sick leave or other benefits from DCSD and will not be subject to DCSD's Complaints and Grievances Procedures found in

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District Board Policy or be subject to the due process provisions of O.C.G.A. § 20-2-940 et. seq. as these individuals are not District employees.

- (4) Vendor and its employees, agents, contractors or other such personnel shall be independent contractors of DCSD and do not have the ability or the authority to make obligations on behalf of DCSD.
 - (5) If DCSD believes that the performance or conduct of any person employed or retained by Vendor to perform any services hereunder is unsatisfactory or is not in compliance with the provisions of this Agreement, DCSD will notify Vendor, identifying the conduct or performance in writing and providing all information and support necessary to substantiate and sustain any personnel action requested by DCSD, if any. Vendor will promptly address the performance or conduct of the reported person in accordance with Vendor's disciplinary policies.
 - (6) Vendor must identify any individuals providing services to DCSD who are drawing retirement from the Georgia Teacher Retirement System (TRS). Vendor is responsible for any and all penalties and interests that may be assessed by TRS for any work performed by Georgia TRS retirees. Vendor shall indemnify and hold DCSD harmless from and against any claims related to Georgia TRS.
- C. To the fullest extent permitted by law and to the extent claims, damages, losses or expenses are not covered by insurance purchased by the Vendor, the Vendor will indemnify and hold harmless DCSD and its agents and employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to extent caused by the negligent acts or omission of the Vendor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation will not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in the Paragraph.

In claims against any person or entity indemnified under this Paragraph by an employee of the Vendor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation will not be limited by a limitation on amount or type of damages, compensation acts, disability benefit acts or other employee benefit acts.

6. DCSD'S RESPONSIBILITIES: The DCSD shall have the right, at its sole discretion, to demand and require that Vendor remove any employee or Subcontractor working on any project and to replace the same, without cost or liability to DCSD.

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7. TERMINATION OF THE AGREEMENT: Either party may terminate this Agreement upon the occurrence of any material breach by the other party to this Agreement by giving written notice of such breach to the breaching party, which notice shall describe the alleged breach. This Agreement will terminate after the receipt of such notice unless the breaching party has cured such breach within ten (10) days from its receipt of such notice or, in the event said breach cannot be cured within ten (10) days, has failed to commence and diligently pursue curing of said breach. In addition, the DCSD may terminate this Agreement for its convenience at any time and for any (or no) reason upon thirty (30) days written notice to Vendor. In either case, all outstanding invoices or monies due for Work performed through the termination date shall be due and payable as of the termination date, less any amounts due to DCSD from Vendor. DCSD further reserves the right to suspend Vendor's performance of the Work should Vendor repeatedly fail or refuse to perform the Work as required herein, and Vendor shall not be permitted to resume work until such deficiencies have been corrected to DCSD's reasonable satisfaction.

8. SUBCONTRACTORS: Should Vendor enter into any subcontracts in connection with the performance of the Work, all such subcontracts shall be in writing and shall incorporate all the terms and conditions set forth herein. Vendor will not employ any Subcontractor against whom DCSD may have reasonable exception, and will not make any substitution for any Subcontractor who has been accepted by DCSD except with good cause. Vendor shall be fully responsible for all acts and omission of its Subcontractors. Nothing in this Agreement will create any relationship between DCSD and any Subcontractor. Vendor shall indemnify, defend and hold DCSD harmless from and against any and all claims for payment made by any Subcontractors and shall, within three (3) days of written demand from DCSD, bond off or remove any lien filed against DCSD's property by any Subcontractor. Should Vendor fail and/or refuse to remove any such lien, or should any Subcontractor otherwise notify DCSD of non-payment by Vendor, DCSD may, at its option, make payment jointly to Vendor and its Subcontractor(s).

9. INSURANCE:

A. Vendor shall not commence Work under this Agreement until it has obtained all the insurance required under this Section 8 and delivered certificates of insurance evidencing such coverages to DCSD, nor shall Vendor allow any Subcontractor to commence work on a subcontract until Subcontractor has provided the insurance required hereunder. The insurance required under this Section 8 shall be maintained in full force and effect during the performance of the Work until this Agreement is terminated. DCSD shall be named as an additional insured on all policies (except for Worker's Compensation). The insurance coverages required hereunder are as follows:

- (1) Commercial general liability insurance written on an "occurrence" basis, including coverage for premises/operations, products/completed operations, broad form property damage, blanket contractual liability, independent Vendors and personal insuring, and sudden and accidental pollution, with no exclusions for explosion, collapse and underground perils, with limits of not less than \$1,000,000 per

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occurrence for bodily injury (including death) and property damage and a \$2,000,000 aggregate limit;

- (2) Automobile liability insurance, including coverage for owned, non-owned and hired automobiles for both bodily injury and property damage and in accordance with statutory legal requirements, with a combined single limit of not less than \$1,000,000 per accident with respect to bodily injury (including death) and property damage and a \$2,000,000 aggregate limit; and
- (3) Workers compensation with statutory limits and employers' liability with limits of not less than \$1,000,000 per occurrence.

B. Vendor waives all rights of subrogation, against DCSD and its board members, officers, employees, agents, insurers, other Vendors and subcontractors and consultants for any damages covered by any type of insurance.

10. IMMIGRATION COMPLIANCE: Vendor and all Subcontractors shall comply with all state and federal immigration laws, rules and regulations, and the Vendor and all Subcontractors shall provide DCSD with the completed, signed and notarized forms required for compliance with the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 *et seq.*, prior to performance of any Work hereunder.

11. DISPUTE RESOLUTION: All claims, disputes, and other matters in question between the DCSD and Vendor arising, out of, or relation to, this Agreement or the breach hereof, shall be mediated in good faith as a prerequisite to litigation. Either party may file a request for mediation at any time following a reasonable attempt to negotiate resolution to the issue. The mediation shall take place in Atlanta, Georgia. Each party shall bear its own costs and expenses in connection with such mediation and the parties shall divide and pay the mediator's fees and expenses equally. Should the parties be unable to resolve any dispute or claim in mediation, either party may file a lawsuit in the Superior Court of DeKalb County, Georgia following the conclusion of the mediation. Each party hereby irrevocably consents to the exclusive jurisdiction of such court and the laying of venue therein.

12. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia without regard to its conflicts of law principles.

13. NO WAIVER: No waiver by either party of any default by the other party in the performance of any provision of this Agreement shall operate as or be construed as a waiver of any future detail, whether like or different in character.

14. SEVERABILITY: If any provision of this Agreement, or application thereof to any person or circumstance shall to any extent be invalid, such invalidity shall not affect the enforceability of the remainder of the Agreement or its enforceability in relation to other persons or circumstances.

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15. NO THIRD-PARTIES: Nothing contained in this Agreement shall create a contractual relationship with or cause of action in favor of a third-party against DCSD.

16. INDEPENDENT VENDOR: Vendor shall perform as an independent Vendor and not as an employee or representative of DCSD. Vendor retains sole and exclusive liability for all contributions, taxes or payment required to be made on account of Vendor's employees under federal or state tax or labor laws, unemployment and workers' compensation acts, social security acts, and all other legislation requiring employer contributions or withholdings.

17. BACKGROUND CHECKS: A criminal background check must be performed on all contractors, consultants, subcontractors, volunteers and vendors ("Individuals") who provide services on DCSD's premises, supervise services on DCSD's premises or have contact with students. All Individuals shall undergo the same criminal background check, within the last 365 days, as required of DCSD's own employees. Such background checks shall be performed by DCSD at the expense of the Individual at a cost of \$45.00 per person. Upon receipt and evaluation of the background check, DCSD may demand that the Individual have no contact with students or parents, or exclude such Individual from performing work on DCSD's premises or otherwise for DCSD, in its sole and absolute discretion. DCSD may make such determination regardless of whether such charges may have been dismissed, expunged, sealed, removed from the record, treated under "first offender" status or dead docketed. Any failure by Vendor to obtain a criminal background check for any Individual as required herein, may result in the termination of this Agreement without penalty to DCSD.

18. PERSONS UNDER INVESTIGATION: DCSD reserves the right to request that Vendor not permit any Vendor employee, agent or other of its service providers to provide services under this agreement if said person is under investigation for any wrongdoing. Vendor agrees to comply with any request from DCSD to remove said person as a service provider. Vendor agrees to cooperate with DCSD to the fullest extent practicable in any investigation of any actual or alleged misconduct of any Vendor employee or employer in connection with any activity arising out of this Agreement, including allowing access to interviews of Vendor's employees, agents or service providers or any documents related to alleged or suspected misconduct. Vendor agrees to inform DCSD within twenty-four hours that any of its service providers providing services under this Agreement have been arrested, convicted or sued (provided service of summons in a civil action) regarding any allegation related to the performance of their professional duties. Failure to comply with any of the foregoing requests will result in the termination by means of a material default by Vendor under this Agreement.

19. RIGHT TO AUDIT:

- A. Vendor shall maintain complete and accurate books and records with respect to services, costs, expenses, receipts and other information necessary to verify the scope or charges for any services and/or materials provided under this Agreement. Vendor understands and agrees that DCSD has the right to review documents and work in progress and to audit financial and other records pertaining to the performance of the Work under this Agreement, whether such records were prepared by Vendor or anyone

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else associated with the Work. At any time prior to the date which is six (6) years following the final payment under this Agreement, Vendor shall provide DCSD, at DCSD's reasonable expense, a copy of all such records within ten (10) business days of a written request from DCSD. At any time prior to the date which is six (6) years following final payment under this Agreement, DCSD's rights shall also include access, at reasonable times and upon reasonable notice, to Vendor's facilities for the purpose of inspecting and copying (at DCSD's reasonable expense) such books, records, accounts and other material which may be relevant to a matter under investigation which pertains to this Agreement, and subject to Vendor's confidentiality and contractual obligations to its customers. Vendor shall, at no cost to DCSD, furnish reasonable facilities and assistance for such review and audit (for the avoidance of confusion, this provision does not affect DCSD's obligation to pay for document and/or data storage services which are part of the Work). Vendor's unreasonable failure to provide records or access within the time requested shall preclude Vendor from receiving any payment under this Agreement until such documents are provided. Vendor agrees to maintain such records for a period of six (6) years following final payment under this Agreement.

- B. To the extent that an audit by DCSD, DCSD's independent auditors or a designee of any of them, discloses excess charges inaccurately or improperly attributed to this Agreement by Vendor, Vendor agrees to remit the amount of the overpayment to DCSD within thirty (30) days after demand.

20. USE OF STUDENT IMAGES: Written parental/caregiver permission must be obtained prior to the release, distribution, or publication of any kind of pictures, media, or recordings of individual minors, or from the parent/caregiver of each minor (or conserved adult) when groups of minors (and/or conserved adults) are depicted. Written permission must likewise be obtained prior to the release, distribution, or publication of any kind of pictures, media, or recordings of individuals over the age of 18 for any students that are not conserved.

21. REPRESENTATIONS, WARRANTIES, AND COVENANTS OF VENDOR: To induce DCSD to enter into this Agreement, and with DCSD's express reliance thereon, Vendor hereby covenants, agrees and represents the following: Vendor is not in financial default in any respect that materially adversely affects any of its properties or businesses, operations, or condition, financial or otherwise, under any existing security agreement, mortgage, security deed, equity agreement, or other agreement or instrument to which Vendor is a party or by which Vendor is contractually bound; and there is no pending or, to the knowledge of Vendor, threatened claim, action, suit, investigation or other proceeding at law or in equity by or before any federal, state, local or other court or governmental agency that materially affects the financial condition or viability of Vendor as a going concern, and there is not any judgment, order, writ, injunction or decree of any such court or agency materially affecting the financial condition or viability of Vendor as a growing concern, or any properties or assets of Vendor (herein collectively referred to as "Material Actions"). Until such time as this Agreement is terminated, Vendor shall provide DCSD prompt written notice of any Material Actions.

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22. ENTIRE AGREEMENT; AMENDMENT: The Contract Documents, including any and all exhibits attached hereto which are incorporated herein by reference, represents the entire understanding and agreement between the parties hereto relating to the Work and supersedes any and all prior agreements, whether written or oral, that may exist between the parties regarding same. No amendment or modification to the Work or this Agreement or any waiver of any provision hereof shall be effective unless in writing signed by the party so to be bound thereby.

23. LIMITATION OF LIABILITY; LIABILITY CAP: Vendor (including its subsidiaries and affiliates) shall not be liable for any incidental, indirect, special, exemplary or consequential damages that may arise out of or in connection with this Agreement, regardless of whether Vendor has been notified of the possibility or likelihood of such damages or costs occurring, and whether such liability is based on contract, tort, negligence, strict liability, products liability, or otherwise.

Similarly, DCSD shall not be liable for any incidental, indirect, special, exemplary, or consequential damages that may arise out of or in connection with this Agreement, regardless of whether DCSD has been notified of the possibility or likelihood of such damages or costs occurring, and whether such liability is based on whether contract, tort, negligence, strict liability, products liability, or otherwise.

In no event will the collective liability of Vendor or DCSD for any damages incurred by the other party exceed the total fees received by Vendor under this Agreement during the twelve months prior to the time at which the damages arose, regardless of the form of action, whether based on contract, tort, negligence, strict liability, products liability, or otherwise.

[Signature page follows]

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IN WITNESS WHEREOF, the parties have caused this Member Specific Agreement to be executed by their duly authorized representative as of the date first set forth above.

DCSD:
DEKALB COUNTY
SCHOOL DISTRICT

VENDOR:
DOCUFREE CORPORATION

By: 
Signature

By: *Steve Dexter*
1d2c59af-38fd-4513-87a2-b26b00658be2
Signature

Name: Dr. Devon Q. Horton

Name: Steve Dexter

Title: Superintendent

Title: CFO

Date: 1-28-25

Date: 01/20/2025

**DEKALB COUNTY SCHOOL DISTRICT
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EXHIBIT A**

Statement of Work #1

This Statement of Work ("SOW"), dated as of **10-30-2024** is entered into by Service Provider and Dekalb County School District (for purposes of this SOW, the "Customer") pursuant to the Master Services Agreement previously or simultaneously entered into between Dekalb County School District and Docufree Corporation, dated 10-30-2024 as the same may be amended from time to time (the "Agreement"), and shall be attached to the Agreement and incorporated therein. The Effective Date of this Statement of Work is: 10-30-2024.

All quantities listed below are estimated based on initial walkthrough of each facility.

SOW is based on volume of work described in RFP and will be a minimum of \$6,000,0000 with the amount not to exceed of \$6,137,008 without prior written authorization and funding from Dekalb County School District.

Docufree Overview:

Docufree is a full-service Document Management Company providing document management services to meet our customer's needs. Our range of services includes document management, data hosting, digital imaging, microfilm imaging, data conversions, e-signature, onsite imaging, offsite record and record storage, file destruction, and other related services.

1. Records Center (Avondale)

1.01 Microfilm, Microfiche & CD Scanning and Indexing

Project Includes

- Microfilm Transportation:
 - Pickup of Records from Customer facilities in Dekalb County. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
 - Docufree will arrange to securely transport to our secure production center.
 - Docufree will manage records, inventory, and upload files into the Customer's Scribbles account
- Scanning and Digitization
 - Documents will be scanned in black and white at 300 DPI
 - Docufree will create one searchable PDF for each student record
 - Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
 - Upload Scanned Student Records Files to Customer's Scribbles account
 - Documents will be scanned in black and white at 300 DPI
 - Creating Searchable PDFs of all documents
 - Up to 5 indexes per record
 - Last Name
 - First Name
 - DOB
 - SSN
 - Student ID (Some records don't have Student ID, need SSN)
 - Storing of boxes during 30-day image review period
 - Secure destruction of boxes
 - Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Microfiche Scanned Images	6,927,000	Image	\$ 0.03
Microfilm Scanned Images	366,795	Image	\$ 0.03
CD's Extracted Images	865,280	Image	\$ 0.03
Indexes (Up to 15 keystrokes)	6,527,260	Index	\$ 0.07
Pickups	1	Pickup	\$ 480.00
Logistics			
Professional Services (CD Processing)	16	hour	\$ 250.00

1.02 STUDENT RECORDS:

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 5 indexes per record
 - o Last Name
 - o First Name
 - o DOB
 - o SSN
 - o Student ID (Some records don't have Student ID, need SSN)
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	5,954	Box	\$ 277.00
Indexes (Up to 15 characters)	600	Indexes/Box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 317.00
Pickups	13	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	5,954	Box	Included in Box Fee
Boxing up Files / Repacking	400	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	5,954	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	120	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.03 Human Resources (5 Indexes)

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 5 indexes per record
 - o Last Name
 - o First Name
 - o DOB
 - o SSN
 - o Employee ID
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	13	Box	\$ 277.00
Indexes (Up to 15 characters)	600	Indexes/Box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 317.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	13	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	13	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	120	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.04 Human Resources – Folder Split (4 Indexes)

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 4 indexes per record
 - o Last Name
 - o First Name
 - o SSN
 - o DOB
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	330	Box	\$ 260.00
Indexes (Up to 15 characters)	200	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 300.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	330	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	330	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	50	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.05 Human Resources – Document Split (4 Indexes)

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all documents
- Up to 4 indexes per record
 - o Last Name
 - o First Name
 - o SSN
 - o Retire Date
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	4	Box	\$ 347.00
Indexes (Up to 15 characters)	1,600	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 387.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	4	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	4	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Documents per box	400	Document	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.06 Human Resources TRS – Document Split

Project Includes

- Pick up and transportation of Boxes
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all documents
- Up to 3 indexes per record
 - o Last Name
 - o First Name
 - o SSN
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	4	Box	\$ 319.00
Indexes (Up to 15 characters)	1,200	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 359.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	4	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	4	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Documents per box	400	Document	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.07 Human Resources – School Wellness

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Indexing
 - o Box Naming – Customer will provide written indexing rules for Custom Capture of the Box Name from information that is found on the outside of the box
 - o Folder Naming – Customer will provide written indexing rules for Custom Capture of the folder/binder/book name from information that is found on the folder tab
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	4	Box	\$ 260.00
Indexes (Up to 15 characters)	40	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 300.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	4	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	4	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	20	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.08 Human Resources – Document Split (3 Indexes)

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all documents
- Up to 3 indexes per record
 - o Last Name
 - o First Name
 - o SSN
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	4	Box	\$ 739.00
Indexes (Up to 15 characters)	7,200	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 779.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	4	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	4	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Documents per box	2,400	Document	\$ 0.05

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.09 Human Resources EIS – Document Split (3 Indexes)

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all documents
- Up to 3 indexes per record
 - o Last Name
 - o First Name
 - o EIS
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	7	Box	\$ 865.00
Indexes (Up to 15 characters)	9,000	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 905.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	7	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	7	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Documents per box	3000	Document	\$ 0.05

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.10 Human Resources EDD – Document Split (3 Indexes)

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all documents
- Up to 3 indexes per record
 - o Last Name
 - o First Name
 - o EIS
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	1	Box	\$ 445.00
Indexes (Up to 15 characters)	3,000	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 485.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	1	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	1	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Documents per box	1000	Document	\$ 0.05

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.11 Human Resources – Folder Naming

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Indexing
 - o Box Naming – Customer will provide written indexing rules for Custom Capture of the Box Name from information that is found on the outside of the box
 - o Folder Naming – Customer will provide written indexing rules for Custom Capture of the folder name from information that is found on the folder tab
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	26	Box	\$ 260.00
Indexes (Up to 15 characters)	100	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 300.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	26	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	26	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	50	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.12 Human Resources – Folder Split (3 Indexes)

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all documents
- Up to 3 indexes per record
 - o Last Name
 - o First Name
 - o SSN
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	7	Box	\$ 260.00
Indexes (Up to 15 characters)	300	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 300.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	7	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	7	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Documents per box	100	Document	\$ 0.05

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.13 Human Resources – Document Split (3 Indexes)

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all documents
- Up to 3 indexes per record
 - o Last Name
 - o First Name
 - o SSN
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	28	Box	\$ 340.00
Indexes (Up to 15 characters)	1500	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 380.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	28	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	28	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Documents per box	500	Document	\$ 0.05

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.14 Payroll

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 3 indexes per record –
 - o Indexes will be located on the folder or first page within the folder
 - o Written indexing rules and fields will be identified by Customer project team
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	259	Box	\$ 260.00
Indexes (Up to 15 characters)	300	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 300.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	259	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	259	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	100	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.15 Public Safety

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 5 indexes per record –
 - o First Name
 - o Last Name
 - o Date of Incident
 - o Case Number
 - o Complaint Number
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	220	Box	\$ 410.00
Indexes (Up to 15 characters)	2,500	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 450.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	220	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	220	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	500	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

1.16 Room 4 Business Records

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 4 indexes per record – To Be Determined by the Project Team
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	180 (After Purge)	Box	\$ 263.00
Indexes (Up to 15 characters)	400	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 303.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	220	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	220	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Box Pickup & Shred (not Scanned)	322	Box	\$ 10.00
Box Pickup, Store 1 yr, & Shred (Not Scanned)	52	Box	\$ 44.00
Folders per box	100	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

2. Sam Moss Center

2.01 Student Records & Employee Relations

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 5 indexes per record
 - o Student Records
 - Last Name
 - First Name
 - DOB
 - SSN
 - Student ID (Some records don't have Student ID, need SSN)
 - o Employee Relations
 - Last Name
 - First Name
 - DOB
 - SSN
 - Employee ID
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	1,400	Box	\$ 277.00
Indexes (Up to 15 characters)	600	Indexes/Box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 307.00
Pickups	4	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	1,400	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	1,400	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	120	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

2.02 SPLOST Boxes

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Indexing
 - o Box Naming – Customer will provide written indexing rules for Custom Capture of the Box Name from information that is found on the outside of the box
 - o Folder Naming – Customer will provide written indexing rules for Custom Capture of the folder name from information that is found on the folder tab
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.
- This does not include the historical/delicate records that require additional handling (old pamphlets, books, newspapers, etc.).

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	470	Box	\$ 263.00
Indexes (Up to 15 characters)	400	Indexes/Box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 303.00
Pickup	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	470	Box	Included in Box Fee
Boxing up Files / Repacking	100	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	470	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	340	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	200	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

2.03 Finance Boxes

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Indexing
 - o Box Naming – Customer will provide written indexing rules for Custom Capture of the Box Name from information that is found on the outside of the box
 - o Folder Naming – Customer will provide written indexing rules for Custom Capture of the folder name from information that is found on the folder tab
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	59	Box	\$ 263.00
Indexes (Up to 15 characters)	400	Indexes/Box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 303.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	59	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	59	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	200	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

2.04 Mixed Boxes (Near Cage)

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Indexing
 - o Box Naming – Customer will provide written indexing rules for Custom Capture of the Box Name from information that is found on the outside of the box
 - o Folder Naming – Customer will provide written indexing rules for Custom Capture of the folder name from information that is found on the folder tab
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	312	Box	\$ 263.00
Indexes (Up to 15 characters)	400	Indexes/Box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 303.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	312	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	312	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	200	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

2.05 Large Format Drawings

Project Fee Includes

- Pick up and transportation of drawings
- Packing of drawings
- Scanning of Drawings
- Documents will be scanned in bitonal (black and white) or color at 300 DPI
- Creating standard single page PDF's of all drawings
- Indexing -
 - o Box/Tube Naming – Customer will provide written indexing rules for Custom Capture of the Box Name from information that is found on the outside of the box/tube
 - o Plan Naming – Customer will provide written indexing rules for Custom Capture of the plan name.
- Estimates completed are as follows:
 - o 700 Drawings/Tube
 - o 75 Drawings/Roll
 - o 15% of Scans in Color
 - o 20% will require special handling
 - Taping
 - Mylar sleeve
 - Larger than 36"x60"
 - ETC
- Storing of boxes/tubes during 30-day image review period
- Secure destruction boxes/tubes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Drawings (< 36"x60")	196,733	Drawings	\$ 1.50
Color Scanning of Drawings (< 36"x60")	34,733	Drawings	\$ 4.50
Indexing	462,930	Indexes/Box	\$ 0.50
Extra Handling	46,293	Drawing	\$ 7.00
Pickups	4	Pickup	\$ 480.00
Logistics			
Docufree Boxes/Tubes for Repacking	100	Tube	\$ 5.00
Boxing up Files / Repacking	-	Tube	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 50.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box/Tube storage during image review period	-	Box/Tube	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Tube storage after image review period	-	Box/Month	\$ 25.00
Box/Tube Return	-	Box	\$ 40.00

*All Counts in this table are estimates and can vary greatly due to the difficulty of estimating oversize drawing volumes on the shelf. Best efforts were used in these estimates.

3. Finance/HR/Public Safety

3.01 Finance – AP Boxes

project Fee Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 2 indexes per record
 - o Batch Number
 - o Check Number
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	19	Box	\$ 263.00
Indexes (Up to 15 characters)	400	Indexes/Box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 303.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	19	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	19	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	200	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

3.02 Finance – RFP Boxes

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 2 indexes per record
 - o RFP Number
 - o Submitter Company Name
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	8	Box	\$ 260.00
Indexes (Up to 15 characters)	100	Indexes/Box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 300.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	8	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	8	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	50	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

3.03 Finance – Payroll Boxes

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 2 indexes per record –
 - o Indexes will be located on the folder or first page within the folder
 - o Written indexing rules and fields will be identified by Customer project team
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	12	Box	\$ 260.00
Indexes (Up to 15 characters)	100	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 300.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	12	Box	Included in Box Fee
Boxing up Files / Repacking	-	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	12	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	50	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

3.04 Human Resources – Folder Split (3 Indexes)

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 3 indexes per record
 - o Last Name
 - o First Name
 - o Employee ID
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	421	Box	\$ 260.00
Indexes (Up to 15 characters)	300	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 300.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	421	Box	Included in Box Fee
Boxing up Files / Repacking	421	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	421	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	100	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

3.05 Human Resources – Folder Split (3 Indexes)

Project Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 3 indexes per record
 - o Last Name
 - o First Name
 - o Employee ID
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	20	Box	\$ 277.00
Indexes (Up to 15 characters)	600	Indexes/box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 317.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	20	Box	Included in Box Fee
Boxing up Files / Repacking	18	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	20	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Documents per box	200	Document	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

3.06 Human Resources – Salary Card Drawers

Project Includes

- Pick up and transportation of cards
- Packing of cards into Docufree Boxes
- Scanning of Cards
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a card.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating standard multipage PDF's of each card
- Up to 3 indexes per record
 - o Last Name
 - o First Name
 - o Employee ID
- Estimates completed as follows:
 - o 1,920 cards per drawer
 - o 42 Drawers
 - o 50% are 2-3 cards per pdf
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Salary Cards	80,640	Cards	\$ 0.26
Color Scanning of Salary Cards	0	Cards	\$ 4.50
Indexing	120,960	Indexes	\$ 0.07
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	42	Box	\$ 5.00
Boxing up Files / Repacking	42	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 50.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	-	Box/Tube	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return	-	Box	\$ 40.00

3.07 Human Resources - Microfiche

Project Includes

- Microfilm Transportation:
 - Pickup of Records from Customer facilities in Dekalb County. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
 - Docufree will arrange to securely transport to our secure production center.
- Scanning and Digitization
 - Documents will be scanned in black and white at 300 DPI
 - Docufree will create one searchable PDF for each student record
 - Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDFs of all documents
- Up to 3 indexes per record
 - Last Name
 - First Name
 - Employee ID
- Storing of boxes during 30-day image review period
- Secure destruction of boxes
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Microfiche Scanned Images	624,000	Image	\$ 0.03
Indexes (Up to 15 keystrokes)	1,872,000	Index	\$ 0.07
Pickups	1	Pickup	\$ 480.00

3.08 Student Support Services – Discipline Records

Project Fee Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 4 indexes per record
 - o Last Name
 - o First Name
 - o School
 - o Student ID (Some records don't have Student ID, need SSN)
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	96	Box	\$ 263.00
Indexes (Up to 15 characters)	400	Indexes/Box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 303.00
Pickups	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	96	Box	Included in Box Fee
Boxing up Files / Repacking	96	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	96	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	100	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

4. WBB Building

4.01 Project Management - SPLOST

Project Fee Includes

- Pick up and transportation of Boxes. Each pickup includes one 26' truck (Up to 12 pallets/480 boxes)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Indexing: Folder Naming – First 50 characters from the folder tab
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	14	Box	\$ 235.00
Indexes (Up to 15 characters)	200	Indexes/Box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 275.00
Pickup	1	Pickup	\$ 480.00
Logistics			
Docufree Boxes for Repacking	14	Box	Included in Box Fee
Boxing up Files / Repacking	14	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	14	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	100	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

5. Docufree

5.01 Project Management & Professional Services

Project Fee

\$195,000.00

Docufree will provide a project team to ensure the project runs smoothly. There will be other Docufree team members that are utilized for project management throughout the project to ensure successful completion. Professional Services hours can be utilized for custom requests made by the project team. These requests will need to be approved by the Customer prior to work being performed.

Activity	Quantity Included**	Unit of Measure	Overage Rate
Project Management & Professional Services	1,000	Hour	Included in Project
Additional Hours	-	Hour	\$ 195.00

**Quantities listed in this column are included in the project fee. Any volumes up to this quantity are included at no additional cost. Quantities over this amount will be billed at the specified overage rate.

5.02 ScanCloud Subscription

Subscription Fee

First Year Included

Subscription Includes

Annual subscription to Docufree Enterprise ScanCloud application and hosting of 1TB of data for image review, data review, export and disaster recovery.

One year subscription to Docufree Enterprise level ScanCloud application. Includes:

- Up to 1TB of secure data storage
- 25 named users

Activity	Quantity Included**	Unit of Measure	Overage Rate
Annual ScanCloud Subscription	1	Year	Included in Project
Annual Renewal of ScanCloud Subscription	-	Year	\$ 120,000.00
Additional ScanCloud Storage	-	GB	\$ 5.00

**Quantities listed in this column are included in the project fee. Any volumes up to this quantity are included at no additional cost. Quantities over this amount will be billed at the specified overage rate.

6. On-Site at Schools

1.02 STUDENT RECORDS:

Project Includes

- Pick up and transportation of Boxes. Each pickup includes up to 50 boxes at each stop)
- Scanning of Boxes
 - o Documents will be scanned in bitonal (black and white) at 300 DPI
 - o Scan-able documents will be scanned at their native size in duplex mode to ensure that the front and back of all documents will be captured. An image is defined as each side of a sheet of paper.
 - o Blank page dropout will be applied after scanning documents with a threshold setting of 500 bits/page.
- Creating Searchable PDF's of all folders
- Up to 5 indexes per record
 - o Last Name
 - o First Name
 - o DOB
 - o SSN
 - o Student ID (Some records don't have Student ID, need SSN)
- Storing of boxes during 30-day image review period
- Secure destruction boxes after authorization from Customer
- Interrogation fees for Indexes not found on first 2 pages or for Document Types are not included. Any requests for interrogation would be quoted separately.

Activity	Estimated Quantity	Unit of Measure	Unit Rate
Document Prep, Scanning and Indexing			
Bitonal Scanning of Boxes (10"x12"x15")	19,370	Box	\$ 277.00
Indexes (Up to 15 characters)	600	Indexes/Box	\$ 0.07
Document Prep Per Box	2	Hour	\$ 21.00
Color Scanning of Boxes (10"x12"x15")	-	Box	\$ 317.00
Dekalb County School Pickups	175	Pickup	\$ 75.00
Logistics			
Docufree Boxes for Repacking	19,370	Box	Included in Box Fee
Boxing up Files / Repacking	1,000	Box	\$ 49.00
Document / File Pull Request (must provide box room number / box number)	-	Document	\$ 15.00
Document / File Pull Request (unknown box room number / box number)	-	Hour	\$ 21.00
Box storage during image review period	19,370	Box	Included in Box Fee
Box storage after image review period	-	Box/Month	\$ 2.50
Box Return (Not Reassembled)	-	Box	\$ 40.00
Box Return (Reassembled)	-	Box	\$ 75.00
Folders per box	120	Folder	\$ 0.10

*All Box Counts in this table have been converted into Standard Box equivalents of 10"x12"x15"

Payment Terms:

Amount not to exceed without prior written authorization and funding from Dekalb County School District \$ 5,887,008.

Docufree will require up-front payment of

- Weekly Progress Billing

The estimated amount of time to turn the boxes is 180 days from the date of pickup. This excludes any time with which Vendor is waiting for DCSD review/instructions.

Quality Measurements:

Quality for this Statement of Work will be measured according to the calculation found in "Appendix B".

This Service Agreement is between Customer and Docufree. This Agreement provides the basic pricing terms under which Docufree services will be provided. This pricing commitment is based on both parties having a clear understanding of the project requirements.

DOCUFREE CORPORATION,

By: Steve Dexter
 977fe3bb-5440-42ce-ba43-b26b00e3b69a
 Printed Name: Steve Dexter
 Title: CFO
 Date: 01/20/2025

Dekalb County School District

By: [Signature]
 Printed Name: Dr. Derron W. Horton
 Title: Superintendent
 Date: 1-28-25

Scribbles Software Statement of Work*

Inclusion of software in any Docufree SOW's does not constitute a purchase of software. Separate Software License Agreement with Professional Services Terms and Conditions will need to be executed.

DEKALB COUNTY SCHOOL DISTRICT PROJECT SUMMARY

This statement of work covers the Scribbles software platform.

\$250,200.00

The Scribbles Software applications recommended to fulfill the requirements of this RFQ are as follows:

- ScribOrder Essentials– Online student records request and payment application
 - Standardizes and optimizes the request and payment process.
 - Delivers electronic transcripts to over 4,500 colleges & Universities.
 - Ensures equitable access to families with language translation and mobile access.
 - Allows for transcript extracts from districts SIS 4 times annually.
 - Generates revenue for the district and eliminates paper receipts.
 - Allows for a backfile conversion of electronic transcripts and uploads up to 4 times annually.
 - Allows for an annual CSV upload of graduation data to help automate the alumni graduation status.
- ScribTransfer – The Secure school to school transfer of records to ensure FERPA compliance and to report on the whereabouts of DCSD students.
- ScribOnline – Secure District wide Document Archive Repository
 - Allows secure access to all district's electronic records.
 - Multi-tenant partitioned document archive repository to ensure role-based access.
 - SaaS based application using AWS.
- ScribCapture – Optional scanning and organizing software for batch level scanning.
- ScribFolders – Optional Electronic Cumulative Records in Virtual Folders
 - Creates a single, online source for all cumulative student records.
 - Reduces costs of physical on- and off- site storage and transportation
 - Provides full transparency into document history.
 - Reduces wait times for student records requests.
 - Eliminates paper-based records and manual processes.
 - Allows secure access to inter and intra district of all student records.
 - Modernizes your system and prepares your district for continued innovation.
- ScribIntegrate – Integration for sharing data using CSV files and or API's as part of the ScribFolders application.

Software Technical Support:

- Technical Support, training, implementation, and enhancement releases / upgrades are included in the subscription or transaction-based application fee structure and there are no additional set up costs.
- Scribbles provides technical support from 8 am to 8pm EST Monday through Friday excluding holidays. Scribbles support staff is also available via email at support@scribsoft.com or phone call for additional questions as needed.

Implementation, Training, and updates for a Digital Records Management Platform:

- A Scribbles Software Project Manager(s) will be assigned to DCSD for implementation and to train the staff for the applications they will be using.
 - **ScribOrder Essentials:** ScribOrder is an online student records request and fulfillment application, including allowing for the electronic fulfillment of transcripts that is funded entirely by alumni and 3rd party requesters as a transactional based application. ScribOrder transitions existing manual, paper-based processes into an automated solution designed to streamline and unify the acceptance, payment, and fulfillment of student records for an entire district that also allows districts to generate revenue by charging document fees to the records they are fulfilling requests for. There are more than 5,000 postsecondary institutions in the ScribOrder e-transcripts network. Scribbles will preload district transcripts for current and former students. Assigned staff have view-only access to their transcripts to fulfill orders designed exclusively for K-12 school districts to manage transcripts for current students and Alumni. This includes a one-time backfile conversion of all historic electronic transcripts as well as up to four uploads annually to allow for current student grade period uploads. The PM will work with the DCSD staff to assist with the proper formatting and secure extraction of this data via SFTP. The PM will also cover in the training how to search for and securely share these electronic transcripts with colleges and universities.
 - **ScribOrder Implementation and training** can be completed within 4 weeks. The PM will work with the assigned DCSD representative to identify the document types and fee structure that DCSD will utilize for student record requests. The DCSD representative will also provide the employee names, associated schools and email addresses for all employees that will be trained. This is typically central office-based records staff; however, it can be expanded to High School registrars and counselors if current student record requests are provided. The PM will provide a one-hour recorded instructor-led training session that includes how to view and run reports. A user guide will be provided as part of the training and updates are made to the guides as necessary. Online sessions can accommodate as few as 1 and up to a few hundred people per session, but it is recommended to cap classes at 25-50 people per session.
 - **ScribTransfer** is an add-on subscription SaaS application that manages school to school records requests for students that have transferred from one school to another. ScribTransfer is integrated within ScribOrder and is a secure, self-service application for a school to request records from another and electronic delivery for schools processing records for current school transferring students. Robust reporting enables school districts to track the whereabouts of their transfer students and to help update their district cohort.
 - **ScribTransfer Implementation and Training** is like ScribOrder training and can be completed within the same 4-week timeframe. However, this 1-hour web-based training is scheduled district wide for all school-based registrars and counselors that are involved with the delivery of student records for current students. The district representative will need to provide the PM with a list of the contact names, school and email addresses for all staff members that will be trained as well as to provide a list of document types that the district will provide to requesting school districts for transferring students.
 - **ScribOnline with or without Capture** is a SaaS document management solution designed exclusively for K-12 school districts. To date, ScribOnline is managing more than 26 million

cumulative folders for more than 250 school districts across the US. Additionally, districts use ScribOnline to manage Exceptional Student Records, Discipline Records, active and inactive HR records, Finance Records, Board Meeting Minutes, and other required documents. Each user will only have access to the associated document type and record type they are authorized to access. ScribOnline has robust functionality and security for accessing, manipulating, and sharing documents. All users are assigned to roles and all roles are privilege based and users can be set up to have view only access, ability to move the order of documents, add documents, delete documents, adding and deleting access, share documents, etc. ScribOnline also integrates with ScribOrder to allow staff fulfilling student records requests to easily search for and attach documents to fulfill requests. ScribOnline is a district wide application and includes unlimited user licensing for accessing documents. The license also includes a district wide storage license for your electronic data.

- **Capture Software** is an add-on to ScribOnline that is intended for the bulk file upload or scanning of departmental documents using barcode lead sheets. This is most common for managing active HR records, and for scanning current student records with ScribFolders and other documents that are still highly paper based within the schools and central office. This can be provided as a district wide site license or licensed per scan station.
- **ScribOnline / Capture Implementation and Training**, The PM will schedule a separate session with each department group to view sample data that is relevant to their department. This will also be completed in a one hour recorded instructor-led session. A user guide will be provided as part of the training. Online sessions can accommodate as few as 1 and up to a few hundred people per session, but it is recommended to cap classes at 25-50 people per session. Each department may have their own unique index values for searching for their records, so each training may vary slightly but the concept on how to view and access reports, search for a record, how to insert a document or page, move the order of pages, share records, delete records, make annotations to pages will be consistent across the district.
- **For Implementing ScribOnline Electronic Data**, Scribbles will work with Docufree to ensure records are loaded into their proper document types. Scribbles Software will provide Docufree with the import specifications, which is typically an XML file or metadata file for uploading data into ScribOnline. Scribbles will grant secure access through a SFTP site for transferring the data to be uploaded into ScribOnline.
- **Integration Services (if applicable)** Scribbles Software can ingest data from multiple SIS systems and other third-party software applications. These integrations can be done via API or ETL. For example, currently Scribbles Software has integrations with Clever, 1EdTech, formally OneRoster and ClassLink which it uses to pull data from the SIS when creating and updating student information. In addition, Scribbles Software has a two-way API with ScribFolders that will allow an approved third-party software to pull the images and values as well as push documents into ScribFolders. Scribbles Software has successful integrations with districts from several hundred students to hundreds of thousands of students.
- **ScribFolders for managing Current Student Records (if applicable)** is the electronic cumulative record for all current students. Records will be created using the students' unique Student ID from a data extract from the district SIS or other data sources. The district can utilize ScribCapture to scan paper records into ScribFolders or use the selected scanning partner to scan current student records into the folders. Guidance will be provided to create the structure of the electronic folders. Scribbles can also ingest existing electronic records into ScribFolders. The application is designed to help districts to either migrate to an electronic student record in one year or over a period of years. The assigned PM will work with the district to determine their current student record document types, security access to the documents and create and assign the role-based access and security. Training will be provided to the users based on their roles and the

responsibilities needed for their roles.

- Upon completion of training the new work group will work with the project manager on any ongoing questions or needs for at least 30 days. The project manager will transition the new work group over to our Scribbles Support group for ongoing technical support or questions.
- Scribbles Software utilizes our ScribCoach program for recurring trainings. DCSD would designate at least two users to be ScribCoaches for each application. These coaches would be trained by Scribbles Client Success staff. Future trainings with the staff at DCSD would be led by ScribCoaches and Scribbles Software staff will be available for assistance during these trainings. ScribCoaches will have access to continual trainings, office hours and access to the ScribCoach portal in order to provide ongoing training to the district. We also provide office hours for ScribCoaches or any application users that would like to attend for further training or specific content expanded knowledge.

Updates and Enhancement releases

System updates to all Scribbles applications are made system wide and new release updates are shared with ScribCoaches as well as on the www.scribsoft.com website. Documentation is provided for any major enhancement changes. For any configurable enhancements, the district has the option to implement these configuration changes or modifications.

Launch Year Schedule

Scribbles Software recommends DCSD implement ScribOrder Essentials and ScribTransfer for all student transcript / record and verification request for all grades as the first step. This will provide a revenue source towards funding the recommended software applications. ScribOrder implementation and training can be completed within the first 30 days. It is anticipated that through the use of ScribOrder the district can generate approximately \$50,000 annually from transcript request and verification of graduation requests.

As part of ScribOrder Essentials, we will convert the existing legacy data of transcript records and load those files into ScribOrder so that these records are available for record request as part of going live with ScribOrder. We will also upload all historical graduation details as a CSV file for the district to easily see the status of graduation for their alumni. The required fields are the students Name, DOB, Year of Graduation and Graduation status (True / False), additionally the name of the high school is preferred.

As physical records are digitized by Docufree, they will be loaded into ScribOnline on a rolling basis depending upon the desired scanning schedule and available funding.

Scribbles will also work with the district to implement ScribFolders (if applicable) to manage current student transcript and Permanent Folder implementation and access. ScribIntegrate is available as needed for any sharing of student data.

Appendix A – Approx Box Inventory

Room #	Department	Type of record	# of boxes	Size of box	Standard Box Equivalents
2	Student Records	Student Records	307	10"X12"X15"	307
2	Student Records	Student Records	61	12"X15"X24"	122
3	Student Records	Student Records	520	10"X12"X15"	520
5	Student Records	Student Records	414	12"X15"X24"	828
108	Student Records	Student Records	434	10"X12"X15"	434
109	Student Records	Row 1 - large boxes	70	12"X15"X24"	140
109	Student Records	Row 2	84	12"X15"X24"	168
109	Student Records	Row 3	52	10"X12"X15"	52
109	Student Records	Row 3 - large boxes	28	12"X15"X24"	48
109	Student Records	Row 4 - small boxes	28	12"X15"X24"	56
109	Student Records	Row 5 - large boxes	24	12"X15"X24"	48
109	Student Records	Row 5 - brown boxes	13	10"X12"X15"	13
109	Student Records	Row 5 - white boxes	34	10"X12"X15"	34
209	Student Records		295	10"X12"X15"	472
209	Student Records	42 Drawers Containing 1.5 Boxes	63	10"X12"X15"	100.8
209	Student Records	Large Boxes	29	12"X15"X24"	58
210	Student Records		520	10"x12"X15	832
210	Student Records	Large Boxes	24	12"X15"X24"	48
210	Student Records	36 File Drawers - 2 boxes per drawer	72	10"X12"X15"	115.2
211	Student Records	309 boxes (total or in addition to?)	309	10"X12"X15"	494.4
211	Student Records	56 file drawers w/ 1.5 boxes/drawer	84	10"X12"X15"	134.4
211	Student Records	60 file cabinet drawers w/ 2 boxes/drawer	120	10"X12"X15"	192
211	Student Records	9 flat drawers w/ 3 boxes/drawer - large format?	27	10"X12"X15"	43.2
213	Student Records		418	10"X12"X15"	668.8
213	Student Records	Boxes of RT3 Binders (1 PDF ea.)	12	10"X12"X15"	19.2
213	Student Records	Boxes of envelopes - 1 PDF/envelope per school	4	10"X12"X15"	6.4
TOTALS			4,046		5,954

Appendix B – Six Sigma Quality Approach

Criteria:

Opportunities	Description
Cut-Off	Text/data on the image is not visible and has been cut-off in the image
Dog Ear	Corners are folded over obstructing text/data
Legible	Text on the image is illegible. This excludes poor quality originals
Skew	Image is Skewed > 5°
Order	Image is in the file is in a different order than it was provided within the physical box
Completeness	The image is missing from the file
Double Feed	More than one page visible within the image
Streaks	Foreign markings such as lines or streaks not present on the original
File Type	File type is incorrect (PDF, Tiff, Etc)
DPI	Incorrect Resolution is used (standard is 300)
Compression	Incorrect Compression Method used. Usually Group IV or LZW for tiffs
Pixel Type	Incorrect Pixel type is used (Bitonal/Color/Greyscale)
Orientation	Incorrect Orientation applied. This excludes cases where there is more than one direction of text on a image
Searchability	File does not contain embedded OCR data
Separation	The page is combined with another document
Typed Index Data Capture	Clear, legible, and unambiguous text is captured incorrectly
Handwritten Index Data Capture	Clear, legible, and unambiguous text is captured incorrectly
Filename	The filename is in the correct format based on the written specifications
Metadata Format	The metadata file is in the correct format based on the written specifications

Calculation:

$$DPO = \frac{Defects}{Opportunities}$$

$$Yield (\%) = (1 - DPO) \times 100$$

Target = > 99%

Appendix C – Types of Scanning Output

The table below provides examples of what a color and black & white (bitonal) scans look like as compared to a black & white (grayscale) photograph.

Printed Camera Phone Color Photo

