DOCUMENT IMAGING PROPOSAL

October 18, 2023

Jean Ann McCarthy
Smithville ISD
901 NE 6th Street
Smithville, TX 78957

Dear Ms. McCarthy,

Records Consultants, Inc. (RCI) is pleased to submit this proposal to Smithville ISD for processing and scanning the District's Permanent Inactive Student Records, Personnel Records, and General Business Archives. RCI offers a highly efficient, multi-level quality check imaging process to ensure 100% capture of your documents. Additionally, RCI offers a comprehensive file purge process (student records only) to eliminate non-required, non-permanent documents.

The attached proposal will cover the following information:

- RCI 8-Step Process
- Work Schedule
- Delivery of Image Database/Software
- Post-Project Disposition of Records
- Project Scope and Fees
- Payment Terms & Conditions
- RCI Document Imaging Process (Workflow)
- Acceptance Page

If you should have any questions pertaining to this proposal, please do not hesitate to call me at (877) 363-4127. We greatly appreciate your continued interest in our services and look forward to assisting you with this project.

Sincerely,

Jackie Frost
Account Manager

RCI 8-Step Process

The imaging process for your permanent records consists of purging, preparing, scanning, and indexing the document with quality checks throughout each phase of production. We have included an attachment that displays the workflow of this project.

1. **Packaging, Boxing, and Transporting Records:** RCI will retrieve the documents and transport them to RCI in San Antonio, Texas for purging (upon request), preparing, scanning, and indexing. RCI will process and image records by completing the following functions listed below. RCI offers optional services for boxing records that are filed in cabinets or shelving units. Additional fees apply.

2. **Cumulative File Purge (Student Records Only):** RCI will begin the project by performing a file purge per Student Record by identifying and sorting all non-permanent documents versus all essential permanent documents in accordance with the mandatory Records Retention Schedules established by the Texas State Library & Archives Commission (TSLAC). The following activities will be accomplished during the purge process:
   - Identifying and keeping intact TSLAC required items – High School transcripts or other record of academic achievement, standardized test scores (TAKS, STAAR, SAT, ACT, etc.), and permission for record access by students 18+ years of age, plus other client requested documents.
   - Removal of items that are not required by TSLAC (or other client requested documents)

3. **Document Preparation:** RCI will prepare all documents for the scanning function. We will remove staples and paper clips, mount or copy any undersized documents and tape any torn pages, if necessary. These documents will then be staged for the scanning process.

4. **Document Scanning:** RCI will scan all selected documents found in the files. We will perform a scan quality check by visually inspecting each image and perform enhancements when necessary. Please note that scanning is only offered for standard office paper sizes (letter, legal, file folders, 11"x 17" paper, and smaller) and images will be in 200 dpi (dots per inch). Oversized documents exceeding 18" dimension incur additional fees. Optical Character Recognition (OCR) enabling full-text searchable images is offered for an additional fee.

5. **Document Indexes:** RCI will index each Record with three index values. Other index values and additional index fields can be supported but may alter the scope of the project and additional fees will apply.

6. **Final Audit and Quality Control:** RCI will conduct a final audit of the document image database to ensure that 100% of all documents have been captured, the images are sufficient to reproduce the record, and the images are appropriately indexed and accessible.

7. **Delivery of Image Database and File Access Software:** Electronic file images will be created at completion of the scanning process. The scanned images will be provided electronically via FTP or on an external storage media, such as DVD, USB flash drive, or USB hard drive only if the client requests the scanned images in PDF format. Images can also be viewed with the purchase of the PaperVision® Enterprise (PVE) software or the ImageSilo® hosted document management service.

8. **Post-Project Records Disposition:** After the project is completed, there are two options for disposition of the physical documents. RCI can return the documents to the client or request RCI to complete document destruction services for these records.

Work Schedule

RCI anticipates the following schedule to complete the entire project:

Activity	Duration of Time
Packaging and Transporting Records	1 day
Purge, Prep and Scan Required Documents	4-6 weeks
Index, Quality Control, and Prepare Final Packaging of Scanned Images	4-6 weeks
Installation and Training of Final Database	1 day

Also, if you require access to a particular document during the imaging process, RCI will scan the requested document and electronically transmit the image to the designated point of contact. Document requests will be fulfilled within one to two business days.

Delivery of Image Database/Software

There are several options in which to provide the scanned images. RCI can deliver the final project through the ImageSilo® in a cloud hosted document management service, PaperVision® Enterprise (PVE) software, in individual PDF files, or in other formats that may be imported into your existing application(s). RCI provides installation, training, and support and can provide Professional Services to support integration. ImageSilo® installation and training can be provided remotely or onsite, while PVE software installation and training requires on-site services.

Option #1: RCI recommends **ImageSilo®. ImageSilo®** is a secure, online, cloud hosted document management service offering robust Enterprise Content Management (ECM) features at a low monthly fee. Fees are based only on data storage utilized with allotments starting out at 5 GB per month, and additional increments are available to handle all size projects.
- Supports unlimited users with no additional software license fees
- No up-front costs for hardware or software license
- No annual maintenance fees for software support
- Always running the current and latest version without incurring version upgrade headaches
- Eliminates headaches associated with infrastructure development and data management

Option #2: **PaperVision® Enterprise (PVE)** is a powerful ECM software application provided under an end-user licensure fee. PVE allows multiple licenses to be connected to a centralized data/image repository. The content management features include: customized security for users and groups, file modification, image redaction, interface with Microsoft applications, usage audit trail, and other valuable features and functions. Should you choose to purchase the PaperVision® Enterprise software, RCI will install this software on the hardware you desire. Installation will be accomplished at the Professional Services Rates. Annual Maintenance fees will apply for ongoing license renewals and support.

Option #3: **Custom Image and Data Output:** RCI can provide other tailored formats to match your unique situation. RCI can provide named, multipage PDF files via FTP or external USB media for import into most common content management systems.

Post-Project Disposition of Records

After the project is completed, there are two options for disposition of the physical documents:

Option #1: Secure Document Destruction – RCI can destroy the documents in our secure document destruction facility. A document destruction fee will apply. RCI will store the physical documents for 60 days at our secure facility prior to destruction. Records held for more than 60 days at RCI's facilities will incur additional storage fees at a rate of $3.50 per box per month. The boxes and contents will be shredded and recycled. After the documents have been destroyed, we will provide a Certificate of Destruction to complete your audit trail.

Option #2: Return of Documents – Transportation fees apply. If the returned boxes are to be removed from pallets and shelved by RCI staff, additional fees will be included. Records in returned boxes are not in the original format or folder. During the image processing, contents are separated into groups of purged or scanned items. Scanned materials are bundled together in their same box with break sheets between each record. Purged contents are usually within the folder of which they were originally included. Additional fees apply to reconstruct the folder (excluding binding, staples, paperclips, etc.) to its original contents. Records for projects that did not include the purge function will also be bundled and outside of their original folder or binding. Returned records will be in boxes and palletized. Removing boxes from pallets and stacking on shelves may incur additional fees.

Project Scope and Fees

Based on information gathered, we estimate the following quantities of records
Permanent District Records

- **An estimated 138 boxes of Permanent Student Cumulative Folders containing an estimated 7,750 graduate/withdrawal student folders/files**
- **An estimated 47 boxes of Permanent Inactive Personnel records containing an estimated 105,000 images (requiring an estimated 16 boxes)**
- **An estimated 88 boxes of Permanent Payroll records containing an estimated 195,000 images**
- **An estimated 49 boxes and 5 ledgers of Permanent Business Administration records containing an estimated 110,000 images**

The project scope for this proposal includes the following:

- ✓ Box and label an estimated 16 boxes of records for transportation (inactive personnel records)
- ✓ Label and Inventory of 322 boxes for transportation
- ✓ Transportation of records to RCI secure facilities in San Antonio, Texas
- ✓ Purge Student Cumulative Files to TSLAC minimum standards plus other district requested documents
- ✓ Scan selected student document and entire contents of other Personnel and administrative records at 300 dpi
- ✓ Provide OCR functions for full-text searchable images for scanned records (only offered for typed print, excludes handwritten text)
- ✓ Index each file with 3 index values
    - o Student Records – *LAST NAME, FIRST NAME,* and *DATE OF BIRTH*
    - o Personnel Records – *LAST NAME, FIRST NAME,* and *SSN (last 4 digits)*
    - o Business Records – *DOCUMENT TYPE, DOCUMENT TITLE,* and *DATE (or year)*
- ✓ Provide Secure Document Destruction of physical records within 60 days of data delivery and verification

Our calculations are based on estimates obtained during our visit and information provided by the point of contact. It is estimated that the total number of images will likely range from 375,000 to 425,000 images. Disk storage space for the file images and database is estimated to be approximately 20 GB (gigabytes).

ESTIMATED QUANTITY	DESCRIPTION	BUYBOARD CONTRACT	SMITHVILLE ISD UNIT PRICE	LINE TOTAL
	BOXING, TRANSPORTATION, & RECORDS DISPOSITION			
306	Label & Inventory Records for Transportation (Per Box)	$ 8.00	Waived	$ -
16	Box, Label & Inventory HR Records for Transporation (Per Box)	$ 8.00	$ 8.00	$ 128.00
1	Pickup Transportation of Boxes (Per Round Trip)	$ 260.40	$ 250.00	$ 250.00
322	Secured Document Destruction (Per Box)	$ 8.50	$ 3.75	$ 1,207.50
	IMAGING PERMANENT STUDENT RECORDS			
7,750	Purge/Prep/Scan/Index/Quality Control - Student Records (Per File)	$ 5.95	$ 5.65	$ 43,787.50
7,750	OCR - Full-Text Searchable Images (Per File)	$ 0.30	$ 0.25	$ 1,937.50
	IMAGING PERMANENT PERSONNEL RECORDS			
105,000	Prep/Scan/Index/Quality Control - Personnel Records (Per Image)	$ 0.29	$ 0.19	$ 19,950.00
105,000	OCR - Full-Text Searchable Images (Per Image)	$ 0.04	$ 0.02	$ 2,100.00
	IMAGING PERMANENT PAYROLL RECORDS			
195,000	Prep/Scan/Index/Quality Control - Payroll Records (Per Image)	$ 0.29	$ 0.19	$ 37,050.00
195,000	OCR - Full-Text Searchable Images (Per Image)	$ 0.04	$ 0.02	$ 3,900.00
	IMAGING PERMANENT BUSINESS ADMINISTRATION RECORDS			
110,000	Prep/Scan/Index/Quality Control - Business Records (Per Image)	$ 0.29	$ 0.19	$ 20,900.00
110,000	OCR - Full-Text Searchable Images (Per Image)	$ 0.04	$ 0.02	$ 2,200.00
	SOFTWARE, SETUP & TRAINING			
1	ImageSilo® Remote Setup and Training	$ 850.00	$ 750.00	$ 750.00
1	ImageSilo® Monthly Storage and Usage Fee Up to 20 GB*	$ 1,900.00	$ 650.00	
	*Total price does not include Monthly Usage fee			
			Total	$ 134,160.50

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Records Consultants, Inc. ● 21288 Gathering Oak ● San Antonio, Texas 78260 ● Office: (877) 363-4127 ● Fax: (877) 366-0776 ● jfrost@rcitech.com

Payment Terms & Conditions

The following payment terms apply:
    15% due upon contract acceptance
    35% due upon contract initiation
    50% (balance) due upon delivery

The ImageSilo® web hosted document management service will be billed monthly to begin on the first day of the month following completion of the project. If storage capacity is increased, additional fees will be reflected in the following month's invoice.

It is important to note that during each phase of the project we will continually monitor the number of files and images that are being processed. The pricing in this proposal is based on the estimated quantities and the final bill will be adjusted to reflect the actual count of files or images worked in the project. If there is an indication that the number of files or images may vary significantly from the estimates provided, we will immediately notify the designated point of contact of the variation.

Authorization

When you approve this proposal, sign the acceptance page and fax it to Records Consultants, Inc. at (877) 366-0776.

Sincerely,

Jackie Frost
Account Manager