

# Laredo College – HR

## Conversion Service Proposal

# Conversion Services



# Scanning Various Doc Types



Toshiba shall scan and convert records with an estimated total page count of 635,250 pages up to 11 x 17 inches (bi-tonal) to a portable document format (PDF) files with optical character recognition (OCR) disabled. Most pages are expected to be 8-1/2 by 11 inches to 8.5 x 14 inches. All work shall be accomplished according to the Laredo College Statement of Work for Scanning and Indexing of the Laredo College Records.



The proposed quote will include pickups, cataloguing process, document preparation, scanning and conversion, post-scan handling, scanning verification, indexing and index verification and export to a SFTP site for Laredo College to download Images. The final disposition of destroyed is included.



The total estimate page count of 635,250 b/w images is based on the photographs of the records storage and condition submitted during the discovery process.



All Records will be handled according to all Texas Library & Archives Commission compliance requirements.



All Production Project personnel will have required background check to insure protection of personal identity.





# Conversion Scope of Services

Laredo College has identified the need to convert archived Human Resource Records documentation to a digital format. The project outcome is to minimize the dependency on manual on and off-site storage filing processes and disaster recovery requirements. Toshiba Professional Services will provide the consulting and strategy services to convert the current paper files, etc. to a digital format that will be stored within the Laredo College network environment or deliver the images as a PDF to a SFTP site for Laredo College to download and store locally.

## Benefits



Go forward strategy  
to provide quick  
access to  
documents



Minimize labor  
costs associated  
with file retrieval



Compliance  
Requirements  
(Retention  
schedules)



Fast RFI turn  
around



Disaster Readiness



Fully Secured  
Hosting Services



**TOSHIBA**

# Unmatched Quality, Security & Compliance

- Screened, trained, certified subject matter experts
- Secure, high-volume, ISO 9001-2015 facility
- PCI DSS, HIPAA/HITECH, Privacy Shield certified
- Annual SOC 2 Type II audits
- Security, workflows and SLA monitoring
- Hardened Geo Redundant Protection & Data Centers
- Volume and peak time management
- Event monitoring / BCDR
- Scan on Demand to have quick access to your records
- CJIS Certified Personnel
- Texas Department of Public Safety Certified



# Conversion Facility

- 24-hour video surveillance cameras that continuously monitor facility perimeters all entrances & exits
- Storage floors and storage areas accessible only to authorized personnel
- Temperature and humidity-controlled vaults
- Motion detectors that capture all activity inside each vault
- Secure loading docks inaccessible to the public
- Retrieval and release of documents only to personnel authorized by the account depositor
- Records centers constructed of non-combustible materials
- Fully functional sprinkler & pre-action smoke detection systems conforming to local building & fire codes
- Regular safety and security audits (SOC 2 and HIPAA Compliant)
- Criminal Justice Information Services Certified
- Texas Department of Public Safety Certified Personnel





**TOSHIBA**

# Document Conversion Services

Convert paper documents into digital information you can easily access, control, trust and use.

## Pickup & Catalog Services

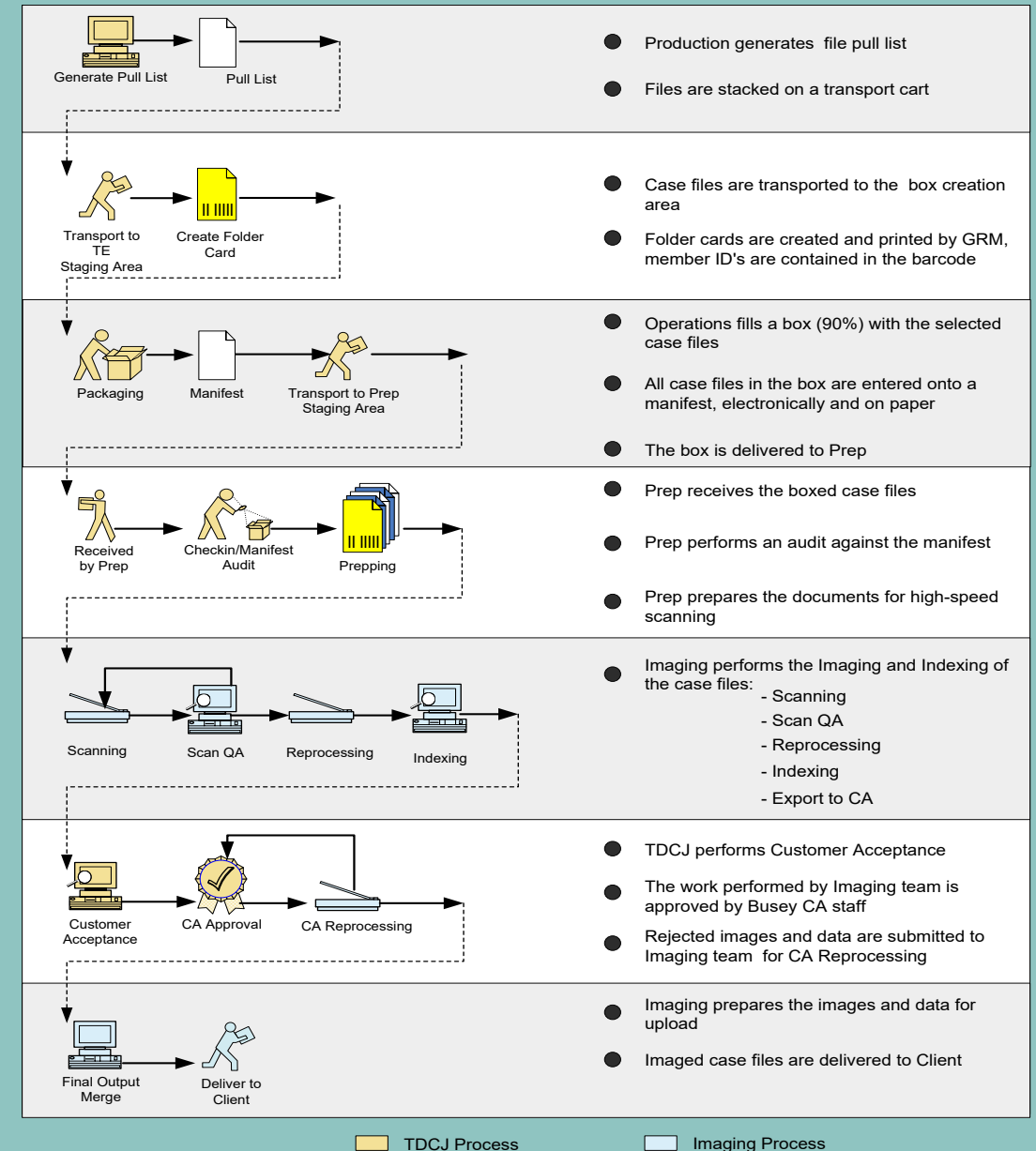
- Background Verified Employees (CJIS)
- Secure Delivery Vehicles
- Boxes Provided
- Files Stored & Cataloged in Boxes

## Scan & Capture Services

- Document Preparation of legacy paper records
- Your Unique Capture Process for the Project
- QA Image and Index Information

## Cloud-Based Delivery Platform

- Track the status of your project and request file pulls for scanning on-demand
- Access, review, and organize the digital images and data securely online
- Use Document Conversion Services to transfer the images and data to your downstream workflows and systems



This quote is an estimate based on the information provided by Laredo College. Laredo College will be invoiced for the exact number of images scanned and processed. The Laredo College will receive an invoice each month for the prior month services.



# From Small to Enterprise



**AFGlobal**

Austin  
**WATER**



**BioBridge**  
GLOBAL

**SONY**

**SEKO**

**Southwest**



**IPS**  
CORPORATION



Laredo Community College

**AVANCE**  
*Unlocking America's Potential*



**BAPTIST**  
HEALTH SYSTEM



**Texas Health**  
Presbyterian Foundation<sup>SM</sup>  
Healing Hands. Caring Hearts.<sup>SM</sup>



**TRANSOIL**  
MARKETING LLC  
ABILENE, TEXAS • A TAUBER COMPANY



# Thank You!

From all of us at Toshiba America Business Solutions

**TOSHIBA**