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City of Gahanna Gahanna, OH

Backfile Conversion Project (2015)

Presented By: Jim Perry

Date Presented: 12/1/14

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Date:	December 1, 2014
Client:	City of Gahanna
Project Name:	Backfile Conversion Project
Prepared By:	Jim Perry

Overview:

The purpose of this proposal is to provide a proposal to the City of Gahanna to convert all existing documents and records currently in paper format (11 Categories) into digital or tiff images with index fields for ease of search. The following is a proposal and approach to providing the conversion.

Background:

The City of Gahanna has paper documentation for all areas of the city including Council, Civil Service, BWC, Payroll, Engineering, Service, Utility, Water Resources, Prepare to Film, City Attorney, and Human Resources that need to be converted to tiff digital images. Intellinetics™ has been asked to convert the paper from each area into black and white tiff images, index the converted documents for ease of search by Intellivue™. Intellivue™ is a full database driven document management solution that will provide the secure and categorized storage and advanced search capabilities of documents. Intellivue™ will be provided on a separate Statement of Work.

Up to (3) index fields will be keyed for each scanned image for ease of search and retrieval. Once converted to tiff images, the images will also be processed through the full text OCR tool within Intellivue™ and a full text search can then be conducted to look for any type written document. Hand written information will be contained in the tiff image but will not be searchable with the full text search tool.

The following is a list of the deliverables and cost to provide the requested Discovery and Statement of Work to provide these services.

Deliverables:

1. Conversion of paper documents from each specified area to a Black & White multi-page tiff images- Up to (3) index fields.
2. Create an application within Intellivue™ for each specified area where documents are being scanned including folder indexes to provide automated indexing and storage of documents into Intellivue™.
3. Provide Pickup and Return of Boxed Documents from City of Gahanna.
4. Provide an Inventory Sheet that is to be completed by City of Gahanna for "Chain of Custody" identification of boxes when picked up and for accountability when returned.
5. Conversion \ Migration Schedule

Assumptions:

The City of Gahanna will be responsible for packing the boxes containing the documents to be scanned. The boxes will be labeled by area and any other identifying information on outside of box.

Delivery Estimate:

Product work to begin: TBD (2015)
 Estimated delivery date: TBD (2015)

Pricing:

BOX INVENTORY					
	Onsite	Fireproof	*Total Pages	\$/Per Page	Total \$
Council		43	107,500	0.075	\$ 8,063.00
Civil Service	17		42,500	0.075	\$ 3,188.00
BWC	6		15,000	0.075	\$ 1,125.00
Payroll	43		107,500	0.075	\$ 8,025.00
Engineering	126	1	317,500	0.075	\$ 23,813.00
Service	25		62,500	0.075	\$ 4,688.00
Utility	15		37,500	0.075	\$ 2,813.00
Water Resources	18		45,000	0.075	\$ 3,375.00
Prepare to Film	16		40,000	0.075	\$ 3,000.00
City Attorney	26		65,000	0.075	\$ 4,875.00
Human Resources	57	15	180,000	0.075	\$ 13,785.00
Police Department	250		625,000	0.075	\$ 46,875.00
Information Technology			50,000	0.075	\$ 3,750.00
TOTALS	599	59	1,695,000		\$ 127,375.00

Payment Terms:

50% of Services to be Invoiced Upon Signing of Statement of Work and remaining 50% Upon Acceptance Sign Off of the Completed Project by City of Gahanna.
 Net 30 Days Payment Terms

Authorization and Acceptance:

I have reviewed this proposal in its entirety and agree to the scope and terms described. As an authorized representative of my organization, I authorize Intellinetics™ to begin the project as described.

.....
 Client Signature (City of Gahanna)

.....
 Date Signed

.....
 Client Printed Name & Title

.....
 Intellinetics Signature

.....
 Date Signed

.....
 Printed Name & Title