

Date/Time: August 26, 2014
Client: City of Gahanna
From: Jim Perry

The purpose of this proposal is to provide a proposal to the City of Gahanna to convert all existing documents and records currently on microfilm and microfiche 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 been converting documentation for all areas of the city including the minutes for Building Appeals, Board of Public Affairs, Civil Service Commission, Council, Design Review Board, Planning Commission, Codified Ordinances, Ordinances, Motion Resolutions, BPA Resolutions, Council Resolutions, Statutory Resolutions, Annual Department Reports, Auditor of State Reports and Deeds & Easements from 1957- 2011. All information is contained on 79 rolls of Microfilm and 400 Sheets of Microfiche. Intellinetics has been asked to convert the microfilm and microfiche to 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.

One index field will be provided based on the current box the roll is housed. Once converted to tiff images, the images can 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.

Microfiche will be converted to a black and white tiff image and the header for the sheet will be used for the primary index field. The images will also be processed through full text OCR tool within Intellivue™ where a full text version will be rendered and City of Gahanna will have the ability to search by any (text) word on a page. All hand written information will be contained in the tiff image, however, will not be searchable by the full text OCR 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 79 Rolls of Microfilm to a Black & White multi-page tiff images– One Index Field (Can convert to PDF)
2. Conversion of 400 Sheets of Microfiche to Black & White multi -page tiff images – One Index Field (Can convert to PDF)
3. Conversion\Migration Technical Plan
4. Conversion \ Migration Schedule

Delivery Estimate:

Product work to begin: TBD
 Estimated delivery date: TBD

Pricing:

Services	Qty	Price
<ul style="list-style-type: none"> Conversion of 79 Rolls of Microfilm to a Black & White multi-page tiff images– One Index Field-Roll 	71,100 Images @.09	\$6,399
<ul style="list-style-type: none"> Provide an additional index field by page 	71,100 Images @.04	\$2,133
<ul style="list-style-type: none"> Conversion of 400 Sheets of Microfiche to Black & White multi -page tiff images – One Index Field 	24,000 @.09	\$2,160
<ul style="list-style-type: none"> Provide an additional index field by page 	24,000 @.04	\$960
	TOTAL	\$11,652

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.

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Client Signature (City of Gahanna) Date Signed

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 Client Printed Name & Title

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Intellinetics Signature Date Signed

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 Printed Name & Title