

ADVANCED IMAGING SYSTEMS - CONTRACT 2021000423

DOCUMENT MANAGEMENT SERVICES

PRICING SHEET

Scanning Services

Services	Unit Of Measure	Cost	Additional information
Regular Scanning of 8½"x11" Records	Per Image	\$ 0.075	Include all Scanning, Indexing, Quality Control, and Re-Filing of Records in City boxes. Company shall provide climate-controlled records, storage, indexing up to 2 fields, 100% image by image inspection with a 100% quality guarantee and image resolution up to 300 dpi bitonal.
Regular Scanning of 8½"x14" Records	Per Image	\$ 0.075	Include all Scanning, Indexing, Quality Control, and Re-Filing of Records in City boxes. Company shall provide climate-controlled records, storage, indexing up to 2 fields, 100% image by image inspection with a 100% quality guarantee and image resolution up to 300 dpi bitonal.
Regular Scanning of 11"x17" Records	Per Image	\$ 0.075	Include all Scanning, Indexing, Quality Control, and Re-Filing of Records in City boxes. Company shall provide climate-controlled records, storage, indexing up to 2 fields, 100% image by image inspection with a 100% quality guarantee and image resolution up to 300 dpi bitonal.
Bulk Scanning of 8½"x11" Records. *Include all Scanning, Indexing, Quality Control, and Re-Filing of Records in City boxes. **Pricing by single project volume tier.	Per Image	\$ 0.060	(1 to 500,000 images) Company shall provide climate-controlled records, storage, indexing up to 2 fields, 100% image by image inspection with a 100% quality guarantee and image resolution up to 300 dpi bitonal.
	Per Image	\$ 0.055	(500,001 to 1,000,000 images) Company shall provide climate-controlled records, storage, indexing up to 2 fields, 100% image by image inspection with a 100% quality guarantee and image resolution up to 300 dpi bitonal.
	Per Image	\$ 0.045	(1,000,001 to 3,000,000 images) Company shall provide climate-controlled records, storage, indexing up to 2 fields, 100% image by image inspection with a 100% quality guarantee and image resolution up to 300 dpi bitonal.
	Per Image	\$ 0.043	(3,000,001 + images) Company shall provide climate-controlled records, storage, indexing up to 2 fields, 100% image by image inspection with a 100% quality guarantee and image resolution up to 300 dpi bitonal.
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Setup/Preparation of Records *Include all removal of fasteners, separation of folded forms, and/or paste-up of small documents	Per Hour	\$ 18.000	Average Prepper process 1,000 pages per hour per person, maintaining an accuracy rating of 99.993%. Operations staff are all full-time employees with incentive-based compensation tied to quality and production along with profit sharing.
Transportation fee	Per Trip	\$ 25.000	Pickup from City or deliver to City (round-trip). AIS full-time drivers with AIS vehicles; insured and bonded.
Storage in Records Management Portal *Pricing by total storage volume tier.	Per Image / Per Month	\$ 250.000	(1 to 100 GBs) SOC 2 Certified Complete Hosted Enterprise Document Management Software, includes unlimited concurrent users
	Per Image / Per Month	\$ 500.000	(101 to 500 GBs) SOC 2 Certified Complete Hosted Enterprise Document Management Software, includes unlimited concurrent users
	Per Image / Per Month	\$ 750.000	(501 to 1000 GBs) SOC 2 Certified Complete Hosted Enterprise Document Management Software, includes unlimited concurrent users
	Per Image / Per Month	\$995 - \$5,000	(1 TB to Unlimited) SOC 2 Certified Complete Hosted Enterprise Document Management Software, includes unlimited concurrent users
Copy Records to CD - R	Per CD	\$ 5.000	700 MB of storage on disk; encrypted per SOC 2 Type 2 Report/Specs
Copy Records to CD - RW	Per CD	\$ 5.000	700 MB of storage on disk; encrypted per SOC 2 Type 2 Report/Specs
Copy Records to flash drive	Per Flash Drive	\$ 150.000	Includes up to 1 TB of encrypted storage per SOC 2 Type 2 Report/Specs
Copy Records to portable hard drive	Per Hard Drive / Per Hr.	\$ 18.000	Device can be supplied by Client or by AIS per recommendations provided to meet security requirements per SOC 2 Report
Additional Services			
Services	Unit Of Measure	Cost	Additional information
Professional Services	Per Hour	\$ 125.000	Data migration from system A to B and/or specific written software or professional services provides. Services shall be utilized when applicable.
Data Acquisition Services	Per File / Record	\$ 2.250	Record Retention Schedule Cleanup of files to sort and utilize code and incentive-based labor to organize files that have met their retention schedule mitigating legal risk to agencies that may be storing records past their legal retention schedule. Services shall be utilized when applicable.
Short-term Climate-controlled Records Storage	Per Box / Per Month	\$ 3.000	Month to month short term secure climate-controlled records storage, either pre-scan or post-scanning. No cost for storage if there is an active scan plan in place.
Onsite Purging Services	Per (AIS) Box	\$ 49.000	AIS team comes onsite to the client's site to purge files from client offices, boxes up files and creates electronic log sheet manifest of complete contents in box at the file level. Includes box cartons, onsite labor, digital equipment to log each file, round trip transportation and 1 year of climate-controlled box storage.
CCPA Transportaion Options	Per Mile	\$ 0.950	Transportation costs include AIS staff member driving AIS vehicle, which is insured and bonded. Travel time is included. For non-City of Charlotte projects outside of 50 miles.
Indexing Documents	Per Keystroke	\$ 0.015	Manual Data Entry after the included 2 fields; double key verification for accuracy. Services shall be utilized when applicable.
Database Match & Merge Indexing	Per Keystroke	\$ 0.040	Matching Client Database with scanned images; double key verification. Services shall be utilized when applicable.
Large Format Scanning	Per Image	\$1.25 - \$2.75	Large Format Scanning up to 600 dpi resolution in color, bitonal, or greyscale. Range is based on size of drawing A-E size.
Color Scanning (up to 12" x 18")	Per Image	\$ 0.020	Up to 600 dpi resolution. Services shall be utilized when applicable.
OCR Processing	Per Image	\$ 0.020	Optical Character Recognition for full text search capability. Services shall be utilized when applicable.
Microfilm to Digital	Per Image	\$ 0.040	Convert 16 mm Microfilm to Digital (up to 600 DPI bitonal or greyscale). Includes up to 2 index fields. Services shall be utilized when applicable.

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Digital to Microfilm Conversion	Per Image	\$ 0.040	Convert digital images to 16 mm silver microfilm in compliance with the State Archives requirement for permanent records retention. Includes up to 2 index fields. Services shall be utilized when applicable.
sFTP Upload	Per Upload	\$ 35.000	Upload of scanned data up to 1 TB on AIS-SCRIB sFTP site via Secure File Transfer Protocol or (sFTP) to City's Solution (SharePoint or other). Services shall be utilized when applicable.
PermitDirector Hosted Application	Per Transaction	\$ 4.000	PermitDirector is a web-based enterprise permit/vitals management application and processing software which offers the ability to submit an online application through a pre-configured form. The \$4 transaction fee is passed on to the applicant/requestor (no costs to the agency). The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
PermitDirector City Hosted Application	Per Agency / Per Month	\$250 - \$5,000	PermitDirector is a web based Civil Process Application that enables the process of papers online coupled with real-time tracking and monitoring of the civil processes with fee collection and distribution. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
PermitDirector Offender Tracker Hosted Application	Per Agency / Per Month	\$250 - \$5,000	PermitDirector is a web-based Sex Offender tracking and monitoring of registered sex offenders which enables local law enforcement agencies to track all offender data real-time. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
ScribOrder Hosted Application	Per Transaction	\$ 4.000	ScribOrder is a packaged online solution that manages the processing and payment of student records request for current students and alumni. The \$4 transaction fee is passed on to the applicant/requestor (no cost to the agency). Subscription model pricing available upon request. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
ScribChoice Hosted Application	Per Agency / Per Month	\$300 - \$5,000	ScribChoice is a solution that manages applications for students that desire to attend a school other than their zoned school and removes the hassle of paperwork within the enrollment process. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
ScribEnroll Hosted Application	Per Agency / Per Month	\$300 - \$5,000	ScribEnroll is a solution that manages the student application and enrollment process online and removes the hassle of paperwork within the enrollment process. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
ScribK12Transfer Hosted Application	Per Agency / Per Month	\$50 - \$3,000	ScribK-12 Transfer manages school to school records requests for students that have transferred from one school to another. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.
ScribOnline Hosted Document Management Application	Per Agency / Per Month	\$250 - \$5,000	ScribOnline is a hosted document management solution designed to address the unique needs of government agencies. Pricing is determined based on agency size and module configuration. The application integrates with the Online document management allowing agencies to integrate scanned data with electronic data.