



Document and Plans Scanning Quote For Town of Dundee

ATTN- Erica Anderson - Pricing valid for 60 Days

Prepared by- Charity Sandlin / Crown Information Management

Document Scanning

All documents provided to Innovative Document Solutions (IDS) for scanning will be converted at a resolution of 300DPI or higher in accordance with Florida Administrative Code Records Management Standards and requirements – Electronic Record keeping Rule 1B-26.

IDS will image documents on both sides and delete any side that is blank. All imaged documents will be reviewed for quality to ensure that legible images of the documents have been obtained.

Quality Control

Any back-file conversion or scanning project will only be as successful as the quality control measures developed in the projects Statement of Work.

At a minimum we provide the following quality control steps Innovative Document Solution QC Process

- 1- Document check-in receiving at our facility. All client boxes received for a specific client job are individually numbered and marked with client name if not previously numbered and marked and the client's offices.
- 2- Tracking- an inventory control log is created for every box in our possession. If these are still active files, we can easily identify what customer files are in each numbered box. On occasion a client may request we scan and email or fax and active file back to them while the files are at our facility.
- 3- Prepping- before the staff starts the physical step of document prep (removing staples, paper clips and removing pages from the folder jackets), the staff has reviewed a SOP (standard operating procedure) outlining how the client wants their documents scanned and indexed along with any special instructions.
- 4- Scanning- a similar SOP is created before the operators scan the first page. They will know if the files are to be scanned at 200DPI or 300DPI, require OCR, and be indexed using the clients naming convention.
- 5- Indexing and data entry- IDS utilizes a double key verification process. We have 2 different QC operators inspect the index value for accuracy. Whenever possible, if a client can provide us an electronic file (excel) of the folder names we are scanning, we will generate intelligent barcodes that will auto index the folder name, tab or section or identify unique document types, the client wants identified separately. Barcodes always have a higher accuracy level than hand keying index values or file names.

- 6- Post scanning QC process- all our scanners use ultrasonic misfeed detection sensors, that alert the operator of any misfeeds. We also incorporate an additional post scan QC step. Our Capture software allow us a thumbnail view of the images scanned. We can set the software to auto advance 20 or any number of images in the batch. The QC operator will hand count i.e. - 20 pages of the folder, to check the digital image matches the document image. At the same time the QC operator can look at either full size images or thumbnail views and make a visual inspection of the digital images for clarity. The Capture software allows for any substandard images to be re-scanned and re-inserted back in the correct order of the new digital file.
- 7- All documents scanned are held on our data encrypted server, until the client is comfortable, we have scanned all their documents to their satisfaction. Depending on a pre-determined time frame outlined in our Statement of Work with the client, we will notify them via email, to reply to our email authorizing us to delete their files from our server.
- 8- Post Processed Handling – It will be determined during the SOW phase if the original documents are to be returned to the client or destroyed with a Certificate of Destruction. If the client requests the documents to be returned, we determine if the customer wants their file or folder jackets re-assembled with staples and or paper clips or just returned loose in the jacket. An SOP outlining the client requirements will be provided to scanning team. Based on the complexity of the folder structure a re-prep or re-assembly charge would apply. For customers requesting document destruction, we will determine with the client what time frame they would like the documents destroyed. We have sufficient warehouse space to store documents for up to 6 months at no charge after the client receives their digital documents.
- 9- Deliverables- Part of the SOW process is to determine how the client would like to receive their digital documents. We can provide secure FTP, USB, CD's and NAS (networked attached storage). Our Capture software has multiple custom import API's that allow us to directly import your new digital files into your line of business software, ECM or EMR systems.
- 10- Open communication- is an important element in any successful scanning project. Prior to the start of the scanning project, we determine the client's expectations and requirements for us to complete their scanning project in an acceptable time frame. For larger scanning projects we will assign a project MGR who will work closely with the client on coordinating document pick-up and document returns. Before we go live with many scanning projects we will scan and index multiple test files, to determine if the clients naming convention and indexing schema will work with their business processes once they are in a digital file format.

Innovation Document Solutions operates and is governed by the rules and regulations established under HIPPA, the Health Insurance Portability and Accountability Act of 1996.

All Sensitive Records are kept under lock and key and converted on an immediate basis. All IDS employees have read and signed HIPPA compliance forms and are routinely educated on privacy rules and regulations. Innovative Document Solutions complies with the Florida Public Records Act in fulfilling our service contracts. We shall not disclose to third party's information which does not constitute a public record under said act. Additionally, IDS perform background verifications and random drug testing on all employees.

PRICING

Document pick-up from your office, document prep and	\$.072/page
Scan as 220 or 300 DPI PDF	
Optional OCR conversion makes each PDF a fully	
Text searchable PDF.	\$.0025/page
Index Hand-key each file to the PDF	\$.30/ PDF
Upload files to DROPBOX or FTP Server	\$250.00
*Wide format Scanning Up to 36" X 48" wide format drawings	\$1.65/print
Document Destruction with a Certificate of Destruction	
Standard Size (12" x 15")	\$10.80/box
Labor to come onsite and box up files	\$50.00/hr.
Furnish and build banker boxes	\$6.00/banker box

TOTAL ESTIMATED COST FOR TOWN OF DUNDEE SCANNING PROJECT

(based on an estimated 200-boxes with 2,500 single sided pages per box, which is around 500,000 pages to scan and 80 sets of plans (sets are typically around 15 pages x 80 plan sets = 1,200 pages of wide format drawings). Wide Format plans up to 36"x48".

Document pick-up from your office, document prep and
Scan as 220 or 300 DPI PDF

Estimated 500,000 pages @ \$.072 per page. \$36,000

Digitalized Wide format plans up to 36" x 48"

Estimated 1,200 pages @ \$1.65/per drawing/print \$1980.00

Index Hand-key each file to PDF @ \$.30 per index \$240.00

Document destruction with a Certificate of Destruction

200 banker boxes @ \$ 10.80/box \$2160.00

TOTAL ESTIMATED PROJECT COST \$49,062

OPTIONAL SERVICES

OCR Conversion (makes each PDF fully text searchable, allowing
For key word searches and queries within each dealer jacket PDF

Estimated 500,000 pages @ \$.0025 \$12,500

Furnish and build the banker boxes

Estimated 200 banker boxes @ \$ 6.00 per banker box \$1200.00

The above pricing is considered an estimate. Final Pricing is determined by the total number of pages scanned. Our Capture Software keeps track of the total number of images scanned and can provide detailed billing down to each record PDF. Should Town of Dundee decide to retain our services, the signature box below will need to be returned to Crown Information Management. Document pick-up can usually be scheduled within a week of contract signing.

Crown Information Management

Authorized Signature Charity Sandlin Date 7/22/2026

Town of Dundee

Authorized Signature _____ Date _____