

# Proposal Document

Presented For:

## Bid Request for Records Imaging Services



**LEVY COUNTY**  
FLORIDA

Submitted by:

**John Civale SVP**  
**Advanced Data Solutions, Inc.**  
**Atlanta/Miami/Tampa**  
**[www.adsus.net](http://www.adsus.net)**



*Georgia's Records Conversion and  
Document Imaging Leader*

June 22, 2025

Levy County Development Department  
Attn: Bernard Cox  
Building Official  
622 E. Hathaway Ave.  
Bronson, FL 32621

Ref: Records Imaging Services

To Whom It May Concern:

Advanced Data Solutions, Inc. (ADS) is pleased to submit this response to your Request for Proposal Document Imaging Services we believe this to be a good fit for the County. ADS is ready to perform these services in accordance with Chapter 1B-2.003 Electronic record Keeping.

As an experienced document conversion center, ADS has developed a reputation for reliability in meeting short deadlines and providing top quality services to countless government enterprises.

With a client-based focus on State and Local government, ADS has provided electronic document management solutions to countless entities with records management needs and documentation similar (if not identical) to yours. Since 1999, this is what we do and who we are. We have worked directly with numerous agencies completing huge back-file conversion projects, system implementations, web hosting and on-going records management needs.

ADS will provide high quality scanning equipment and software that has superior optics and state-of-the-art software technology. Our systems are described in detail within our response document. Our technology will remain current to ensure the best possible image quality and metadata accuracy. Your team of conversion, indexing and quality control personnel are trained and possess years of industry experience. We will utilize our quality control standards and procedures (developed over 25 years) on your project.

Our operations facilities are in Dallas, Georgia (Metro Atlanta), Oldsmar, Florida (Tampa Bay) and Miami. We handle the systems and outsourcing requirements for over 200 enterprises throughout Florida and Georgia.

Our primary focus in the service bureau is on the conversion of microfilm, standard paper and large-format drawings to digital images. We have over 19 years of experience integrating and interfacing literally millions of source-image and index files into countless document imaging systems. Because of this, we are **uniquely qualified** to provide your conversion services. We have the **strongest** expertise within the **municipal, county and state government** for document imaging in the Southeastern US.

We propose as your vender we will only take the number of boxes that can we turned around in an agreeable time frame. ADS will maintain copies of the Electronic Media for the duration of the Contract.

**Our commitment to client success remains at the forefront of our strategic purpose. We believe that by investing time to understand each client's needs and business objectives we can design and deliver "best of breed" solutions. We enjoy harmonious & mutually beneficial working relationships with our existing clients and look forward to continuing the same with Levy County.**

Kindest regards,

*John Civalo*

John Civalo  
SVP of Sales  
Advanced Data Solutions, Inc.  
[jcivalo@adsus.net](mailto:jcivalo@adsus.net)  
954 553-4009

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## Company Information

ADS formed in 1999 to provide document imaging systems and services to our client base throughout Florida. Our service bureau converts millions of standard paper, large format drawings and microformed documents monthly to digital images. Our experience has given us "hands on" interaction with many departments within a variety of organizational structures. Through our specialization, we became a leading systems integrator with unique specialization in departmental workflow, document lifecycles, records retention guidelines and best practices.

Our operations facilities are detailed below. Our service bureaus operate three shifts, six days per week and handle the records conversion requirements for over 300 medical practices, law offices and municipalities.

<b>Advanced Data Solutions, Inc. Operations Facility</b> 665 Antioch Road, Suite C Dallas, Georgia 30157 770.445.4840 <i>phone</i> Contact: Jerry Shearin Email: <a href="mailto:jshearin@adsus.net">jshearin@adsus.net</a> Website: <a href="http://www.adsus.net">www.adsus.net</a>	<b>Advanced Data Solutions, Inc. / Operations Facility</b> 13302 SW 128 Street Miami, Florida 33186 813.253.7677 <i>phone</i> Contact: John Civalé Email: <a href="mailto:jcivale@adsus.net">jcivale@adsus.net</a> Website: <a href="http://www.adsus.net">www.adsus.net</a>	<b>Advanced Data Solutions, Inc. Operations Facility</b> 141 Scarlet Boulevard, Suite A Oldsmar, Florida 34677 813.855.3545 <i>phone</i> Contact: Melody S. Engle Email: <a href="mailto:mengle@adsus.net">mengle@adsus.net</a> Website: <a href="http://www.adsus.net">www.adsus.net</a>
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Our headcount is approximately 50 and is dependent on current project requirements. Most key employees have been with the company for years and our retention rate is high. We work in a strong team environment both internally and externally always inclusive of client project team personnel. We believe these relationships are directly responsible for the success we have with each and every records management project.

Our operational structure is divided among three major service divisions within two different industries.

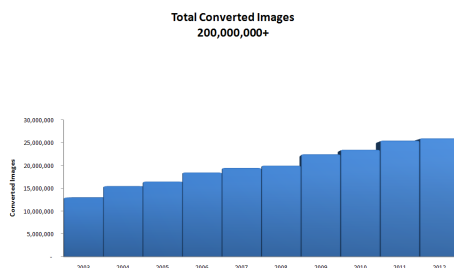
- Paper Records Conversion Services (Small Format Documents and Large Format Prints)
- Microfilm and Microfiche Conversion Services
- Records Management & Document Imaging Systems Implementations

## Unique Qualifications

ADS has the **strongest** expertise in document imaging in the Southeastern United States focused primarily on our three vertical markets: Medical, Government and Legal.

We have passed a rigorous RFP process with the Department of Management Services initially downscaling State Contract vendors from over 600 to 125. State contract vendors are scrutinized primarily on experience, references & financial strength. We submitted the highest D&B credit rating available achieving 100%-point value. References and experience were equally valued.

*We are the only current and three-time state contract vendor dedicated primarily to Document Imaging Services.*



ADS has converted over 200 Million images.

No other local company has industry specialization in paper records conversion achieving the volumes that we can support.

## Insurance & Financial Sectors Over 25 million converted images.

Through the years, we've worked with dozens of financial service companies and medical offices. We have worked directly with Northwestern Mutual, Morrison Grove Capital Advisors, First Flight Federal Credit Union, Achieva Federal Credit Union and Sarasota Suncoast Credit Union having converted thousands of loan and deposit records. We have converted dozens of doctors' offices, clinics and hospital records to digital format and interfaced such records within a variety of software platforms. Such services have included both on-site and off-site conversion within strict deadline and milestone requirements.

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Document Imaging Leader*

## **Government Sectors: Over 150 million converted images**

**City of Tampa:** Over 8 Million Converted Images  
**Hillsborough County:** Over 5 Million Converted Images  
**City of Pompano Beach:** Over 10 Million Converted Images  
**Orange County Florida:** Over 35 million Converted Images

We have been performing conversion services for various departments within these agencies since 2001. Services include the scanning of small format documents, wide format prints, microfilm, and microfiche media. Other services include customized program design for integration directly with their Electronic Document Imaging systems.

### **Interface and System Diversity**

The conversion of over 200 million images includes more than just scanning paper or microformed records. It involves extensive industry experience and programming knowledge that easily facilitates the batch upload of thousands of batch files into various EDMS systems. Below is a partial listing of software systems for which we have provided customized data uploads.

Advanced MD, AnyDoc, Alchemy, Aprima, Aventail, Doculex, Documentum, OTG, Digitech, Paper Flow, Paper Vision, Hummingbird, Kofax Ascent, Laserfiche, Liberty EMS, Highland OnBase, Optix, Questys, SAGE, SIRE, SQL Server 2008, WorkFlow

We provide seamless integration into your current records management system based not only on its design, but also in congruency with your current paper filing system.

Our experience is summarized below.

- Operational Stability: We have served medical offices, hospitals, clinics, numerous commercial clients, financial institutions, cities, counties and agencies for over 19 years focusing ONLY on Document Management.
- We own ALL our equipment and do not subcontract services.
- State Contract vendor surviving vigorous downsizing from over 600 vendors to 125. We are the only State Contract Vendor specializing solely on records management and document conversion services
- We have a close relationship with the Florida Department of State having consulted with them for 14 years on countless imaging projects.
- We offer Laserfiche EDMS because of our industry expertise. We understand this software is the industry leader worldwide with over 30,000 implementations, 1,000,000 end users and over 700 installations in Florida and Georgia alone.
- Our technology partners are an extension of our company and reputation. They include Kodak, Fujitsu, Ideal, Mekel, The Crowley Group, Laserfiche, OpenText, Digitech, Epson Scanners, Unity Business Systems, Apyxx Technologies and International Data Solutions.
- Our services are based on hard work, competence and experience. We are driven by our dedication to client service supported by character and ethical standards.

**Laserfiche®**  
Run Smarter®

**CROWLEY**



**EPSON®**

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### Project Team Management / Resumes

We have a pool of highly trained and very qualified small and wide format scan operators, document preppers and indexers. It is our practice to utilize the same staff on specific projects on a going forward basis. This creates record familiarity and efficiencies during all phases of project workflow. A clear determination of Document Type, File requirements, volume and client deadlines greatly affect the staffing team choices. During the preliminary phases of the project, ADS will introduce our project managers to client team personnel.

Team Member	Project Responsibilities	Location / Current Assignments	Unique Qualifications
<b>Jerry Shearin</b> Georgia Office Government Relationship Director 17 Years' Experience 7 Years at ADS	<ul style="list-style-type: none"> <li>➤ High Level Client Management</li> <li>➤ Contract Negotiations / Review</li> <li>➤ Oral Presentations</li> <li>➤ Kick-Off Meeting</li> <li>➤ Government Budgetary Considerations</li> </ul>	<ul style="list-style-type: none"> <li>➤ Georgia Office</li> <li>➤ State Government Business Devt</li> <li>➤ City of Atlanta Contract Expansion</li> </ul>	<ul style="list-style-type: none"> <li>➤ Chairman, Paulding County BOCC / 2001 – 2008</li> <li>➤ Government Grant Experience with Appalachian Valley Fiber Network, LLC – 2009 - 2011</li> </ul>
<b>Melody Engle, Principal</b> Florida Office Working President & CEO 32 Years' Experience 19 Years at ADS	<ul style="list-style-type: none"> <li>➤ Project Management</li> <li>➤ Production Schedule and Budget</li> <li>➤ On-Site Survey / Kick-Off Meeting</li> <li>➤ Hands-On / Ongoing Client Involvement</li> </ul>	<ul style="list-style-type: none"> <li>➤ Georgia Office / Florida Office</li> <li>➤ Finalizing GSA Contract</li> <li>➤ Ft Lauderdale Implementation</li> <li>➤ Atlanta Aviation / Ongoing</li> <li>➤ SOC Compliance</li> </ul>	<ul style="list-style-type: none"> <li>➤ Founder and Hands-On Working President of ADS / 1999 - Present</li> <li>➤ CPA / PricewaterhouseCoopers Audit Manager / 1990–1996. Implemented Firmwide paperless audit system / Train-the-Trainer</li> </ul>
<b>Kay McNeil</b> Florida Office Project Manager /Team Leader 36 Years' Experience 14 Years at ADS	<ul style="list-style-type: none"> <li>➤ Project Design &amp; Implementation</li> <li>➤ Taxonomy Beta Testing &amp; File Transmissions</li> <li>➤ Proof of Concept / Client Acceptance</li> <li>➤ Completeness Checks: Source Images/Metadata</li> <li>➤ Overall Project Management</li> </ul>	<ul style="list-style-type: none"> <li>➤ Georgia Office / Florida Office</li> <li>➤ Ft Lauderdale Implementation</li> <li>➤ Atlanta Aviation / Ongoing</li> <li>➤ Internal Software Migration (nearly complete)</li> <li>➤ SOC Compliance</li> </ul>	<ul style="list-style-type: none"> <li>➤ 32 Years of City, County &amp; State government experience in software development and data collection / integration</li> <li>➤ 14 Years ADS Operations Manager</li> <li>➤ Laserfiche Certifications</li> </ul>
<b>John Civale FCRM</b> Florida Office Vice President of Sales 34 Years' Experience	<ul style="list-style-type: none"> <li>➤ Policy and Procedure Development</li> <li>➤ State Government Business Devt</li> <li>➤ Ongoing Client Communication</li> <li>➤ Estimating and Budget (independent)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Georgia Office / Florida Office</li> <li>➤ Finalizing GSA Contract</li> <li>➤ Company Expansion / Mergers &amp; Acquisitions</li> </ul>	<ul style="list-style-type: none"> <li>➤ 34 Years of City, County &amp; State government records management and conversion experience.</li> <li>➤ Certified Records Manager</li> </ul>
<b>James Watt</b> Florida Office Information Technology Director 25 Years' Experience 16 Years' Experience at ADS	<ul style="list-style-type: none"> <li>➤ Network Design and Configuration</li> <li>➤ Implementation / Ongoing Support of Security Practices</li> </ul>	<ul style="list-style-type: none"> <li>➤ Georgia Office / Florida Office</li> <li>➤ Network Management</li> <li>➤ Information Technology Security</li> <li>➤ SOC Compliance</li> </ul>	<ul style="list-style-type: none"> <li>➤ High level CISCO Certifications</li> <li>➤ High level Microsoft Certifications</li> <li>➤ Project Management Expertise</li> </ul>

## References

Each of the below projects have client-driven delivery requirements. At project inception, we have a kick-off meeting where we discuss deadlines and anything special that might require special urgency. These matters are defined within their timelines. We operate one-two shifts in our service bureaus based on production requirements.

### **Pompano Beach / Document Imaging, Microform and LASERFICHE Implementation**

ADS began converting small and large format documents for the City during 2002. In 2010, we began the back-file conversion of millions of microformed images & data input resulted in concise data management & drastically improved record retrieval times. We converted nearly 1 million images from the City's microfiche library and tagged files with appropriate metadata. This project was completed in eighteen months.

Paper scanning services are ongoing citywide. We work with various departments including police, finance, public works and others, but focus primarily on Growth Management. We convert building permit files consisting of a multitude of small documents and large format prints. To date, we have converted over 3 million small format documents and 250 thousand large format prints.

During 2003, we implemented a document imaging system within the City Clerk's office. This system grew to 45 users. The system managed paper records spanning 50 years and simplified public records requests. We established multiple databases (Folder structures, indexing schemes, password security, drop-down menus, search routines, and extensive OCR).

During 2015 / 2016, we migrated the city to a more robust **Laserfiche system** in a citywide deployment that included all the above plus the development and design of several extensive workflows and forms processing routines. At present, there are 45 total users.

**Contact Name:** Eugene Zamoski, Information Technology Director  
**Address:** 100 W. Atlantic Boulevard, Pompano Beach, Florida 33060  
**Telephone:** 954-786-4537  
**Email:** Eugene.Zamoski@copbfl.com  
**Completion Date:** Ongoing.  
**Project Cost:** Microfiche Conversion - \$250,000 / Paper Conversion -\$100,000 Annually  
**Laserfiche Software and Implementation:** \$70,000 – Software & LSAP, Additional costs for Department-Specific workflow design.

### **City of Atlanta - Hartsfield Jackson Atlanta Aviation / Document Control Scanning Services**

ADS began converting small and large format documents for the City during 2012. Since that time, we have primarily converted small and large format documents for their department. All records are imported into the COA Internally Developed EDMS system. As such metadata and image formats are designed for simple integration. Services are ongoing.

**Contact Name:** Annette Williams, Project Manager  
**Contact Address:** 1255 South Loop Road, College Park, Georgia 30337  
**Contact Telephone:** 404-520-5849      Email: Annette.Williams@atlanta-airport.com

### **City of Marietta / Document Imaging Services**

ADS began converting small and large format documents for the City during 2015. Since that time, we have primarily converted small and large format documents for the areas within Growth Management. All records are imported into the City's EDMS system. Services are ongoing. To date, we have converted 63,000 small format pages and 73,000 large format prints for the city.

**Contact Name:** Mark Rice, Chief Building Official, President BOAG

**Address:** 205 Lawrence Street, Marietta, Georgia 30060

**Telephone:** 770-794-5651

**Email:** MRice2@mariettaga.gov

**Completion Date:** Ongoing

**Project Cost:** \$42,000 To Date

### **Experience with Similar Projects**

#### **Orange County / Document Imaging, Data Conversion and Custom Interface**

ADS was contracted for the conversion of millions of small / large format, microfilm and microfiche images initially as part of a basic conversion project in 2004. The project outlined specific volume milestones and required close teamwork with client project team members. After project commencement, multiple technical issues were encountered which required significant research, beta testing and custom programming. ADS provided industry expertise beyond the scope of the contract which resulted in a best of breed solution that exceeded expectations and product timeline deliverables. Our industry expertise facilitated the immediate creation of a custom interface and program designed specifically for a client's unique operating environment. Over 20 million images and 100 million indices have been successfully implemented within this client's system over the last 10 years. Our contract extends to all departments within the County and has included the County Administrator's Office, Contracts and Legal, Planning & Zoning, Environmental Protection, Public Works, Research / Growth Management. Services are ongoing.

#### **Village of Pinecrest / Document Imaging and Laserfiche System Implementation(s)**

ADS began converting small and large format documents for the Village during 2001. During 2003 we implemented a document imaging system within the City Clerk's and Building Department offices. The system manages paper records spanning 15 years and simplified public records requests. We have scanned and converted hundreds of thousands of small and wide format records for both the Clerk and Building departments. All building records since Village inception during 1999 have been converted. The Village has implemented a new Laserfiche ECM system with our assistance and training.

#### **Hillsborough County Small and Large Format Conversion**

ADS began converting small format documents for Hillsborough County during 2012. We are responsible for Batch Pick-Ups that occur every 2 – 4 weeks, based on client demand. Each batch consists of thousands of records that need prepped, scanned, indexed and reconciled to logs created by County project team members. We are also responsible for the direct upload of source images and tagged metadata into the County's Optics EDMS.

Below is an example of our project plan with regards to this project

Total contract value: \$180,000



## **Project Approach & Methodologies**

*Our experience and focus on teamwork is the core of our approach to Document Management.*

### **Kick-Off Meeting**

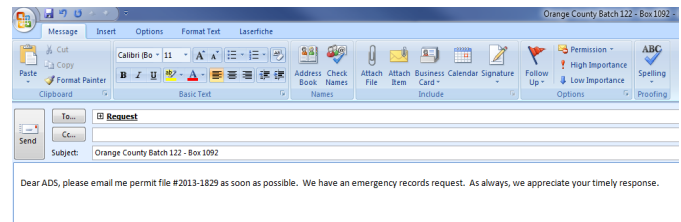
During the preliminary stage of project inception, a kick-off meeting will be scheduled with critical project team leaders from both ADS and your staff. During the meeting, items for discussion will include departmental timelines, record confidentiality, privacy considerations, file type, format and index requirements and overall expectations. Sample documents will be obtained to begin the beta testing phase of the project.

### **Proof of Concept and Beta Testing**

We like to begin projects by processing a sample batch of records for your review. This "Proof of Concept or Beta Testing" phase helps to ensure we meet your specific project requirements and eliminate misunderstandings. During this phase, we process a small batch of your records and provide you with source files and related index data. The data is then uploaded into your records management system for review. If there are any required changes, we are then able to make any necessary modifications prior to project commencement. Once your staff approves our file format, indexing scheme and upload sequence, full conversion will transpire.

### **Records Requests**

Records requests are usually initiated using our [request@adsus.net](mailto:request@adsus.net) email address that gets routed to six different employees. One person is typically tasked with records requests with a back-up person established as necessary. If a record is needed immediately, digital records requests are typically satisfied within 24 hours.



We utilize both direct email and SFTP transmission to satisfy most records requests.

### **File Transport, Chain of Custody, Document Handling, Forms & Requests**

Our warehouse and delivery manager will pick up and deliver records based on specified schedules determined beforehand. Small and large pick-ups can be made depending on specific needs. Pick-up and delivery schedules are typically flexible and forever changing based on client demands.



Your point of contact will be given both our office phone number and our driver's cell phone number so that direct contact is always available. In the event of a need. We never lease vehicles for client record retrieval or re-delivery. Our vans facilitate the transport of up to 135 regular file size boxes.

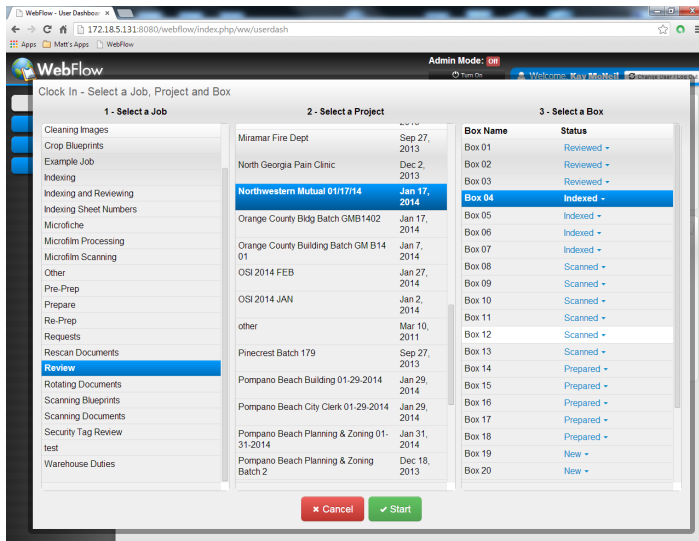
We own and operate our fully-insured cargo delivery vans. All vans are on a strict maintenance schedule inclusive of routine check-ups, oil changes and tire changes. Our vehicles are closed and air conditioned as well. Our vans are equipped with locking mechanisms from all points of entry and all contain fire extinguishers.

We can provide boxes or containers for irregular documents and even packing services, if necessary. Our driver carries client specific pick-up / delivery logs which detail records transported, dates and appropriate levels of sign-off.

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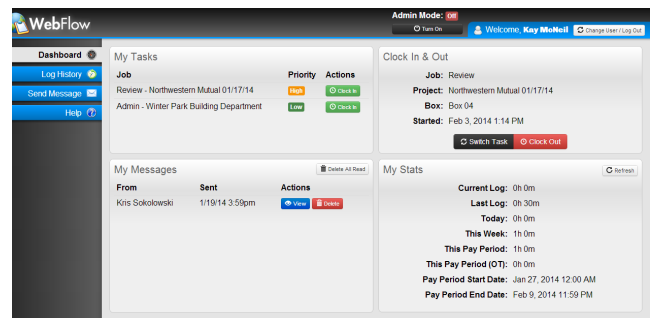


## Project Implementation / Management Tools & Techniques



ADS has developed our own internal WebFlow program which is a drastically expanded timekeeping and information tracking mechanism. Our program tracks all functions of the conversion lifecycle from pick-up, document preparation, scanning, review, indexing, output, data delivery and client acceptance. This is done at the box level of every batch of client records received. We can track each employee's activities and the status of all projects down to the smallest level of production. The program is tailored for different types of conversion including small documents, large format prints, microfilm and microfiche.

Our program includes detailed instructions for all levels of production. Importantly, we detail the deliverables and related review necessary to ensure the highest quality services in terms of both image quality and data integrity. After conversion and indexing, we ALWAYS use the hard copy records as our source for review. It's a manual process and can't be omitted. Paper files are opened and compared to electronic versions for both completeness (e.g. control totals and page counts) but also for image clarity. Index information is also compared to that not only on the physical documents, but also the file folders often not scanned during the process.



## Server Room Security

Our server room is locked through combination and access is limited to only a few high-level personnel. In the case of historical records, they are processed more expeditiously than other records and returned to the client site as soon as possible. These records are also stored at higher elevations during hurricane and flood season and processed immediately during our Florida storm season. Certain high-level and sensitive files may even be processed over weekend shifts so that client personnel are without their files for only a brief period of time.

## Access Control & Video Surveillance System

ADS maintains 24-hour video surveillance with multiple cameras strategically placed throughout our building. There is also a camera placed on the perimeter of the building. Related video data is copied and backed-up to a dedicated server.

Our building is owned, not leased. Solicitors or outside visitors are not allowed on our premises unless previously authorized for a maintenance or site visit arrangement. In an effort to further reinforce warehouse security, we have installed high level and bright lamps on the perimeter of our building. Lamps are activated based on light patterns early each evening. Our only facsimile device is maintained in the front office, exclusive of client records, scanning and indexing functions. As mentioned previously, all scan stations are void of any access to the internet. Our video surveillance is focused on entry and exit points and does not "focus in" on client documents. All surveillance can be reviewed and inspected through an "on-site" visit to our Oldsmar facility. Smoke detectors are located throughout our facility and maintained according to a strict schedule.

## **Document Security Area**

ADS maintains a separate scan room for “*Information Sensitive*” documents which is also locked through combination access only. Since our entire operation is considered a workflow environment, records are basically tracked from one stage of production to another. They are done so in pre-defined batches with various control mechanisms including control labels, control logs and project supervisors.

### **Confidential Information Safeguard, Controls and Back-Up Procedures**

Many of our existing clients require special treatment for records considered “Information Sensitive.” We have established tight controls on both the work areas and established team members to ensure such records are NEVER accessible to unauthorized personnel. All employees sign a confidentiality agreement upon initial employment. Regardless, all team members selected based on project requirements. We maintain a “combination locked” prep, scan and review room where such records reside. We process these types of records very timely to minimize the amount of time both the paper and electronic records are on our premises.

Back-up of such data is typically maintained on a secure network server and password protected drive and database. Data backed up to digital media is destroyed or completely returned to the client after batch acceptance (CD-ROM, DVD or External Disc Drive Media).

## **Delivery of Source Files and Index Metadata**

ADS will provide PDF files scanned at a resolution of 300 dpi. ADS follows the standards for both file formats as dictated by the Florida Department of State Records Management (DOS) – Standards and Requirements / Electronic Recordkeeping (Chapter 1B-26.003, Florida Administrative Code). Should you desire to destroy paper records after digitization, ADS will assist the client with necessary Destruction Certificates required by DOS and other required standards.

Data transmissions are performed using CD-ROM, DVD, an External Hard Drive or FTP Media mechanisms. All transmissions are considered Work in Progress (WIP) until final transmission and acceptance obtained by the client. We will accommodate you with regards to preferred data transmission.

### **Document Destruction**

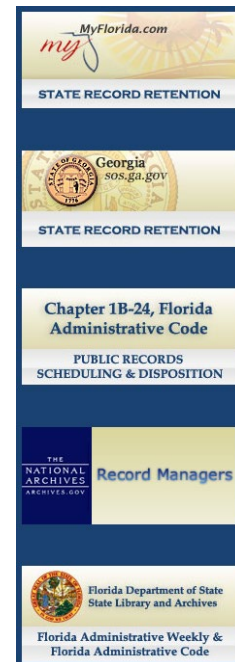
ADS has established strong working relationships with representatives at the Florida Department of State. During the early stages of imaging, we made periodic visits to Tallahassee and have been asked to speak at various industry forums in concert with that agency. We understand Florida Records Retention and Recordkeeping Requirements. We value our contacts at this agency and often refer clients to specific persons who serve to clarify any issue client personnel may have.

We initiate and maintain Destruction Certificates that represent each batch of records destroyed. We obtain client sign-off and employ various control mechanisms before any destruction occurs. Final sign-offs include independent re-counting and reconciliation of records to control logs, confirmation of back-up data to include actual execution of image and text files, written approval by client supervisors and end-users and other procedures necessary in each circumstance.

ADS provides detailed box profile reports as supporting documentation for our destruction reports and for client Records Management Liaison Officers (RMLO) or other assigned client record keepers. Please visit our website to access a direct link to Florida Recordkeeping Requirements under the guidance of the Florida Department of State. Links to the National Archives and Medical Records Resources are also available.

## **Employee Certifications and Hiring Practices**

During the hiring phase, we carefully review backgrounds investigations, check references and perform detailed interviewing practices to ensure trustworthy and competent employees are offered positions at ADS. Employees all read and sign “Drug Free Workplace” and HIPAA policy affidavits. random drug testing authorizations are also obtained. We also adhere to strict Federal hiring practices as enforced within the E-Verify system maintained by the Social Security Administration and the Department of Homeland Security. Positive confirmation of employment eligibility is obtained for all ADS employees. We maintain a consistent staff of 35 employees that have been with the company for years.

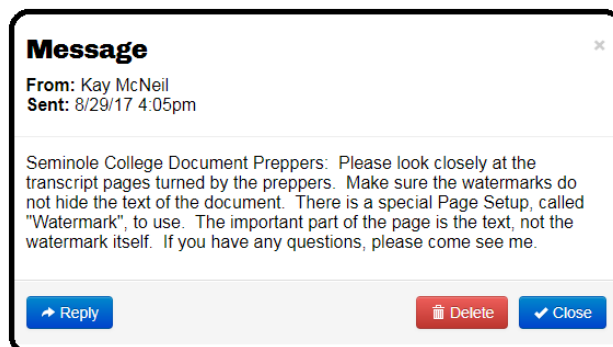


## Document Preparation

Document preparation is critical to the success of any paper conversion project. Prepping procedures are determined during Proof of Concept and the Kick-Off meeting. Document types are identified, and many questions are answered. Solid relationships are established, and production timelines are exactly determined. Years of experience has taught us this phase of production is critical to quality and adherence to deadlines.

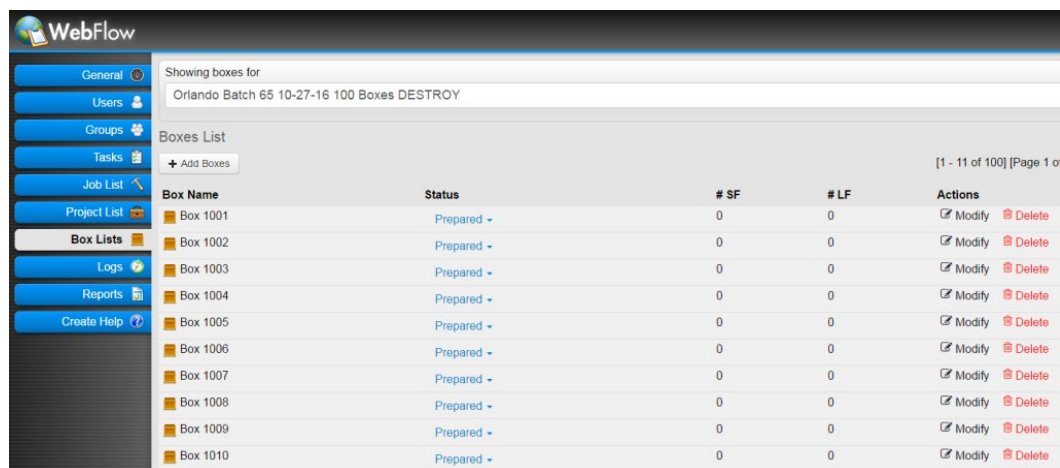
Each document type has its own specific prepping procedures and documents must be organized in a consistent, user-friendly manner consistent with your current or desired filing system. Our prep staff is determined when project teams are established. They are familiar with your project and ask questions when something appears different or out of the ordinary (missing control sheets, color documents, misfiled records, etc...). The document prep staff remove all the staples, repair any torn documents, emboss any raised seals on both small and large format documents, identify color, faded, and illegible documents, etc... In addition, post-it notes will be relocated to an area on the document where information is not interrupted, otherwise, they will be placed on a blank page immediately preceding the original document. Torn pages will be repaired.

Special consideration might be necessary when prepping / scanning transcripts. Often there are watermarks that may distort or hide data on the original / scanned image. If this is the case with your student records, the prep staff may be asked to flag such pages.



Document preppers basically get the records ready for digital conversion. The preparation staff also record a document count for each box on our Preparation Labels which are on the front of each box. These labels contain the date and signature of the person who performed the work. These labels correlate directly to labor performed within WebFlow. **Quality Control. Your box lists / control logs will be verified at various stages, including document preparation.**

This screenshot depicts that boxes 1001 thru 1010 have been prepared. Through other reports, we can review box preparation times, budget times, average times and projected completion dates. All boxes are tracked through all levels of production.



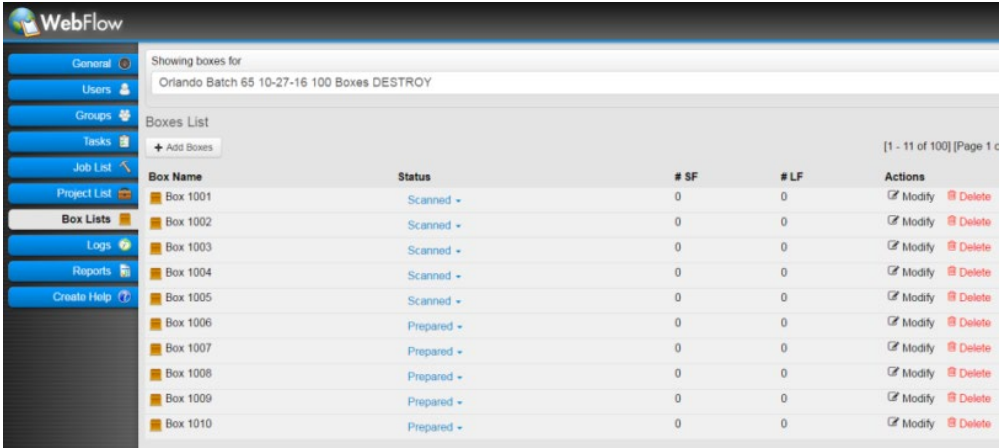
Box Name	Status	# SF	# LF	Actions
Box 1001	Prepared	0	0	Modify Delete
Box 1002	Prepared	0	0	Modify Delete
Box 1003	Prepared	0	0	Modify Delete
Box 1004	Prepared	0	0	Modify Delete
Box 1005	Prepared	0	0	Modify Delete
Box 1006	Prepared	0	0	Modify Delete
Box 1007	Prepared	0	0	Modify Delete
Box 1008	Prepared	0	0	Modify Delete
Box 1009	Prepared	0	0	Modify Delete
Box 1010	Prepared	0	0	Modify Delete

**Document Scanning**

Four scan operators will be assigned to your project team. Operators serve to review the images and output independently for completeness and image quality. After each box is scanned, confirmation of the document count is made with the Control Log / List and the Preparation Label. Discrepancies, if any, are resolved immediately.

This screenshot depicts boxes 1001 thru 1010 have been partially prepared and scanned. All boxes are tracked through all levels of production

As scan



WebFlow

Showing boxes for  
Orlando Batch 65 10-27-16 100 Boxes DESTROY

Boxes List

+ Add Boxes

[1 - 11 of 100] [Page 1 of 10]

Box Name	Status	# SF	# LF	Actions
Box 1001	Scanned	0	0	Modify Delete
Box 1002	Scanned	0	0	Modify Delete
Box 1003	Scanned	0	0	Modify Delete
Box 1004	Scanned	0	0	Modify Delete
Box 1005	Scanned	0	0	Modify Delete
Box 1006	Prepared	0	0	Modify Delete
Box 1007	Prepared	0	0	Modify Delete
Box 1008	Prepared	0	0	Modify Delete
Box 1009	Prepared	0	0	Modify Delete
Box 1010	Prepared	0	0	Modify Delete

you can see below, operators may have messages sent by a

project manager or teammate. Our program prohibits job commencement until all related messages have been read. They are only eligible for deletion after they have been read. In addition, our program is the source for our ADP payroll. Thus, credit for work can only be obtained when notes are read and projects are logged for performance.

Message

From: Kay McNeil

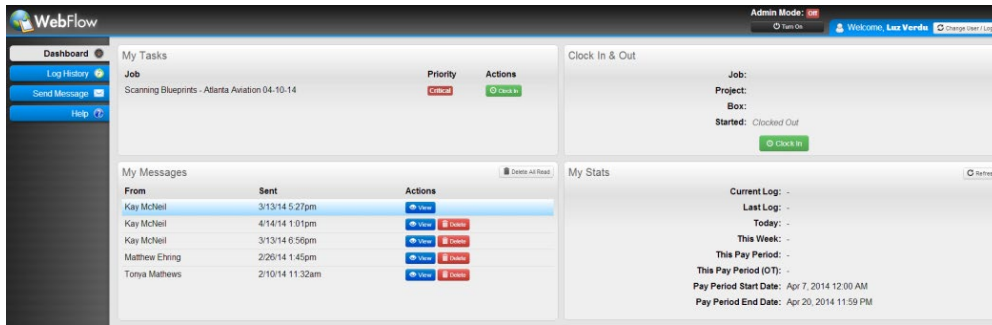
Sent: 4/14/14 1:40pm

The client has requested that all color graphs, photos and charts be scanned in color for this batch.

Reply

Delete

Close



A Document Scanning Label is adhered to the front of the box upon completion and "real-time" review has been achieved. This serves to complement our WebFlow system with a visual indication of box status. These labels are signed, dated and indicate the scan station where work was performed as well. These labels correlate directly to labor performed within WebFlow.

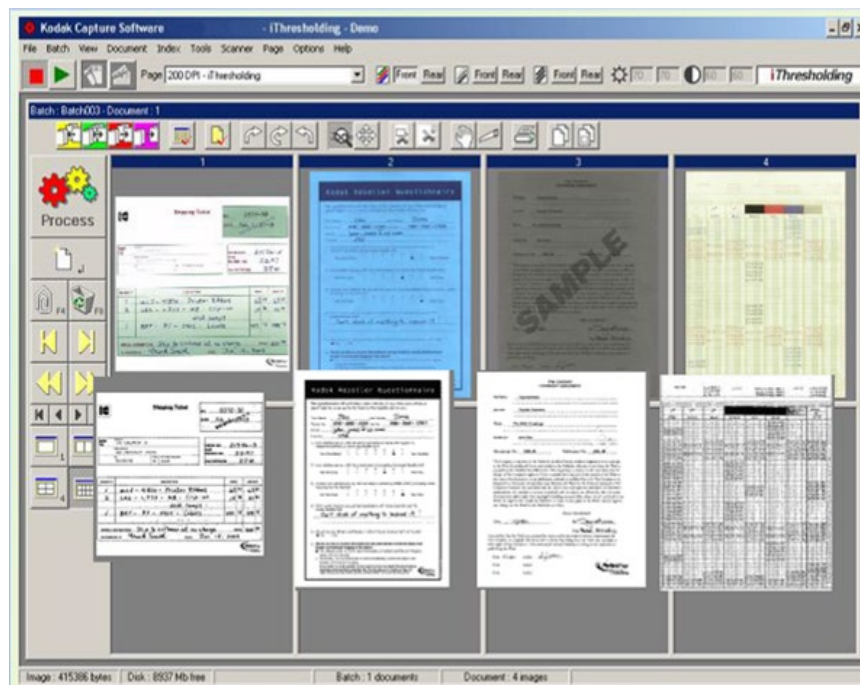
We utilize only the highest quality equipment and software. Our scan operators are tenured and have been with our company for years. All documents will be scanned on both sides and software technology and settings will automatically delete blank back-sided documents. Sonar technology will prevent any double feeds and preparation control counts will ensure completeness as verified by both document scanning and review staff. We will use a high setting to enable three sensors for double feed detection.

We scan at 300 DPI in accordance with Florida and Georgia Administrative Code for electronic record keeping.

Each scan operator is fully trained in our Kodak Perfect Page software which allows for very detailed scanner settings allowing customization for all record types. Despeckle, rotate, deskew are just a few. The following graphics demonstrate why this results in the best quality possible for COA.


The following graphics demonstrate the image enhancements available using Kodak Capture Pro software. Although we have other scanning options, we typically use Kodak scanners and software because of the image quality which we feel is superior to other leading scanners and software.

We've concluded this through side-by-side comparisons of difficult images such as documents with watermarks, raised seals, thermal fax pages, carbon copies, dot matrix generated documents, faded records and many others.





Kodak's Perfect Page technology and optics provide the best image quality available.



iThresholding and Adaptive Threshold Processing (ATP)  
Results in **enhanced image quality** and **readability**

### Page Orientation / Auto Cropping



#### Automatic Orientation

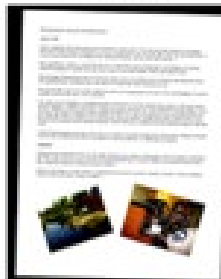
- Based on document content, **automatically rotates** a scanned image 90, 180, or 270 degrees to its proper legible orientation
- Applied to front and back pages independently
- Handles machine, upper case and lower case characters, including most dot-matrix

### Deskew example

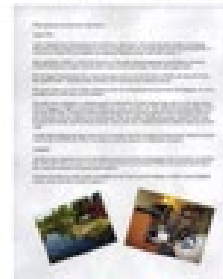
#### Input image



#### Manual deskew (Select part of input image and rotate)



#### Autocrop+ Deskew (Crop and rotate)



We utilize Kodak and Fujitsu along with Kodak Capture Pro scanning software which is a subset of Kofax VRS (Best Practice within our industry). File format is determined at output within our Kodak software. The below chart depicts the various options for this function. Obviously, we can choose from many options including single, multi-page, Group IV TIFF, PDF, Black & White, Color, Grayscale and many other features.

### TIFF Setup dialog box

Capture

Use this box to process your output in *TIFF* format.

**Group by** - click the radio button for **Single-page** or **Multi-page** group.

**For each** - If you select **Multi-page** group, select one of these options from the drop-down list: **Page, Document, or Batch.**

If your output includes black and white images, the **Black & White compression** option becomes active. Select **Group-4** or **(none)** from the drop-down list.

If your output includes color or *grayscale* images, the **Color/Grayscale compression** and **Color quality** options become available.

- **Color/Grayscale compression** - select **JPEG**, **JPEG (TIFF 6)**, or **(none)**.

- **Color quality** - select one of the following settings from the drop-down list: **Same as scanned, Draft, Good, Better, Best, or Superior.**

**Apply digital signature\*** - click this checkbox to verify that an image output by Capture Pro Software has remained unaltered from the source document image captured. The free Image Verifier software may be used to verify that a digitally signed image has not been altered at any time. To read about the benefits of image verification and to download the Image Verifier software go to: [www.kodakalaris.com/go/CSImageVerify](http://www.kodakalaris.com/go/CSImageVerify).

**OK** - closes the dialog box and returns to the Job Setup dialog box.

\* This option is not available with Capture Desktop Software.

To return to the Output tab, [click here](#).

To return to the Job Setup dialog box, [click here](#).

Grayscale Images Only

Color Images Only

More Output destinations...

SharePoint Index Setup Wizard

OK

Cancel

Apply

TIFF Setup

Group by: ☒ Single Page ☐ Multi-Page

For each: Document

Black & White compression: Group-4

Color/Grayscale compression: Group-4

Color quality: Same as scanned

☐ Apply Digital Signature

OK Cancel



Capture Pro allows us to define index field / metadata requirements which includes the set-up of dual entry. Our technicians are trained and certified in the set-up and maintenance of this software. Basically, the metadata input can be tailored to meet any requirements and greatly assist in the prevention of input errors. The software even allows us to create a text file for direct input and interface into OnBase.

Document - Edit Index Field

Label: Utility\_Engineering-AMC

Description: Database Name

Type: Single Value

☐ Read-only ☐ Required ☒ Double Entry

☐ Hidden Minimum index field length: 0

☒ Check field during scanning

Default value:

Input format: ?<0>

Output format:

Substitute Characters:

List:

OK Cancel

### **Quality Control**

When the index operator types in the seven-digit unique student ID number, the other information will populate. This will include the student name and other information. This information will be verified to the image on the screen obtaining a second level of assurance.

When the review operator reviews the output files, they metadata will be confirmed to the box list which will be provided by the District.

In circumstances where there is not a student ID #, the index and review operator utilize the SSN and verify all information to reliable metadata on the scanned image files.

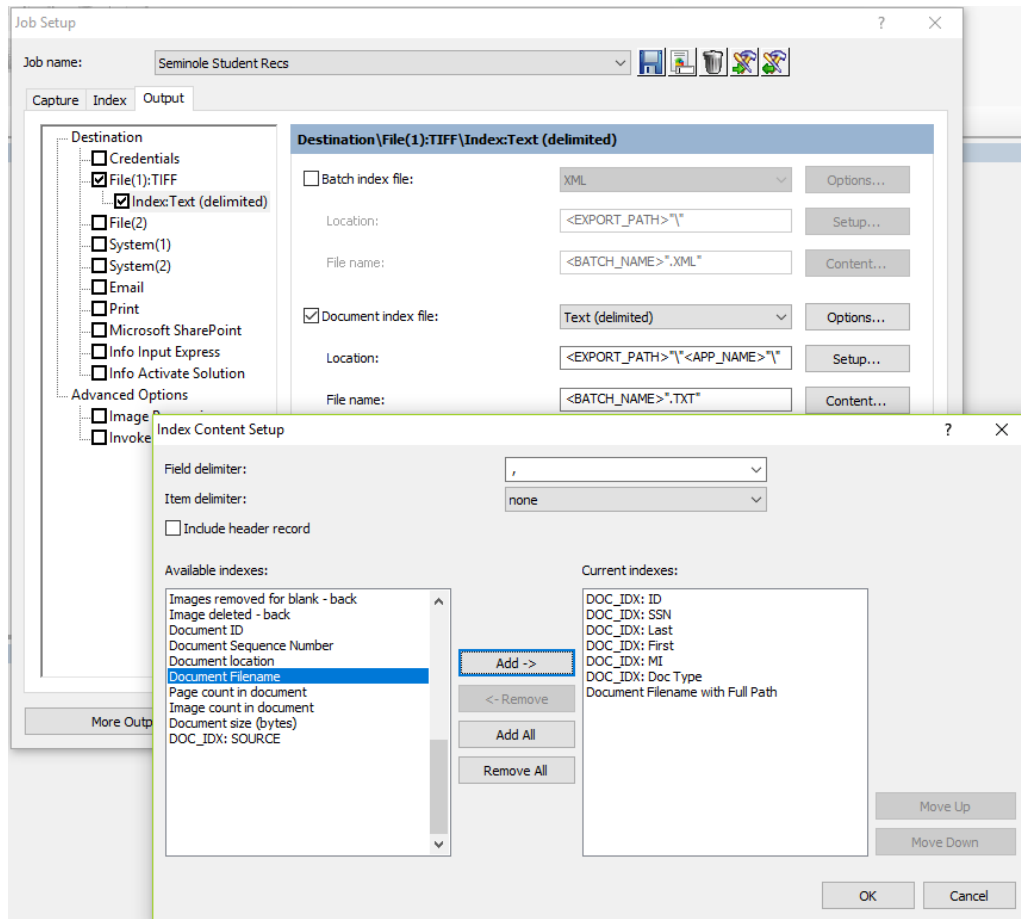
Image enhancement has been fully described in the preceding sections and described using graphics from our webFlow

- A. We've outlined our understanding of your volume, by media type on the preceding timeline of this section. We have ample capacity to handle your project while satisfying our other contract obligations.
- B. We've described our scanning software, equipment and capabilities within other sections.
- C. Satisfied and in accordance with State Guidelines.
- D. Microform Conversion is detailed within a separate section of this document.

Kodak Capture Pro allows for the creation of many types of text file formats which can be used to import data into many different EDM Systems. Any number of fields can be defined and used to create a text file. The file format can be txt, .csv, .dat, etc. It's easy to specify what character is used as the delimiter, whether, or not, headers are used, and what order the fields are to fall in. The screen shot following, shows what The College's .txt file definition would look like following your layout above. Any field that may not have data in it when writing out the .txt file would simply be represented by an empty comma (,). For instance, if there is not a middle initial, the .txt file line for that student would look like:

Studentid1,ssn1,lname1,fname1,,document type name,path\filename1

Example:



## **ADS Fleet / Chain of Custody & Records Security**

We intend to convert your records at our facility.

We own all our vehicles without encumbrances. They are equipped with fire extinguishers and locking mechanisms controlled by our full-time driver. We currently have two 2016 Ford Transit 250 cargo vans. These vans comfortably fit 100 standard file boxes. Our routes are one-way. In other words, our vehicles are not parked at hotels or otherwise for periods of time. Our stops consist of refueling the vehicles.



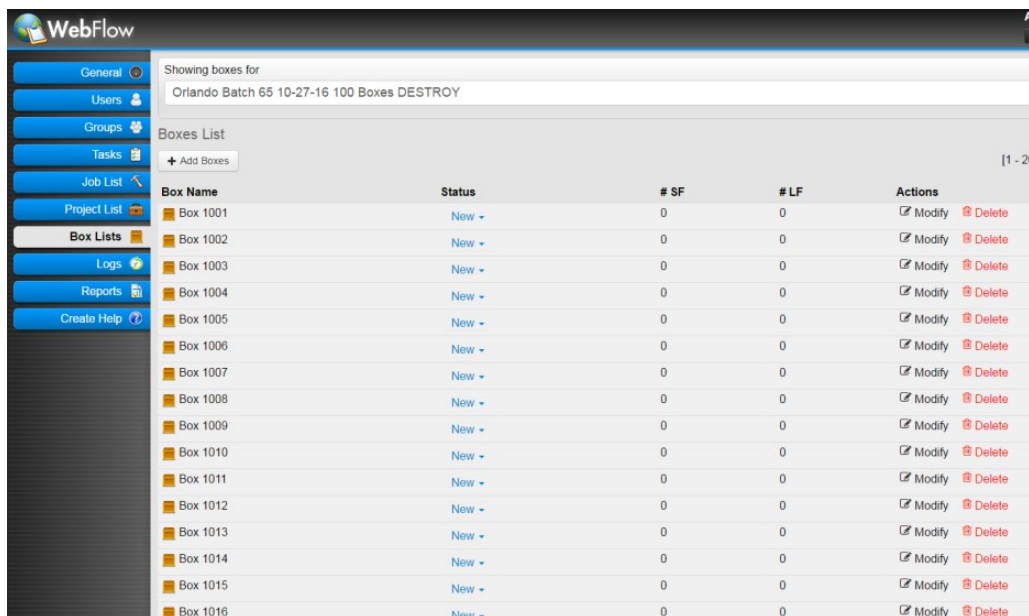
### **ADS Chain of Custody Procedures**

Our driver and warehouse manager is introduced at project inception as a member of the project team and identified by an ADS uniform.

- Coordinated Batch Pick-Up between ADS Driver and Client Project Manager
- Driver Picks Up Boxes / Reconciles to Pick-Up log
- Log signed by ADS Drive and Client Project Manager
- Boxes transported directly to ADS facility
- Boxes unpacked and confirmed again at ADS facility
- Batch entered in WebFlow for tracking purposes designating physical receipt of boxes at our facility.

Each batch of records is tracked from pick-up to destruction in our WebFlow program. Inactive boxes are stored in sections within our warehouse and are clearly marked and inventoried. As records are converted and cleared as reviewed, they are marked as such with colored labels on the boxes themselves and within WebFlow. We have depicted box lifecycles in graphics throughout this proposal. Microform data is handled in a similar manner to hard copy records.

This screenshot depicts the initial receipt of Batch 65, picked up on 10/27/2016 consisting of 100 boxes. No work has begun yet on this project. All boxes are tracked through all levels of production.



Box Name	Status	# SF	# LF	Actions
Box 1001	New	0	0	Modify Delete
Box 1002	New	0	0	Modify Delete
Box 1003	New	0	0	Modify Delete
Box 1004	New	0	0	Modify Delete
Box 1005	New	0	0	Modify Delete
Box 1006	New	0	0	Modify Delete
Box 1007	New	0	0	Modify Delete
Box 1008	New	0	0	Modify Delete
Box 1009	New	0	0	Modify Delete
Box 1010	New	0	0	Modify Delete
Box 1011	New	0	0	Modify Delete
Box 1012	New	0	0	Modify Delete
Box 1013	New	0	0	Modify Delete
Box 1014	New	0	0	Modify Delete
Box 1015	New	0	0	Modify Delete
Box 1016	New	0	0	Modify Delete

We've demonstrated security during transport as well as network security for electronic data. We've outlined our employee screening procedures as well as processes. In terms of the physical workflow, boxed records reside in two places, in the operations room and in the warehouse. Record batches are converted quickly, and electronic data is transmitted typically once a week. Most 100 batch hard copy projects are cleared within a few days. At this point, we wait for client sign-off and approval for destruction.

We've indicated our facility is secure with camera and alarm systems. All rooms remain secure with combination locks and only authorized personnel can enter our production, administrative, server, warehouse and microform processing rooms.

### **Records Requests**

Records requests are usually initiated using our [request@adsus.net](mailto:request@adsus.net) email address that gets routed to six different employees. One person is typically tasked with records requests with a back-up person established as necessary.

Requested files are transmitted via a link to our SFTP site. We will assign a user name and password to you designated staff for retrieval.

WebFlow facilitates the quick identification of records by their stage of production. If a box is already scanned, our clients can expect a link to the requested record within minutes. If the file has not yet been scanned, the box is retrieved, and the correct file is converted and electronically sent within 24 hours.

## Review Recommendations

We recommend client review in a few ways.

1. Recall sample files after data has been submitted and compare scanned images to output files and metadata
2. Perform sample reviews of metadata and perform control checks in terms of completeness at the box level. Control checks can be made to ensure the number of files per box agrees to the number of files transmitted.
3. Select sample files to review on an image-by-image basis.

Similar procedures can be applied to your data. The review of 3.7 million images is a daunting task. We recommend your team members visit our conversion facility and witness our review procedures. The adoption of similar procedures by the district is encouraged.

## **Records Destruction**

Records Destruction typically takes place according to records batch. Refer to our production timeline to understand the batches we have recommended by media category. Once your project manager has signed off for destruction, we will provide you with a Certificate of Destruction.



**ADVANCED DATA SOLUTIONS, INC.**

PO Box 248  
Oldsmar, Florida 34677-0248  
813.855.3545 Corporate  
www.adsus.net

### **Certificate of Destruction Batch 23 - 07/13/16 Boxes 114-143**

██████████  
City of Orlando  
400 South Orange Avenue  
Orlando, FL 32801

Dear ██████████

Below is a listing that represents paper records that have been converted to digital format by Advanced Data Solutions, Inc. All documents were converted within the guidelines established by the Florida Department of State. Subsequently, these documents qualify for destruction.

# of Boxes	Cubic Feet	Disposition	File Type	Invoice #	Discs
30 Small Boxes	36 (1.2 Each)	Slated for Destruction	Bundling Small	6011	108

Please accept this certificate as our intention to destroy these records as supported by our signature below. If you are in acceptance of this destruction, please authorize by signing below.

Sincerely,

*Kay B. McNeil*

Kay B. McNeil  
Operations Manager

\_\_\_\_\_  
Authorized Signature & Title

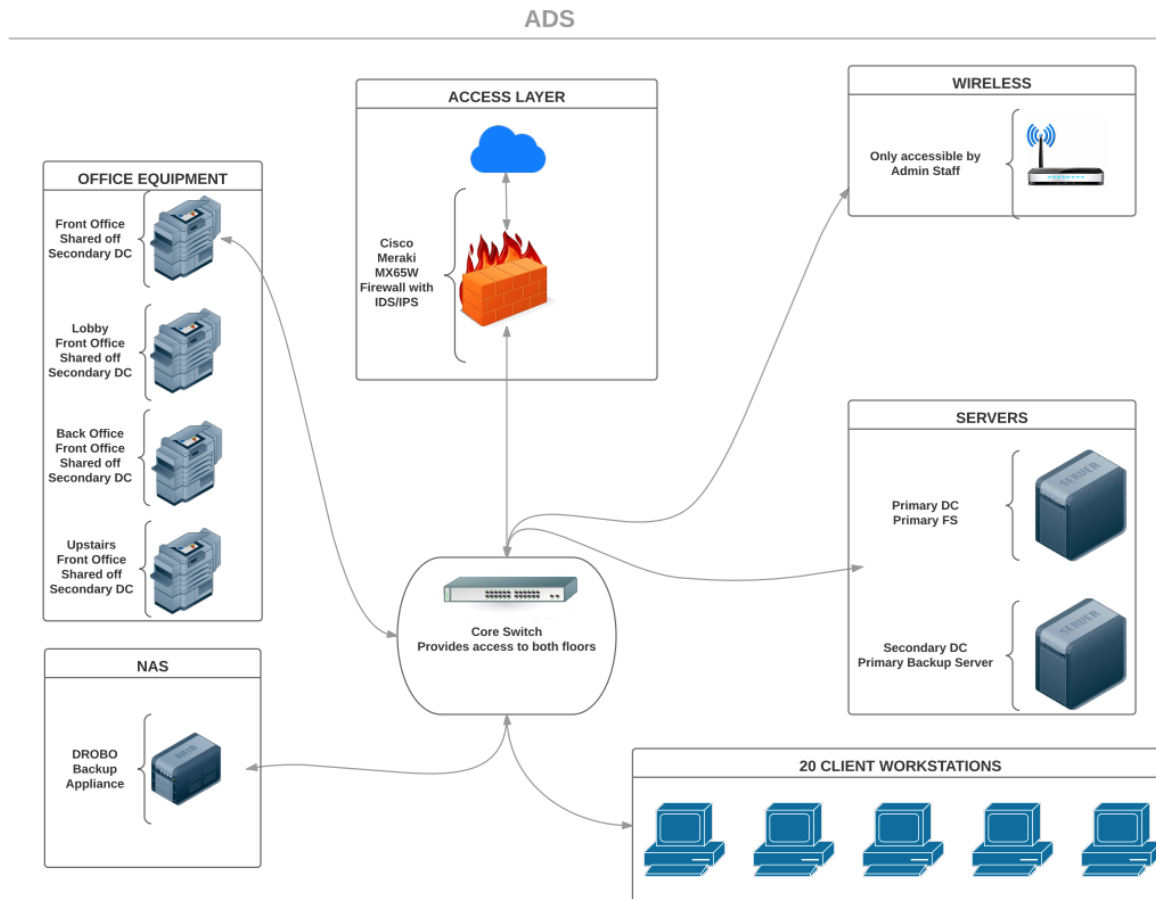
\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature & Title

\_\_\_\_\_  
Date

## INFORMATION TECHNOLOGY SECURITY INFRASTRUCTURE

### Internal Network



The current network topology consists of 50MB fiber coming

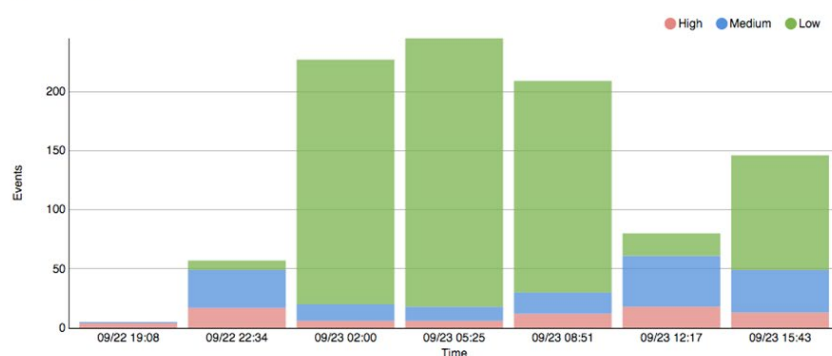
from Frontier FIOS (Fiber Optical Service). This gets routed through our Cisco Meraki MX65W firewall, which also acts as our core router.

The Cisco Meraki MX65W provides IDS/IPS (Intrusion Detection/Prevention System) as well as malware protection for the network. By using Cisco's cutting-edge Sourcefire detection engine, the firewall provides real time threat analysis and gives regular reports on its findings to our IT department allowing them to adjust our network security accordingly.

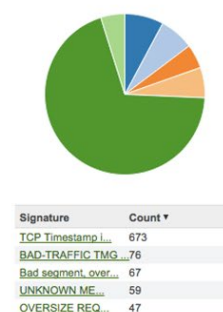
## Security report

Filter events...

By time and priority



By signature



## Events

Time	Signature	Priority	Action	Network	Client	Source	Destination
Sep 22 17:21	BAD-TRAFFIC TMG Firewall Client long host entry exploit attempt	High	permitted	Mission Flat - appliance	192.168.1.100	192.168.1.1	192.168.1.1
Sep 23 15:25	BAD-TRAFFIC TMG Firewall Client long host entry exploit attempt	High	permitted	Mission Flat - appliance	192.168.1.100	192.168.1.1	192.168.1.1
Sep 23 15:21	BAD-TRAFFIC TMG Firewall Client long host entry exploit attempt	High	permitted	Mission Flat - appliance	192.168.1.100	192.168.1.1	192.168.1.1
Sep 22 18:21	BAD-TRAFFIC TMG Firewall Client long host entry exploit attempt	High	permitted	Mission Flat - appliance	192.168.1.100	192.168.1.1	192.168.1.1

forwarding is setup on the firewall, allowing only specific protocols to be utilized. SFTP (Secure File Transfer Protocol) is configured for secure file transfers to and from our core file server, allowing only authorized users temporary access. DHCP reservations are setup for all servers and networking devices to bolster our network security.

## Servers

Our server room is an air conditioned, combination-locked room that is located in the Administrative offices of ADS. Only high-level management have authority and access to this room. If any changes or issues occur with our servers, IT receives automatic alerts from our Remote Monitoring and Management system (RMM). In addition to remote monitoring, we perform monthly inspections of the network systems, applications and infrastructure to ensure all processes are functioning as designed. Our RMM system also includes Bitdefender, an anti-virus and anti-malware program that runs real time threat detection and automatically quarantines any potentially malicious content.

Our core domain controller and file server is a Dell PET430 running Windows Server 2012 Standard (latest available). All source images, files, and metadata are housed in the central file server until processing occurs. Once all data has been processed, it is sent to the customer per their request. Data currently on the server is backed up by our backup appliance. This server also runs our SFTP application allowing for secure file transfers as requested by our customers.

The secondary domain controller is a Dell PET410 running Windows Server 2008r2 Standard. This server runs as a backup for our core file server, as well as a redundant file server if required. In addition to the secondary duties, this server also monitors the backups for the primary file server.

## Email System

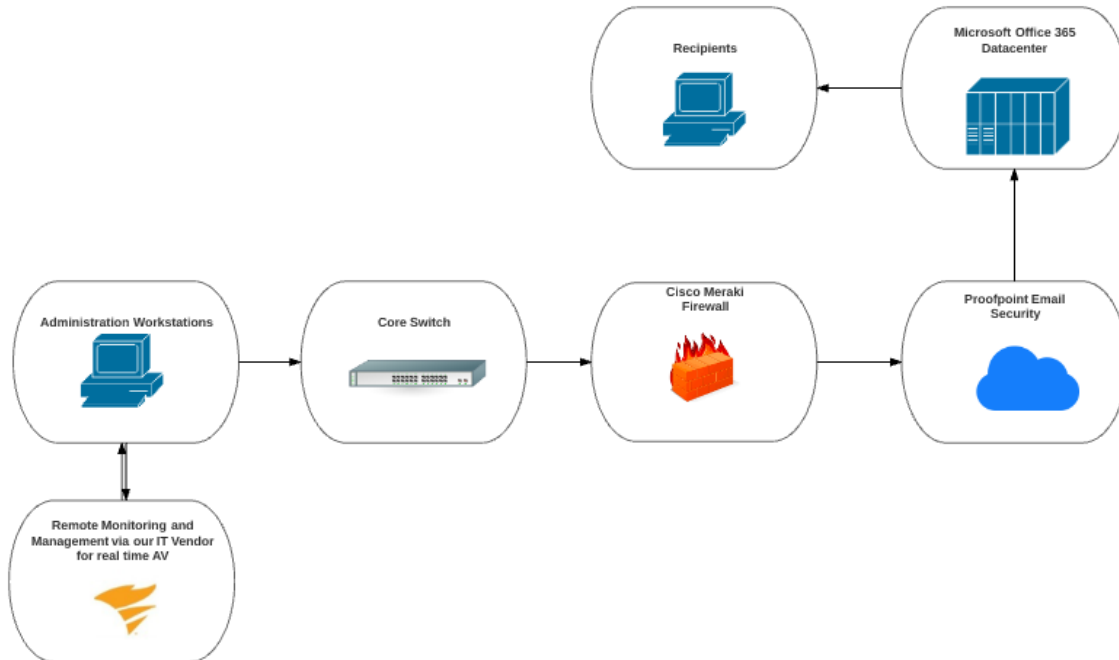
Our email is currently deployed through Microsoft Office 365, providing the most up to date compliance, including PCI-DSS level one and HIPAA-Business Associate Agreement. By hosting in Microsoft's datacenter, this allows for redundancy for all network operations. Microsoft applies real time malware and spam filtering that helps protect inbound and outbound email from malicious software and spam. Audit logs for the entire mail directory are taken and recorded in Microsoft's Exchange Administration Console (EAC) for review if necessary.

In addition to Microsoft's spam filtering, we deploy Proofpoint Email Protection. This provides enhanced security against malware and also provides URL defense and spoof protection by checking sender-recipient relationship, email headers and domain reputation checks. Proofpoint also employs its own brand of Enterprise Continuity, allowing standalone access in the event of an emergency. This is an automatic service that gets deployed immediately when an outage has occurred.



## ANTIVIRUS AND EMAIL PROTECTION

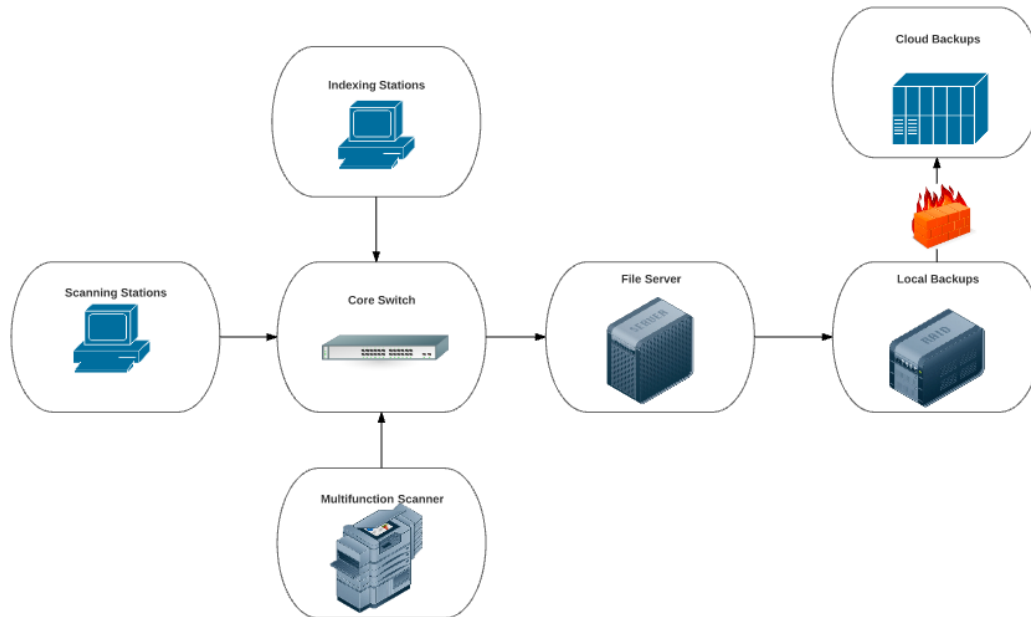
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## **Backups and Redundancy**

### SCANNING AND STORAGE PROCESS

Our



backup appliance runs encrypted virtual images of the server hourly. These backups are stored locally on our Datto device, which provides file level restores as well as a host for the server images locally. Hourly file level restores in addition to real time threat detection which allows for minimum exposure to new viruses, including the new forms of ransomware. These encrypted backups are sent offsite to Datto's secure datacenters which meet SSAE-16 standards.

All backups are secured with AES-256 encryption with the passkey kept only by onsite administration. This level of redundancy, in addition to current standards of anti-virus and anti-malware protection help prevent data loss from any type of encryption viruses.

In the case of a server failure, we can host the most up to date virtual image on our backup appliance. In addition to providing another level of redundancy, this eliminates downtime while our IT department resolves the issue, allowing us to stay on schedule. In the event the building was compromised, we can host the server in the cloud, allowing for access to data from one of our other sites if necessary

### **Wireless**

Wireless access is distributed from the Meraki MX65W using Cisco's WIPS (Wireless Intrusion Protection System) Air Marshal. This allows for real time protection against rogue access points, malicious clients sending packet floods and man in the middle attacks.

In compliance with Payment Card Information Data Security Standards (PCI DSS), the device is locked in the server room with limited access by administration and IT. It records wireless archives from WIPS for up to one year. We perform quarterly wireless scans and have monitoring setup for all alerts that get sent to administration and IT.

We currently deploy a hidden SSID with a complex password. Only administration staff has access to the wireless network. Wireless access is never used to access or manipulate data on the network.

### **Workstations**

All workstations on the domain are running Windows 7 Professional or Windows 10 Professional operating systems. Each user has their own Active Directory account, with access to only the application and record batch of which they have been assigned and approved. Workstations dealing with sensitive data have encrypted hard drives following HIPAA guidelines and are properly disposed of after phasing out of the workstation life cycle.

Current domain policies dictate all user accounts have a unique password with at least eight characters, including a capital letter and a number. Passwords for all users are required to be changed every 30 days. Workstations are set to automatically lock after eight minutes of idle time preventing any unauthorized access.

*Georgia's Records Conversion and  
Document Imaging Leader*

Client machines are all individually setup with antimalware and antivirus protection using Bitdefender. Bitdefender is an industry leading real-time anti-virus and anti-malware product that prevents viruses from being run on the local work station as well as proactively scanning emails to ensure no threats exist in any attachments, including OST and PST files. This is provided and actively monitored by our IT department. If a virus or malware is detected, Bitdefender automatically quarantines the item and sends a notification based on severity of the flagged item. This is then processed by IT to ensure proper procedures on virus and malware removal.

In addition to software, all client machines are monitored by our IT department. Automated alerts are sent to IT when any hardware failure has occurred. See below for standard workstation hardware and scanning specifications.

**Common Workstation Configuration** (20 total client workstations)

Intel Core i5  
4GB DDR3 RAM  
250GB+ HDD  
External Hard Drives for backups  
UPS Battery Backups  
Windows 7/10 Professional  
Kodak Production Scanners  
Kodak Capture Pro Software to Capture, QC, and Index

**Kodak Production Scanners (Scan Stations)**

Daily Volume: up to 30,000 pages per day  
Throughput: 100 pages per minute  
File Formats: TIFF/Multi-page TIFF, PDF, RTF, TXT, Searchable PDF, PDF-A  
Features: Streak filtering, controlled stacking, Perfect Page technology, iThresholding, automatic color detection, autocrop, image edge fill (black or white), aggressive crop, deskew, content-based blank page detection & deletion, multi-color dropout, hole fill, automatic orientation  
Output Resolutions: 100 / 150 / 200 / 240 / 300 / 400 / 600 dpi  
Compressions : CCITT Group IV; JPEG or uncompressed output  
Multi-Feed Detection: Intelligent ultrasonic technology; three sensors that work together or independently

## Equipment List

The list below details our inventory of conversion equipment. We constantly purchase new equipment and software as technology often changes.

Qty	Description
4	<b>Contex</b> Crystal 40 Plus / HD 4250 Large Format Scanners – Black & White (B&W), Grayscale & Color Scanning Capabilities / ScanOS Software
1	<b>Contex</b> Crystal 40 Plus / HD 4250 Large Format Scanners – Black & White (B&W), Grayscale & Color Scanning Capabilities / ScanOS Software
1	<b>KIP</b> 40 Plus Large Format Scanner – B&W, Grayscale & Color Scanning Capabilities – ScanClient Software – Version 2.0.0.16
1	<b>Kodak i660</b> – 120 Page Per Minute (PPM) Scanner / 240 Page Per Minute (PPM) Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size – Kodak CapturePro Software
6	<b>Kodak i4200</b> – 120 Page Per Minute (PPM) Scanner / 240 Page Per Minute (PPM) Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size – Kodak CapturePro Software
3	<b>Kodak i1440</b> – 100 PPM Scanner / 200 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size - Kodak CapturePro Software
1	<b>Fujitsu fi6800</b> – 130 PPM Scanner / 260 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
1	<b>Fujitsu fi6670</b> – 70 PPM Scanner / 260 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
1	<b>Fujitsu FI5900C</b> – 120 PPM Scanner / B&W, Grayscale and Color Capabilities / Scans Up to Ledger (11" x 17") Size
6	<b>Fujitsu FI-5650C / 5750</b> – 57 PPM Scanner / 114 PPM Duplex Capability / B&W, <b>Color</b> & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
1	<b>Fujitsu FI-4860C</b> – 60 PPM Scanner / 120 PPM Duplex / B&W, <b>Color</b> & Grayscale Scanning / Scans Up to Ledger (11"x17") Size
5	<b>M4097D – IPC</b> (Image Enhancement Controls) – 50 PPM Scanner / 100 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
6	<b>M4120C</b> – 25 PPM Scanner / 50 PPM Duplex Capability / B&W, <b>Color/Grayscale</b> Scanning Capabilities/ Scans Up to Legal (8.5" x 14") Size
1	<b>Mekel Mach V Microfilm Scanner</b> – Quantum Scan Software / B&W and Grayscale Capabilities / Scans 35mm - 16mm roll film / Group IV tiff images and/or Jpeg files are created automatically during conversion. Other file options available. 100% Image Capture
4	<b>Wicks &amp; Wilson - 4100 Microfilm Scanner</b> / B&W and Grayscale Capabilities / Scans 35mm and 16mm roll film / Group IV tiff images are created automatically during conversion. Other file options can be chosen prior to media conversion.
1	<b>Mekel Mach VII Microfiche Scanners</b> – / B&W and Grayscale Capabilities / Scans 35mm, 16mm, Comm Fiche, Jacketed and unjacketed / Group IV tiff images and/or Jpeg files are created automatically during conversion. Other file options available. 100% Image Capture

**Document Scanning Software:** Kodak Capture Pro, Version 5.1.3 and Laserfiche Avante

**Laserfiche Avante Version 10.0**

**Wide Format Scanning Software:** NextImage Scan & Archive, Version 7.3

**Microfilm Conversion Software:** Quantum Scan 1.02.22 / Quantum Process 1.04.77

We utilize Kodak and Fujitsu scanners for our document conversion. In addition, we utilize Kodak Capture Pro scanning software which is a subset of Kofax VRS (Best Practice within our industry). File format is determined at output within our Kodak software. The below chart depicts the various options for this function. Obviously, we can choose from many options including single, multi-page, Group IV TIFF, PDF, Black & White, Color, Grayscale and many other features.

## **Employment Screening**

We use a full-service background investigation company that specializes in obtaining pertinent information through criminal background checks. This includes criminal activities, past employment, DMV history, credit reports, drug screening and many other aspects on potential employment candidates. **We do not utilize sub-contractors for our services.** It is the policy of ADS, to perform pre-employment background checks. The purpose of performing these checks is to determine and or confirm, within appropriate legal and professional limits, the qualifications and suitability of a job candidate being considered. Our policy helps ensure the safety of the public as well as a safe working environment at our company. It also helps ensure that employment related decisions utilizing pre-employment background check are made in accordance with applicable law. The components of each candidate's background check will depend on the job. Depending on the particular position, ADS currently performs identity and address related searches, various types of criminal (including sexual offender) background checks, employment credit checks, and driving record, education, prior employment and professional license verifications. The results of a pre-employment background check are confidential and are to be shared with high level management at ADS, on a strict "need to know" basis. Procedures: 1. Pre-employment background checks are required for all candidates. 2. All candidates are required to sign appropriate authorizations and consents prior to the performing of any pre-employment background checks. 3. Candidates that provide false or misleading information in their application and/or authorization may be eliminated from any further consideration. Candidates are expected to provide accurate and complete information and not to omit material information needed to make a decision. 4. Pre-employment background checks are completed before a candidate is offered a position. All job offers are conditioned upon satisfactory completion of the pre-employment background checks. 5. Prior to taking any adverse action, appropriate pre-adverse and adverse action notices will be discussed to the candidate pursuant to federal and any state laws together with a copy of the report. 6. All candidates are individually reviewed and decisions made with respect to employment based upon the totality of the candidate's qualifications and the results of the pre-employment background checks. 7. In general, the relevance of a particular pre-employment background check to a candidate's eligibility for employment is based upon the following factors: • the nature of the job for which the applicant is being considered • the nature of any adverse or negative information; in the case of a criminal matter, the facts surrounding the matter are particularly relevant • the age of any adverse or negative information; the age of the applicant at the time of the adverse incident in relation to the present may also be relevant.

## **Other Security Measures**

- FDLE background checks are performed on key employees and project team employees who handle sensitive / classified / private data
- Our driver and warehouse manager is identified through company uniform and has also passed a rigorous FDLE background check.
- All employees are subject to drug testing and random drug testing is performed monthly.
- All employees are validated through EVerify (homeland security) prior to employment
- All employees read and understand our HIPAA security policies. These policies are constantly reviewed by all employees and reinforced by project managers.
- Managers pass security / HIPAA examinations from the State of Florida
- We maintain 24-hour surveillance video cameras in all crucial areas of the company. Our cameras at no time directly face monitors or client data.
- Personal cell phones are prohibited in operational areas of the company.
- Solicitors and 3rd party vendors are not permitted past our lobby.
- All conversion records are processed on specific servers which are backed up nightly
- Every major operations room in our facility is locked with combinations which change on a periodic basis
- ADS is independently certified as PCI DSS Merchant Compliant effective 11/05/2016
- We utilize Microsoft Office 365 and adhere to all compliance guidelines inherent to that environment.

## Microform Conversion (Microfiche / Microfilm / Aperture Cards)

The conversion of microform media and the conversion of your paper records theoretically follow the same procedures. We decided years ago to add microform conversion to complement our paper conversion services. We applied the same measurements of quality control with regards to image quality and metadata accuracy to that line of business. We also felt more comfortable not outsourcing that function to another company. At present, we perform the outsourcing services for three major service bureaus in Florida. These companies either do not have the capacity to handle their paper conversion clients, or they do not have the equipment / technical expertise to handle the microform conversion services. We strongly recommend companies, if able, perform a site visit to confirm the microform data is actually being processed at the location where it was sent. This also ensures the conversion takes place at that location and client media is not sent overseas.

**Advanced Data Solutions** is an industry leader in microfilm and microfiche conversion. We have been providing our services for over a decade at the forefront of technology developments and standards. We are partnered with the Crowley Group and utilize their Mekel Microfilm and Microfiche Conversion equipment.

Our equipment is superior as is the software and related technology. Our services are performed in-house, including metadata capture, indexing and programming. Nothing is outsourced.

While it is common for records conversion companies to outsource Microfilm / Microfiche Conversion Services, we mandate all work be performed in-house. Your media will never be shipped to another large imaging warehouse or operations center overseas. We maintain all equipment at our secured premises providing complete security and climate control areas. Media is only shipped between our conversion facility and client storage areas



ADS utilizes Mekel's next generation roll-film scanning and processing software technology. Through Quantum Scan, each roll and card is scanned and captured as a large continuous file providing full capture of all images. During QuantumProcess, individual images can be adjusted for brightness and contrast providing superior image quality. All frames are sized, identified and separated into individual files for full capture.



**The name that brought the world its first microfilm scanner**

### **MICROFILM SCANNERS**



### **MICROFICHE SCANNERS**



**Quantu Scan Quantu Process**

# QuantumScan

## Easy To Use



### Automatic Frame Detection

Regardless of size, **QuantumScan** will find any frame automatically on a scanned roll without the need for complicated set-up wizards – 100% image capture guaranteed

### Speed

Using varying resolution and reduction scenarios, the **Mekel MACH V** can operate at speeds up to 500 frames per minute.

### Optimum Resolution

Offers the highest optical resolution on the market with an 8192 pixel CCD Array

### Template Options

Create job templates for like rolls, ensuring the continuation of quick and easy scanning

### Image Quality Settings

Utilize independent grayscale and bi-tonal settings for one-time, easy set-up to ensure optimum image quality capture

### Advanced Focus Option

Fine-tune focus within seconds for various film thicknesses to ensure optimum image quality

### Pre-Scan Testing

Provides quick confirmation that images are correctly framed and that desired image quality has been achieved before starting production scanning

### Multiple Ribbon Output Options

Various strip output formats are available including: uncompressed TIFF, JPEG and bi-tonal TIFF

### Advanced Frame Detection

**QuantumScan** detects simplex, duplex, comic and cine mode film formats on the fly

### Easy Transfer

**QuantumScan** turns raw roll footage into manageable strips, allowing for easy transfer to centralized storage and quality assurance

### Easy Workflow Integration

**QuantumScan** enables scripting integration to launch customized functionality within the software or for third party applications

# QuantumProcess

## Batch Processing

Single or multiple **QuantumProcess** license availability enables digital reels to be processed across a network by multiple quality assurance technicians

## Strip Zoom Capability

Use the image zoom function to allow for a range from "quick glimpse" to "detailed review" for quality and frame accuracy

## Editing Toolkit

A sophisticated toolkit ensures that multiple editing functions are only a mouse click away: frame creation, resize, delete, insert, overlap, undo, mirror, invert, etc.

## Fixed Grid Frame Replication

Allows for the setting of a fixed image size and spacing to be applied to all frames or selected frames in a group

## Blip Removal

Provides the option to remove blips from frame detection

## Irregular Frame Flag

Save time and labor by selecting a median average of all frame sizes, flagging only those images that fall outside of the average for review

## Custom Processing

The "all" or "selected" options give the operator the ability to process/export all images in a roll or only those pre-selected

## Multiple Output Options

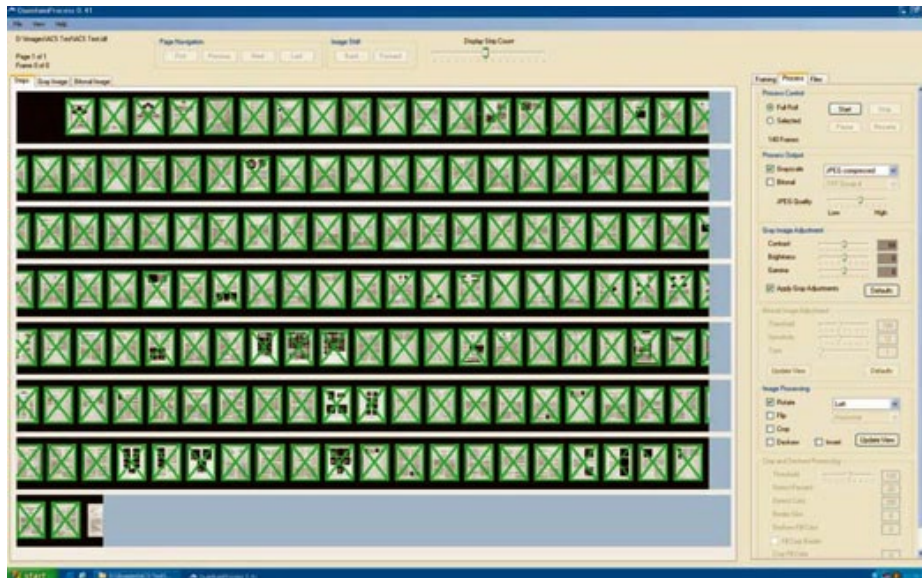
Various file output options include uncompressed TIFF, PDF, TIFF G4, JPEG and others

Additional output options include: grayscale files only; bi-tonal files only; or simultaneous grayscale and bi-tonal files

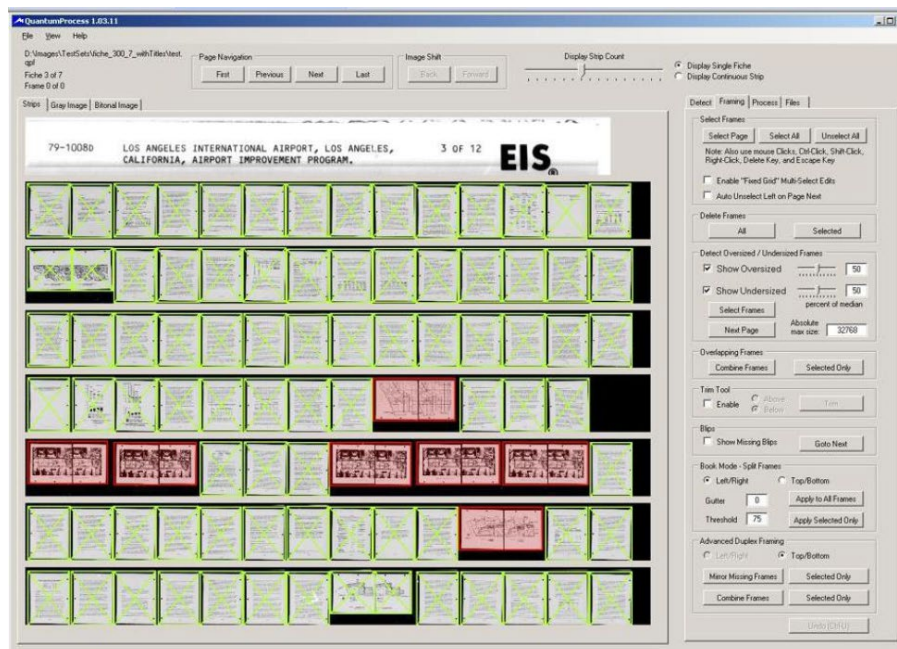


## 100% Image Capture

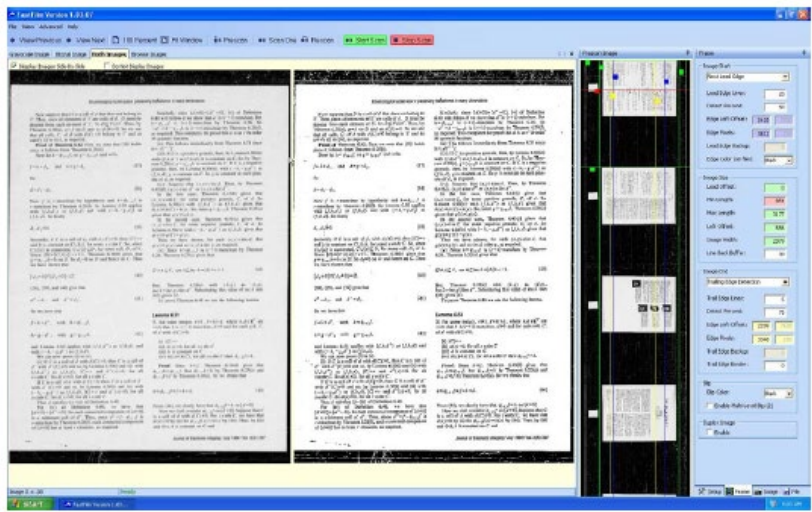
Note how all images are captured and framed. Frames are adjusted and individual images enhanced for brightness, darkness and contrast, all prior to process and output. The software scans the entire roll as ONE continuous strip file. Images are framed by the software and adjusted by the operator. Because it is a continuous file prior to processing, no images are missed. Only Mekel scanners and Quantum software guarantees 100% image capture.



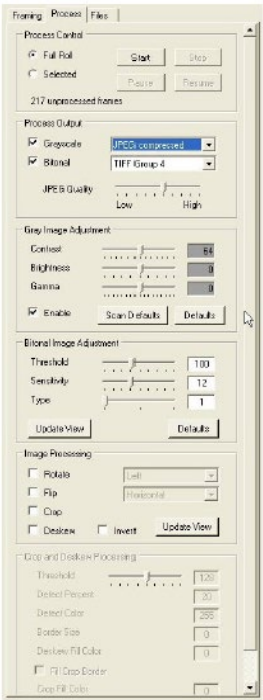
Images highlighted in red indicate scan operator intervention is required. Microfilm is not always created with perfect spacing and alignment. Our sophisticated software accurately frames 95% of most film. However, the intelligence will identify images that do not appear uniform. Our scan operators quickly reframe / split such images so that clean images result.



Within Quantum Process, we have can view images in both grayscale and bitonal while scanning. This allows us to monitor both the quality of both image types. It gives us the ability to better measure the effects of changes we make to image quality sliders.



Quantum Process allows us to output to all "industry standard" file formats. Process output controls what format the extracted image frames are saved in. Bitonal, jpeg, both or pdf. can also set the quality and the compression so that maximum value on this control will equal the quality of the original scan.



We

The below chart represents the process for microfiche / microfilm / aperture card conversions.



## File Reduction

We utilize the below reduction table to establish thresholds during Beta Testing and through project completion. Several test runs are initially performed and presented to the client so that consideration can be given to both image quality and file sizes. Special attention is given to page framing such that over-framing does not result in higher file sizes and under-framing does not result in lost information. As demonstrated above, our software is set to auto frame initially and our scan operator can manually adjust individual images, blocks of images and an entire strip file or roll of microfilmed images.

### **Reduction Table**

There are fixed limits to the maximum native scanning resolution for each of the three optical formats on the MachVII/MachVI. The maximum native resolution for the media being scanned can be determined by dividing the scaling factor for the optical format being used by the reduction of the media being scanned.

The scaling factors for each of the optical formats are:

35MM = 6,000

24x = 12,000

42/48x = 14,400

For example, in the 24 x position fiche with images filmed at a 30x reduction could be scanned at up to 400dpi (12,000 divided by 30 = 400).

It is possible to scan and save images at resolutions above the maximum native resolution, but the additional data is created through interpolation and does not increase image quality but does increase file sizes of scanned images.

The table below lists the maximum native resolutions for common reductions in all three optical formats.

	<u>35MM</u>	<u>24X</u>	<u>42/48X</u>	
12X	500dpi	1000dpi	1200dpi	
16X	375dpi	750dpi	900dpi	
20X	300dpi	600dpi	720dpi	
24X	250dpi	500dpi	600dpi	
28X	214dpi	428dpi	514dpi	
32X	188dpi	375dpi	450dpi	
36X	167dpi	333dpi	400dpi	
40X	150dpi	300dpi	360dpi	
42X	143dpi	286dpi	342dpi	
48X	125dpi	250dpi	300dpi	
Proof of Testing	52X 115dpi	230dpi	277dpi	Concept and Beta

Consistent with the paper conversion of your initiative, we will submit samples for testing at project inception. During this phase, we process a small batch of your records and provide you with source files and related index data. This data will be uploaded into your OnBase system for review. If there are any required changes, we will make any necessary modifications and re-submit. Once your staff approves our file format, indexing scheme and upload sequence, full conversion will commence.

## Conversion Services Pricing

### City of Fort Lauderdale Contracted Prices

Service	Description	Price
<b>Scanning</b>		
Smaller than 11" X 17"	Scanning 300 DPI to TIFF or PDF B/W	0.055 per image
Larger than 11" X 17"	Scanning 300 DPI to TIFF or PDF Color	0.4950 per image
<b>Preparation</b>		
Preparation	Doc Preparation	Included
<b>Indexing</b>		
Keystroke	Up to 30 Keystroke Per Document	0.00
<b>Media</b>		
	External Hard Drive (ADS Property to transport Images)	Included
<b>Pickup and Delivery</b>	Our company vans can hold 100 1.2 cubic boxes	Included
<b>Destruction</b>	Secure Shredding	Included

Department	Boxes	Cost per box utilizing prices above		Large Format
Commercial Building Plans	76	Index: Parcel and Permit #	\$200.00	\$15,200.00
Planning and Zoning	115	Index: Parcel and Permit #	\$130.00	\$15,500.00
Flood Zone	15	Index: By folder tab	\$130.00	\$1,950.00
Permit Cards	12	Index: By Box and Tab	\$110.00	\$1,200.00
<b>TOTAL</b>				<b>\$33,850.00</b>