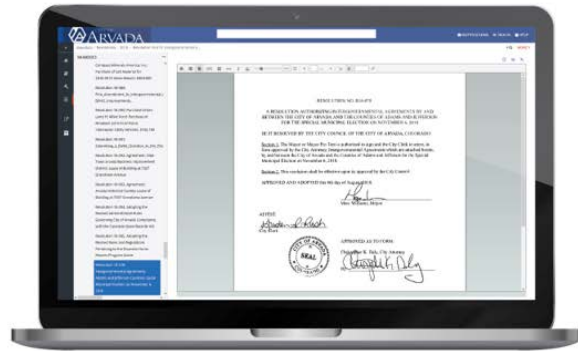


municode

MUNIDOCs PROPOSAL



Stevenson, Washington

March 24, 2020

MuniDocs, the self-uploading document archival tool allows you to upload a wide variety of .rtf, .doc, .docx, and original .pdf documents to browse and search alongside the Code. Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box from the administrator dashboard, where all uploaded documents can be managed. When uploaded, users can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more.

These documents are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately. While Municode cannot guarantee that all scanned documents will be 100% searchable, especially old documents, documents created in WORD and then converted to PDF will be searchable. Your collection of documents will be fully filterable for ease of use.

No set up fee is required and the cost for this service will be an annual fee. Data will just be posted online, searchable and printable only. Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

<u>Storage Capacity</u>	<u>Annual Fee</u>
<input type="checkbox"/> 0 GB to 25 GB data	\$ 350
<input type="checkbox"/> 25+ GB to 50 GB data	\$ 600
<input type="checkbox"/> 50+ GB to 75 GB data	\$ 850
<input type="checkbox"/> 75+ GB to 100 GB data	\$1,200
<input type="checkbox"/> Over 100 GB data	Is available upon request

What is a GB (gigabyte)? A scanned image (page), sized at roughly 8.5 x 11 scanned at 300 dpi is on average 65 kb (kilobytes) per page/image. Thus, 1 GB (1,000,000 kbs) stores roughly 15,385 images/pages. Converting GB to an exact document count is difficult as different documents have a different number of pages.

- Training includes: Two 30-minute sessions. Additional training sessions are available at \$100 per hour.
- MuniDocs service can be cancelled at any time, however the annual fee is not refunded if cancelled during a current annual term. If the service is cancelled all documents posted will be removed online on an agreed upon
- Municode is not liable for any material that is uploaded to the site by the municipality or any third party.

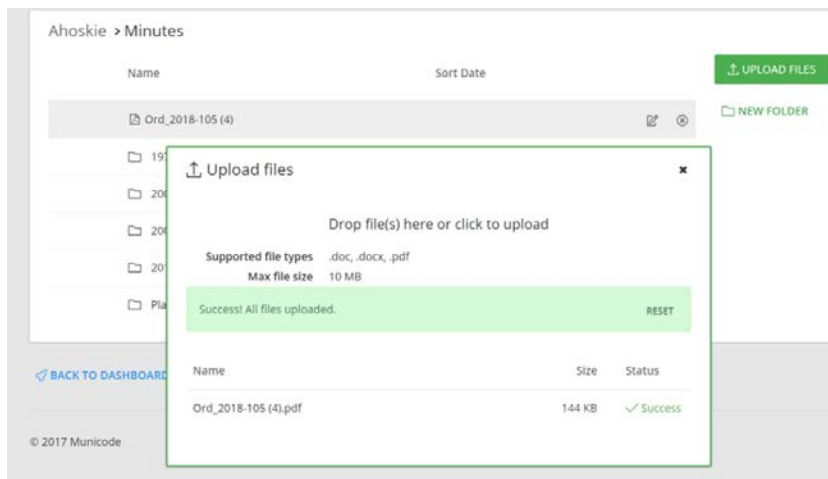
Agreement Accepted by Stevenson, Washington

Name: _____ Title: _____

Signature: _____ Date: _____

MuniDocs Enhanced Features

Name
Minutes
Agendas
Budgets
Resolutions
Applications
Forms
Policies
Manuals
Misc. Documents



Municode's efforts are intended to improve accessibility but do not ensure full ADA compliance of PDF documents. ADA compliance is a shared responsibility that requires a multi-faceted, teamwork approach. We are committed to making accessibility an integral component of all Municode products and working to update those products as new requirements emerge. If a fully ADA compliant PDF document is submitted to Municode's MuniDocs service, it will remain compliant throughout the upload process.

While Municode is making every effort to ensure that our platforms support ADA compliance, there are requirements, tools, and educational resources that we encourage you to review to ensure that the content you are creating (i.e. PDF documents, video, and audio) enters our platform in a compliant state.

For each PDF document uploaded to the MuniDocs service, we perform the following accessibility enhancements: Check to see if the PDF is searchable and if not, OCR the PDF using the open source Tesseract Optical Character Recognition engine.

- ★ Check to see if the PDF document has already been tagged - if so, the next steps are skipped so that we don't remove any manual accessibility steps that may have been taken prior to uploading the PDF.
- ★ Set the Document Title metadata property using the uploaded document's filename.
- ★ Set the Primary Language metadata property to English.
- ★ Auto tag the PDF document to provide a base level of tags to be used by screen readers.