



**Professional Services
&
Imaging Software
Proposal
For
Galion City
School District**

May 25, 2015

To: Galion City School District
470 Portland Way North
Galion, Ohio 44833
Attention: Charlene Parkinson

Thank you for your interest in the professional services and software solutions we provide to school districts to improve office efficiency and security of important records. Over the past eight years, SC Strategic Solutions has helped nearly 100 Ohio school districts improve utilization of space, decrease costs, and improve overall productivity. SCSS is committed to the privacy, security, and total custodial care required to manage your records.

**"Everyday information is created, classified, distributed, preserved, and destroyed;
and everyday SCSS is there to help guide the flow of that information."**

Please review the following proposal prepared for Galion City Schools after our site visit and discussion. We look forward to solving your record management needs today and in the future.

Sincerely,

Troy Stein
Senior Account Executive

CC: Larry Levy

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Statement of Work

Project Description

- A) Provide Imaging System software for the purpose of managing accounting and school records for Galion City Schools.
- B) Provide off-site hardware for the storage of documents into accessible and searchable files through the SCView Imaging System.
- C) Support the imaging system software by providing management, labor, maintenance, and consultation for the duration of the project.
- D) Provide off-site scanning, indexing and Quality Control (Q.C.) services.
- E) Provide certified document destruction or return (included in scanning service fee).
- F) The ability to take on future projects as needed by the district.

Proposed Tasks

SCSS will provide off-site imaging services to scan (digitize) school records. All identified documents for each type (listed below) will be given to SCSS for the purpose of scanning and indexing into the SCView Imaging System. Any changes to index values may result in additional fees.

Education Records - Up to three indexes defined by Galion City Schools.

Record Capture

- SCSS will provide boxes and box all school records for SCSS will provide boxes and box all school records for Galion City Schools.
- The records will then be broken down, scanned and indexed by the above listings.
- All scanned records will be stored for 6 months at no cost; following this time period a request for destruction letter will be sent, or other arrangements will be made with Galion City Schools.

Record Retrieval

- While records are off-site, we will offer prioritized scanning at no charge.
- All records will be accessible and searchable by authorized persons or positions.
- Records will be viewable by utilizing SCView Imaging Software.
- A Back-up DVD/CD will be provided to the office upon request.

Document Services Provided

- SCSS provides for transportation of all documents to our scanning facility.
- Records are scanned on high speed production scanners for high quality images.
- Scanning verification and quality assurance will be performed to ensure image quality, image orientation and indexing schemes.
- All documents will be prepped for scanning which includes removing the documents from any binding, removing all staples, repairing tears and separating any shingled or shadow documents.
- All records will be scanned at 200 dpi and saved in a non-proprietary TIFF format.

Off-site Data Hosting

Data Hosting is ideal for organizations that want lower monthly IT costs while having around the clock server monitoring, 99+% system uptime, and continuous security threat management. Services provided by SCSS include the testing and deployment of **SCView** in addition to all updates and upgrades. SCSS closely monitors log files to provide insight into server performance, traffic flow, hard disk usage and security vulnerabilities.

Below are a few of the many hosting advantages provided by SCSS:

- Redundant Internet Connections
- SSL Website encryption
- Placement on our 1000Mbps internal Layer 3 switched Ethernet backbone
- 99+% uptime on all services required for image access
- Co-location of data for disaster recovery
- Discrete Facility Secured by IP Cameras and Security Monitoring
- 24/7/365 Network monitoring and alerts
- Direct contact to dedicated support specialist via phone and email
- Monthly network vulnerability assessments

Imaging Software

SCView (CORE End User Software) Module – SCSS will provide an end user software module providing *retrieve, view, edit and print* scanned/indexed documents for use over the Internet. Access to the software is administered by a SCSS manager or designated personnel. SCView enables the user to view a complete history for each record. The *audit trail* tracks detailed information on viewing, printing and editing. There are *various levels of security* created to access information in a protected manner. The audit trail provides individual information on any access, which complies with HIPAA regulations. *Multi-user access* capability is provided for these records.

SCView Imaging System provides additional benefits with:

- No purging/archiving due to unlimited storage of images provided.
- Standard TIFF images utilized for importing/exporting images.
- Remote access capabilities for off-site locations.
- Auto log off (time based).
- Split screen functionality.
- Conditional user access.

When new upgrades to the software become available to the CORE system, they will be provided at no charge. Any customized software developed at the request of the agency may incur programming fees (this will be done in writing).

Price Schedule – Exhibit A

Project Costs

SCView Yearly Support & Upgrades	\$2,495 per Year
Comprehensive Scanning	\$0.07 per Image*
Web Hosting & Import	\$0.01 per Image*
SCView User Licenses	\$595 per License*
Training & Support	Included
Unlimited Web Hosting of Archived Images	Included
Boxes for Paper Records (for scanning)	Included
Staple & Paperclip Removal (prep)	Included
Certified Shredding Services (for scanned records)	Included
Microfilm/Microfiche Conversion (Optional)	\$0.07 per Image*

*Denotes a One-Time Cost

Estimated Project Cost – Option A – Pay Full Project Cost During 1st Year

Yearly Customer Support & Upgrades	= \$2,495
3 SCView User Licenses	= \$1,785 (One-Time Cost)
Scanning of 650,000 Pages	= \$52,000
Total 1 st Year Cost	= \$56,280
2 nd Year Cost Going Forward	= \$2,495 per Year

Estimated Project Cost – Option B – Pay Full Project Cost Over 3 Years (0%)

Yearly Customer Support & Upgrades	= \$2,495
3 SCView User Licenses	= \$1,785 (One-Time Cost)
Scanning of 650,000 Pages	= \$52,000
Total 1 st Year Cost	= \$20,424
Total 2 nd Year Cost	= \$20,424
Total 3 rd Year Cost	= \$20,424
Total 4 th Year Cost Going Forward	= \$2,495 per Year

Notes/Recommendation

Galion City Schools has a clear need to begin scanning its permanent records. Our solution offers all aspects of document management (from scanning services to software) and is built around being user-friendly and efficient. Our ability to support both the scanning and software enables us to provide a complete solution at the lowest cost possible. Our offer to finance the entire project over three years with no interest costs shows the stability of our company while providing Galion City Schools the possibility of spreading costs out over multiple budget years.

We are a local company with a primary focus on education. Working with over 100 school districts has provided us the knowledge to ensure that your records are scanned at the highest quality in the most secure environment possible. We appreciate the opportunity to earn your business and hope we can work with you in the future.

MASTER SERVICES AGREEMENT

This Master Services Agreement ("Agreement") is effective as of the Effective Date between SC Strategic Solutions LLC, ("SCSS"), and

Name ("Customer"): Galion City School District

Street Address: 470 Portland Way North

City, State, Zip: Galion, Ohio 44833

Effective Date: _____

- 1. Software and Services.** Customer agrees to purchase from SCSS the entire source document imaging requirements, services and software as outlined in Exhibit A.
- 2. Payments and Pricing.** As full compensation for the Services performed by SCSS hereunder, Customer shall pay fees and expenses in accordance with the pricing schedule set forth as Exhibit A attached hereto and made a part hereof. Customer shall pay amounts within thirty (30) days following receipt of invoice. After 30 days, a penalty of 2% per month will be assessed for any outstanding invoices. SCSS assumes a fixed price increase of 2.5% per year.
- 3. Term and Termination.** This agreement will remain in effect for an initial term of 3 year(s) from the acceptance date set forth above. Following the end of the initial term, this agreement will be automatically renewed for successive periods unless notice of termination is given by either party to the other party - not less than ninety days prior the cancellation date.
- 4. Confidentiality.** Except as otherwise provided in this Agreement, the parties agree that, Confidential Information shall be maintained in strict confidence; shall be used only for purposes of this Agreement; and that no Confidential Information shall be disclosed by the recipient party, its agents or employees without the prior written consent of the other party.
- 5. Exculpation.** SCSS shall not be responsible for misfiled documents within the records provided for scanning/imaging, nor for any inaccurate or incorrect information contained in records received from Customer.
- 6. Force Majeure.** Neither party shall be liable or deemed in default for failure to perform any duty or obligation that such party may have under this Agreement where such failure has been caused by any act of God, fire, strike, inevitable accidents, war, terrorism, or any other cause outside the reasonable control of that party, and occurring without its fault or negligence.

SC Strategic Solutions LLC

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Galion City School District

Signature: _____

Printed Name: _____

Title: _____

Date: _____

This agreement can only be signed by authorized agents.

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