

**COMPARISON – 2016**

**2014-11-10  
attachment**

<b>ACCESS</b>	<b>RICOH</b>
Randy Thierman	Jim Ryave/Brian Podber
<p><b>\$53,188.00</b> – estimate of basic set up for program with backfiling (<i>subject to change monthly as we deliver files for scanning and storage</i>)  <b>\$10,000 UP FRONT COST TO BEGIN</b></p> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Lexmark Software</li> <li>• Creation and design of Data Base</li> <li>• Set up, support, training, three yr. maintenance</li> <li>• Utilizes a play book for the office to refer to             <ul style="list-style-type: none"> <li>• OCR recognition for full text search</li> <li>• Records retention program (managed and requested as needed by users – not automatic)                 <ul style="list-style-type: none"> <li>• 2 users</li> </ul> </li> </ul> </li> </ul>	<p><b>\$ 78,050.00</b> – estimate of basic set up for program with backfiling (<i>subject to change monthly as we deliver files for scanning and storage</i>)  <b>NO UP FRONT COST TO GET STARTED</b></p> <p><b>includes:</b></p> <ul style="list-style-type: none"> <li>• Kofax Software – Document Mail</li> <li>• Creation and design of Data Base</li> <li>• Set up, support, training, three yr. maintenance</li> <li>• OCR recognition for full text search             <ul style="list-style-type: none"> <li>• Records retention program                 <ul style="list-style-type: none"> <li>• Up to 5 users</li> </ul> </li> </ul> </li> </ul>
<p><b>\$438.90 – monthly charge</b>                  Software program (maintain respository)                  3 yr. contract</p>	<p><b>\$475.36 – monthly charge</b>                  Lease Option or buy out                  3 yr. contract</p>

Get started right away. Local office	Get started right away. Local office
We can send groups of boxes as they are organized/completed for imaging and be charged accordingly at that time.	We can send groups of boxes as they are organized/completed for imaging and be charged accordingly at that time.
We have met the experienced staff who will assist us with the creation and design of the data base.	
They can set up records retention program. They will send us information on files to decide if they should be shredded or kept.	They can set up records retention program. They will send us information on files to decide if they should be shredded or kept.

**RECOMMENDATION:**

AFTER CAREFUL CONSIDERATION AND DISCUSSION WITH BOTH ACCESS AND RICOH, WE HAVE CHOSEN ACCESS TO HELP THE PFPF WITH IMPLEMENTATION OF OUR RECORDS RETENTION PROGRAM.

BOTH COMPANIES WENT OUT OF THEIR WAY TO DEMONSTRATE THEIR PROGRAMS AND WERE ESSENTIALLY PROVIDING THE SAME TYPE OF FILING SET UP AND CAPABILITIES JUST DIFFERENT SOFTWARE PROGRAMS.

WE FEEL ACCESS WILL PROVIDE SEAMLESS SERVICE AND ACCESSABILITY FOR IMPLEMENTATION AND THEIR SUPPORT TO CATEGORIZE FILES ACCURATELY.

***Executive Proposal for***

***Police and Fire Pension Fund***

***Electronic Document Management of Pension Files***

**February 18, 2016**

**Version 1.1**



**The contents of this document are proprietary and confidential  
and may not be disclosed to outside parties without Access written consent.**





February 18, 2016

Beth McCague  
Interim Executive Director – Administrator  
Police and Fire Pension Fund  
One West Adams Street, Suite 100  
Jacksonville, FL 32202

RE: Electronic Document Management of Pension Files

Ms. McCague:

Thank you for inviting Access to review your documents and files for preparation of the attached proposed solution. Access focuses on the needs of our clients while utilizing vast technical knowledge, experience and problem solving skills to help make a difference in your specific business environment. Our stated mission is to provide you with the very best service.

Our proposal provides for the electronic capture, storage and retrieval of all active pension files that are currently on site. This process includes a complete chain of custody with pickup at your location and delivery of scanned, classified and indexed images that are ready to use in a Perceptive Content™ enterprise content management system that will be supported by Access. Access will manage the physical and digital files for the remainder of the document life cycle at which time they will be securely destroyed.

Access has extensive experience providing physical and digital records management for local government agencies. We look forward to assisting you with the development and implementation of an electronic document management program.

Sincerely,

A handwritten signature in black ink that reads "Randy Thierman".

Randy Thierman  
National Business Development Manager



## EXECUTIVE SUMMARY

### ***Current Situation***

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The Police and Fire Pension Fund has a large volume of paper pension files distributed over eight file rooms and offices. The total volume is estimated at over 1.2 million pages or 588 boxes once the files are pulled from their current file shelving, cabinets and boxes (see detail in Scope – Total Pension Files). It is very labor intensive to manage these files as they have to be accessed and/or updated multiple times each year. The Pension Fund would like to improve efficiency and transparency of pension records while maintaining compliance with all regulations. The Pension Fund has identified key project objectives to include:

- Reduce retrieval labor with desk top / electronic access to all active files
- Reduce retrieval labor with full text indexing for quicker access to records
- Reduce filing labor, storage supplies, space and costs
- Reduce labor for document audit, customer service and inactive file purge
- Improve record retention compliance
- Reduce risk of document loss with a comprehensive disaster recovery plan

### ***Access Back File Capture Solution***

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Access is proposing a turnkey document management solution of all pension files as well as management for remainder of document life cycle. The services included in this project include providing the following services:

- Project manager to coordinate and provide single point of access
- Professional services to assist in design of file index structure to maximize efficiency
- Records management team to segregate active, inactive and files ready to purge
- Active and Inactive files will be boxed while purge files will be put into shred bins
- Secure transportation of approximately 588 active and inactive boxes to Access facility
- On line and real time Inventory of all files received on Total Recall™
- Secure offsite storage with fire suppression and 24 hour surveillance of inactive files
- Prepare active files for scanning by removing from folders, repairing damage, etc.
- Scan at 200 DPI, black & white, bitonal and duplex with image enhancement
- Auto populate index data from barcode read
- Data enter additional index information if needed (see page 5 for details)
- Quality control checks

- Finalization into format ready for upload into Perceptive Content™
- Full text indexing of all images during upload to Perceptive Content™
- Provide digital storage and retrieval with Perceptive Content™ software as a service including all hardware, software and support
- Migration of already scanned PDF files into Perceptive Content™
- Train a trainer at Pension Fund on use of Perceptive Content™
- Maintain physical and digital images to meet the Pension Fund compliance requirements
- Provide query that may be run by the Pension Fund at any time to identify all digital documents that have reached end of life cycle
- Provide secure physical and/or digital destruction at end of document life cycle

### ***Value of Access***

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- Project Management Office to guarantee completion on budget & on schedule
- Detailed Reporting – File inventory and Life Cycle Management
- Extensive experience with electronic document capture and developing digital records management programs for financial records
- Flexibility to meet current and future document management requirements
- Documented chain of custody to confirm security of information
- Compliance development with a Certified Records Manager on staff

### Scope – Total Pension Files

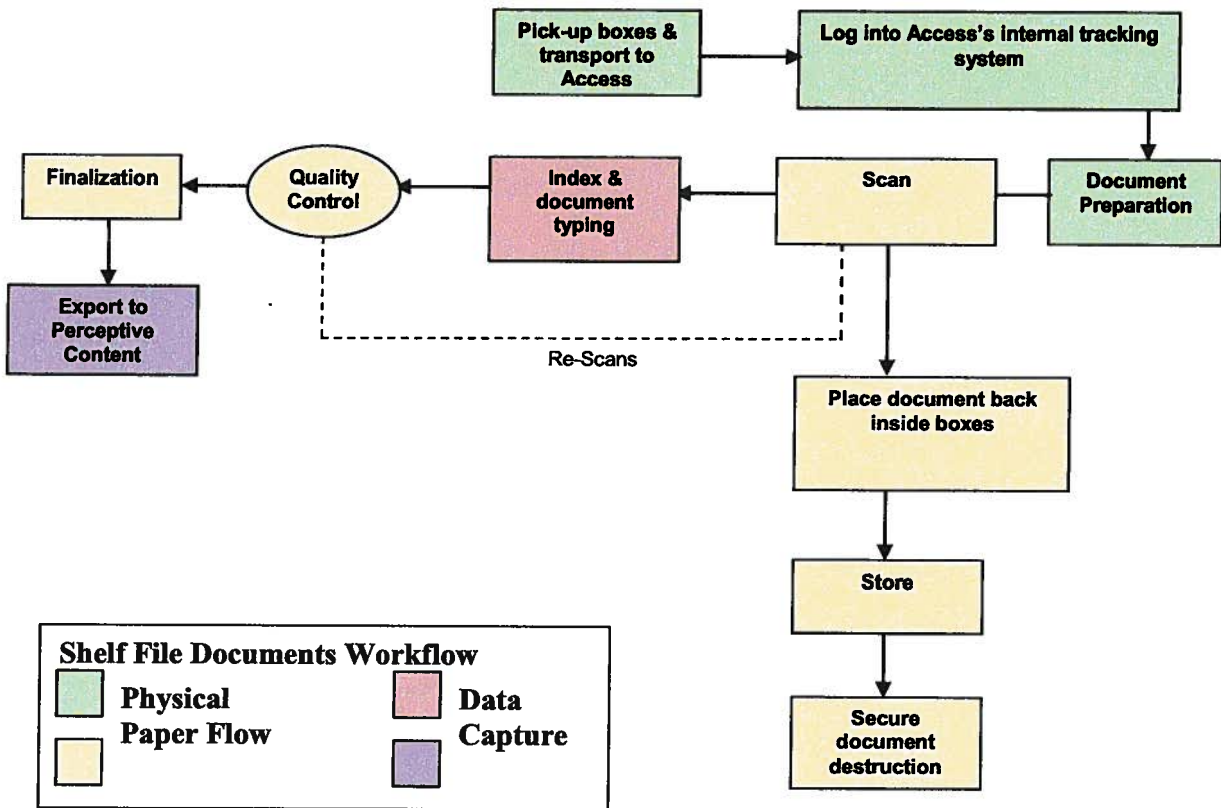
Location	Inches	Pages	Rebox	Active	Inactive	Inactive SOD Boxes	Active Image Scan
File Room	1168	233600	112		100%	112	
John's Office	144	28800	14	100%			28800
Old Board Office	384	76800	37	0%	100%	37	0
Dick's Office	700	140000	67	50%	50%	33.5	70000
Dick's File Room	1964	392800	188	50%	50%	94	196400
John's Old Office	0	0	0	50%	50%	0	0
Robby	720	144000	69		100%	69	
Robby File Room	927	185400	89		100%	89	
Pension Reform	120	24000	12	100%			24000
	6127	1225400	588			435	319200
Assumptions	Accounting and HR are out of scope						
	Page counts based on average of 200 pages per linear inch						
	Boxes used for reboxing are standard (10X12X15) and will hold average of 2100 pages						
	Inactive files will be stored and accessed by Scan-On-Demand as required						
	Active files will be scanned immediately						

### Scope – Active Files to be Scanned

Cabinet	Category	Back File					Total Barcodes	Pages	Total Pages	Backsides	200 dpi BW Images	Indexing TBD	Indexing TBD	Indexing TBD	Capture Date	Document Type	Key Strokes
		Files	File Barcode	Frequency	Documents	Doc Barcode											
Company	Paper File																
John's Office		288	1	1	0	0	288	100	28,800	10%	31,680	a	a	a	a	a	0
Dick's Office		700	1	1	0	0	700	100	70,000	10%	77,000	a	a	a	a	a	0
Dick's File Room		1,964	1	1	0	0	1,964	100	196,400	10%	216,040	a	a	a	a	a	0
Pension Reform		240	1	1	0	0	240	100	24,000	10%	26,400	a	a	a	a	a	0
Total		3,192					3,192		319,200		351,120						0
Total with Barcodes									322,392		354,312						
								Boxe	152								
Estimated Perceptive Storage	Month	Year															GB
	1																15.00

***Back File Capture of Active Records – Workflow***

The following depicts a paper to digital capture process workflow. This workflow may be revised to meet the Pension Fund requirements:





**Perceptive Content – Multi-Tenant Enterprise Content Management Solution**

Description	Unit Cost	Increments	Units	Extended Price	Notes
ImageNow Enterprise Server	\$349.00	Monthly	1	\$349.00	
Total Users					Unlimited
Concurrent Users			2		Included
Additional Concurrent Users	\$19.99	Each	0	\$0	1-10
	\$18.99	Each	0	\$0	11-25
	\$17.99	Each	0	\$0	26-50
	\$16.99	Each	0	\$0	51 +
Storage Capacity		GB	5		Included
Additional Storage Capacity	\$8.99	GB	10	\$90	1-25
	\$8.49	GB	0	\$0	26-50
	\$7.99	GB	0	\$0	51-100
	\$7.49	GB	0	\$0	101 +
Business Insight Reporting					Included
OCR for Full Text Search & Zonal Indexing					Included
Search / Retrieve Content Server					Included
Signature Annotations					Included
Notifications (email / on screen)					Included
Annotation / Redaction					Included
Workflow / Approval Routing					Included
Application Association via LearnMode™					Included
Overdraft Protection					Included
Mobile Users	\$49.00	Each	0	\$0	
<b>MONTHLY PERCEPTIVE BUDGET</b>				<b>\$438.90</b>	

<b>Keeping Content Available &amp; Secure</b>					
Virtual Server Isolation					Shared
Database Server Isolation					Shared
Folder / Document Level Security					Included
Role of User Based Security					Included
Bulk User Add/Edit					Included
Backup Types					Near Line
VPN Connections					Included
Encryption of Data at Rest					Included
Operational Monitoring (7X24X365)					Included
Intrusion Detection (7X24X365)					Included
Vulnerability Scans (Monthly)					Included
Attach & Penetration Test (Annual)					Included
Co-Location / High Availability					Included
Disaster Recovery Testing					Included
Technical Support					Included



**Pricing**

<b>ACCESS BACK FILE IMAGING COSTS</b>					
Description	Unit Cost	Increments	Rates	Units	Extended Price
Prep with file level barcode insertion	\$21.00	Hour	1000	319.2	\$6,703
Barcodes - file level	\$0.035	barcode		3,192	\$112
Scanning - A size duplex	\$0.040	Image <sup>1</sup>		354,312	\$14,172
Data Entry	\$0.010	Keystroke		0	\$0
Quality Control	\$0.010	Image <sup>1</sup>		354,312	\$3,543
Finalization	\$0.008	Image <sup>1</sup>		354,312	\$2,834
<b>Sub Total</b>					<b>\$27,365</b>

<b>ACCESS RECORDS MANAGEMENT COSTS</b>					
Description	Unit Cost	Increments	Rates	Units	Extended Price
Cartons - 1.2 ft <sup>3</sup>	\$2.50	Box		588	\$1,470
On site packing services	\$45	Hour		160	\$7,200
Transportation	\$50	Trip		5	\$250
Box Onboarding	\$2.25	Cubic Ft.		706	\$1,589
File Onboarding,	\$0.30	File		12,254	\$3,676
Box Storage after capture	\$0.30	Cubic Ft.	monthly	0	\$0
Perm. withdrawal & secure destructio	\$4.75	Cubic Ft.		188	\$893
<b>Sub Total</b>					<b>\$15,078</b>

<b>ACCESS PROJECT MANAGEMENT AND SETUP</b>					
Description	Unit Cost	Increments	Rates	Units	Extended Price
Project Management	\$125.00	Hour		53	\$6,625
Imaging Database Setup	\$500	Application		1	\$500
Perceptive File Drawers	\$2,820	Drawer		1	\$2,820
IT - Data Migration to Perceptive	\$100.00	hour		8	\$800
User Training (Instructor led via web)	\$0.00			1	\$0
<b>Sub Total</b>					<b>\$10,745</b>

**Total One Time Costs** **\$53,188**

Image<sup>1</sup> - Is count of front of pages with content, plus back pages with content, plus barcode sheets

This Quote is based on volume estimates provided by Client and may change upon finalization of Statement of Work