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Business Systems & Consultants

Your Information
Management Partner

Document Imaging Proposal

Prepared by:

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Prepared for:

Madison County Chancery Clerk's Office
Contact: Cynthia Parker
October 24, 2022

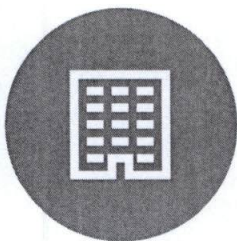
About Us

Business Systems & Consultants (BSC) is a regional leader in document scanning services, document management software, content services and digital transformation. Since 1976, BSC has provided thousands of clients with state-of-the-art systems for managing, sorting, and retrieving their business-critical information through facilitation of our solutions, services, and overall expertise.

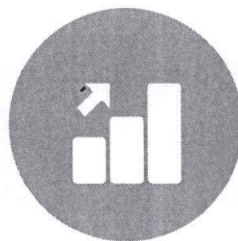
We provide document management solutions and client-oriented services that mitigate risk, significantly enhance productivity, and lower costs. At BSC, we believe our clients are our partners. Our specialists work with you to assess your needs and design a comprehensive solution that aligns with your retention, compliance, and budget requirements.



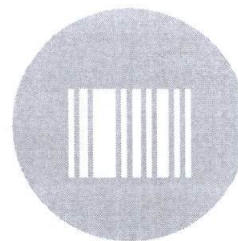
**One of the
Fastest Growing
RIM Companies
in the US**



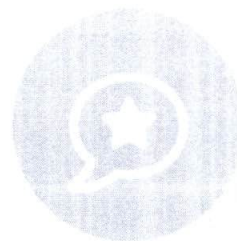
**Nationwide
Customers**



**Proven 40+ Year
Track Record**



**Tracking
Utilized in All
Processes**



**Highest Customer
Satisfaction Rating in
Market**

Proposal Overview

This proposal outlines the scanning process, scope of project, and pricing for Madison County Chancery Clerk.

Approach

Our initial effort will be to have a strategic planning meeting with the Madison County Chancery Clerk to outline the best practices approach to the transition of records from the Madison County Chancery Clerk to our scanning bureau.

Our chain of custody protocols ensures every container is tracked throughout the entire scanning process. After scanning is performed, your materials will be returned to you, stored in our secure facility, or securely shredded.

Labeling

From the point of pick-up, all containers will have pre-assigned labels for complete Inventory control and point-to-point audit trail of all records under our care at any time.

Induction into our Secure Facilities

Upon receipt at our facility, all boxes will be palletized and scanned into our capture system to account for your materials during the receipt and induction process.

The temporary storage of records will be within our secure facilities, where specialized staging cones identify each pallet and all containers on that pallet. This chain-of-custody tracking facilitates accessible location to fulfill scan-on-demand requests.

How the Scanning Process Works



We prepare documents for scanning and perform a manual quality control process.



Documents are scanned.



Documents are categorized and indexed.



Digital files are saved to PDFs, JPGs, TIFFs, or your desired format.



Digital files are migrated to the document management system (DMS) of choice.



Hard copies are returned to you, stored in our off-site storage facilities or securely shredded.

Additional Services and Customer Support

Scan-on-demand

For the electronic delivery of your documents, our interface enables you to access your digital files easily. This SSL (secure socket layer) online solution offers your personnel direct and highly protected access to not only images of scan-on-demand documents or files but also a free indexing tool to use and a method of placing or making such scan-on-demand requests.

Document Hosting

After scanning and indexing, we'll store your digital documents on a secure, cloud-based network that you can access remotely. No capital investment or IT maintenance is required.

We will provide the following:

- Storage of all hardcopy records within our secure facilities for up to 60 days AT NO CHARGE.
- Virtual copies of your scanned image are stored on our servers for up to 90 Days for emergent situations.

Customer Support

During the scanning project, the Madison County Chancery Clerk's office may call or contact Business Systems & Consultants and request a file be pulled, scanned, and emailed.

Project Summary

- BUSINESS SYSTEMS & CONSULTANTS will arrive at 146 W. Center St., Canton, MS to load and pick up boxes
- BUSINESS SYSTEMS & CONSULTANTS will label and write up range description on outside of each cart
- Inventory will be relocated to our Document Preparation department for the following
 - Remove documents from folders or binders
 - Remove staples and make minor repairs to documents (i.e. taping, unfolding) may incur additional charges
 - Insert document separator sheets
 - Securely tape pages smaller than a half sheet may incur additional charges
 - Verify all documents are facing upwards and in one direction
- Inventory will be relocated to our Scanning department to be scanned with the following requirements
 - 300 dpi to satisfy normal requirements for image resolution
 - Scan documents in the same order as they were received from the customer
 - Visually check image quality on a PC monitor, checking for skewed pages, light or dark images, and missed document breaks
 - Rescan documents as needed to improve image quality
- Inventory will be relocated to the Indexing department for the following
 - **Madison County Chancery Clerk** - Each document will be indexed, capturing the following data:
 - Older Case Files (1969 – 1989)
 - Case Number
 - Plaintiff
 - Defendant
- A final check of 10% of the documents to verify accuracy of document breaks, quality of images and verify image to index
- Rescans to improve image quality may occur in any of the above steps
- Final images will be archived in the following manner
 - Run output process to required .TIFF or PDF image or import into **Filebound**
 - Archive images and indexes delivered as:
 - Flash drive or hosted online
- This proposal includes information that has been evaluated during communications between client and Business Systems & Consultants.
- Business Systems & Consultants has completed a limited proof of concept for this project. If, after the proposal is signed and we start the imaging process, any of the variables are outside the scope of a traditional imaging project, Business Systems & Consultants will re-evaluate the job and communicate to client before proceeding further. The re-evaluation of the changes may incur additional charges.
- Business Systems & Consultants will scan everything at the main office at 113 Little Valley Court, Birmingham, AL 35244.

Cost: Price Proposal for Document Imaging

PROJECT: Court Files

One-Time Charges:

Description	Rate
Capture Services – Black & White – Legal Size & Smaller Documents Scan, Publish to flash drive	\$.055/img.
Document Preparation – staple removal, preparing documents for scanning	\$ 22/hour
Loading boxes from shelving or file cabinets	\$ 8/box
Pickup of files	\$ 2,500
Document Delivery Options:	
a. PDF's on encrypted drive – No charge	
b. Filebound Web Retrieval - \$ 426/month, \$ 600 - Installation & Training, 3-year commitment, unlimited users	

Estimated Pricing

- a. **Older Case Files (1969 – 1989) – contained in 43 sections of 9' shelving**
 Approximately 689,591 images X \$.055/image = \$ 37,928
 Approximately 1,247 prep. hours @ \$ 22/hour = \$ 27,434
 Approximately 387 boxes loaded @ \$ 8/box = \$ 3,096

Total - \$ 68,458

Pickup - \$ 2,500

Total - \$ 70,958

Proposal Acknowledgement Form

Please accept this as our Price Proposal for Document Imaging.

**Provider
Business Systems &
Consultants, Inc.**

Madison County Chancery Clerk

Barry McNair

Name

Name

Business Development Manager

Title

Title

10-24-2022

Date

Date

Project Summary

- BUSINESS SYSTEMS & CONSULTANTS will arrive at 146 W. Center St., Canton, MS to load and pick up boxes
- BUSINESS SYSTEMS & CONSULTANTS will label and write up range description on outside of each cart
- Inventory will be relocated to our Document Preparation department for the following
 - Remove documents from folders or binders
 - Remove staples and make minor repairs to documents (i.e. taping, unfolding) may incur additional charges
 - Insert document separator sheets
 - Securely tape pages smaller than a half sheet may incur additional charges
 - Verify all documents are facing upwards and in one direction
- Inventory will be relocated to our Scanning department to be scanned with the following requirements
 - 300 dpi to satisfy normal requirements for image resolution
 - Scan documents in the same order as they were received from the customer
 - Visually check image quality on a PC monitor; checking for skewed pages, light or dark images, and missed document breaks
 - Rescan documents as needed to improve image quality
- Inventory will be relocated to the Indexing department for the following
 - **Madison County Chancery Clerk** - Each document will be indexed, capturing the following data:
 - Newer Case Files (1990 – 2009)
 - Case Number
 - Plaintiff
 - Defendant
 - Wills
 - Name
 - Number
- A final check of 10% of the documents to verify accuracy of document breaks, quality of images and verify image to index
- Rescans to improve image quality may occur in any of the above steps
- Final images will be archived in the following manner
 - Run output process to required .TIFF or PDF image or import into **Filebound**
 - Archive images and indexes delivered as:
 - Flash drive or hosted online
- This proposal includes information that has been evaluated during communications between client and Business Systems & Consultants.
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- Business Systems & Consultants will scan everything at the main office at 113 Little Valley Court, Birmingham, AL 35244.

Cost: Price Proposal for Document Imaging

PROJECT: Court Files

One-Time Charges:

Description	Rate
Capture Services – Black & White – Legal Size & Smaller Documents Scan, Publish to flash drive	\$.055/img.
Document Preparation – staple removal, preparing documents for scanning	\$ 22/hour
Loading boxes from shelving or file cabinets	\$ 8/box
Pickup of files	\$ 2,400
Document Delivery Options:	
a. PDF's on encrypted drive – No charge	
b. Filebound Web Retrieval - \$ 426/month, \$ 600 - Installation & Training, 3-year commitment, unlimited users	

Estimated Pricing

a. **Newer Case Files (1990 – 2009) – contained in 37 sections of 9' shelving**

Approximately 590,409 images X \$.055/image = \$ 32,472

Approximately 1,063 prep. hours @ \$ 22/hour = \$23,386

Approximately 333 boxes loaded @ \$ 8/box = \$ 2,664

Total - \$ 58,522

b. **Wills – contained in 12 drawers of file cabinets**

Approximately 50,000 images X \$.055/image = \$ 2,750

Approximately 90 prep. hours @ \$ 22/hour = \$ 1,980

Approximately 25 boxes loaded @ \$ 8/box = \$ 200

Total - \$ 4,930

Total from a - \$ 58,522

Pick-up - \$ 2,400

Total - \$ 65,852

Proposal Acknowledgement Form

Please accept this as our Price Proposal for Document Imaging.

Provider
Business Systems &
Consultants, Inc.

Barry McNair

Name

Business Development Manager
Title

10-24-2022
Date

Madison County Chancery Clerk

Name

Title

Date

Palmetto Microfilm Systems, Inc.



202 N Lake Drive

Lexington, SC 29072

October 25, 2022

Madison County Chancery Clerk's Office
Attn: Ms. Cynthia Parker
Chief Deputy Chancery Clerk
P. O. Box 404
Canton, MS 39046

Dear Ms. Parker:

Thanks for your interest in Palmetto Microfilm's Imaging Services.

I have included on the following page pricing for our document scanning services.

If you have any questions, please feel free to contact me at 803-359-3703. I appreciate the opportunity to work with you.

Sincerely,

Lorri Yarborough
Palmetto Microfilm & Imaging
Sales Director

MADISON COUNTY CHANCERY CLERK

A. Scanning services:

1. Document scanning services for legal size documents and smaller - \$.065/image
2. Document Preparation – staple removal, repairing torn documents, etc. - \$ 25/hour
3. Loading boxes from shelving - \$ 11/box
4. Pick-up of boxes - \$ 3,100

B. Estimated Pricing for scanning **Older Case Files – 1969 - 1989**

1. Scanning approx. 700,000 images @ \$.065/image = \$ 45,500
2. Document prep. of 1,300 hours X \$ 25/hour = \$ 32,500
3. Loading of boxes from shelving – 400 boxes X \$ 11/box = \$ 4,400
4. Pick-up of boxes - \$ 3,100

Total Price - \$ 85,500

MADISON COUNTY CHANCERY CLERK

A. Scanning services:

1. Document scanning services for legal size documents and smaller - \$.065/image
2. Document Preparation – staple removal, repairing torn documents, etc. - \$ 25/hour
3. Loading boxes from shelving or file cabinets - \$ 11/box
4. Pick-up of boxes - \$ 3,100

B. Estimated Pricing for scanning **Newer Case Files – 1990 - 2009**

1. Scanning approx. 600,000 images @ \$.065/image = \$ 39,000
2. Document prep. of 1,200 hours X \$ 25/hour = \$ 30,000
3. Loading of boxes from shelving – 350 boxes X \$ 11/box = \$ 3,850
4. Pick-up of boxes - \$ 3,100

Total Price - \$ 75,950

C. Estimated Pricing for scanning **Wills**

1. Scanning approx. 50,000 images @ \$.065/image = \$ 3,250
2. Document prep. of 100 hours X \$ 25/hour = \$ 2,500
3. Loading of boxes from file cabinets – 30 boxes X \$ 11/box = \$ 330

Total Price - \$ 6,080