

General Services Administration (GSA) Federal Supply Schedule 36

Office Imaging and Document Solutions

Contract #GS-03F-011CA

SIN 51-506: Document Conversion Services
SIN 51-409: Network Optical Imaging Systems and Solutions

Contract Period:
December 1, 2014 – December 1, 2019

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. GSA Advantage! Can be found online at: www.GSAAdvantage.gov.

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Business Size: s - Small Business
DUNS: 121499953



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A Letter from Digiscribe's CEO

I want to thank you for considering Digiscribe for your document scanning and document management needs. We have over 25 years of experience providing cost-effective paperless solutions that are backed by industry certified technical support and award winning customer service.

Digiscribe's services will transform the way you manage and process your documents, improving productivity and reducing costs. Our expertise and depth of services make the transition to paperless easy and painless for you.

I am proud to say we are one of the first SOC 2 Type 2 document conversion centers in the New York tri-state area, providing peace of mind that your documents are securely and confidentially handled while in our care. The entire Digiscribe staff is also HIPAA compliance trained, ensuring an additional layer of security concerning the proper handling of your documents while in our facility.

I have a high degree of confidence in my staff but if you would like to speak to me at any time, please reach out to me directly at (914) 468-0930 or email me at mtaube@digiscribe.info.

Thank-you again for considering Digiscribe as your paperless partner.



Mitch Taube
Founder, President & CEO
Digiscribe International, LLC



Price List

SIN 51-506: Document Conversion Services

Manufacturer: Digiscribe International, LLC

The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/ storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. This SIN includes transcription and medical transcription services; it excludes transcriptions for Title III Monitoring, which are available under Schedule 738 II, SIN 382 1.

Document Scanning Services				
SERVICE NUMBER	SERVICE NAME	QUANTITY/SERVICE DESCRIPTION	UOI	GSA PRICE
SCAN004A - GSA	200 dpi B&W 8.5"x11"*	Under 50,000 images	Image	\$ 0.136
SCAN004B - GSA	200 dpi B&W 8.5"x11"*	50,001 to 250,000 images	Image	\$ 0.104
SCAN004C - GSA	200 dpi B&W 8.5"x11"*	250,001 to 1,000,000 images	Image	\$ 0.076
SCAN004D - GSA	200 dpi B&W 8.5"x11"*	Over 1,000,001 images	Image	\$ 0.050
SCAN004E - GSA	200 dpi B&W 8.5"x14"*	Under 50,000 images	Image	\$ 0.154
SCAN004F - GSA	200 dpi B&W 8.5"x14"*	50,001 to 250,000 images	Image	\$ 0.118
SCAN004G - GSA	200 dpi B&W 8.5"x14"*	250,001 to 1,000,000 images	Image	\$ 0.086
SCAN004H - GSA	200 dpi B&W 8.5"x14"*	Over 1,000,001 images	Image	\$ 0.057
SCAN006A - GSA	200 dpi color 8.5"x11"*	Under 50,000 images	Image	\$ 0.145
SCAN006B - GSA	200 dpi color 8.5"x11"*	50,001 to 250,000 images	Image	\$ 0.111
SCAN006C - GSA	200 dpi color 8.5"x11"*	250,001 to 1,000,000 images	Image	\$ 0.081
SCAN006D - GSA	200 dpi color 8.5"x11"*	Over 1,000,001 images	Image	\$ 0.054
SCAN006E - GSA	200 dpi color 8.5"x14"*	Under 50,000 images	Image	\$ 0.163
SCAN006F - GSA	200 dpi color 8.5"x14"*	50,001 to 250,000 images	Image	\$ 0.125

*includes document preparation up to 2 hours per banker's box and quality control

Document Scanning Services

SERVICE NUMBER	SERVICE NAME	QUANTITY/SERVICE DESCRIPTION	UOI	GSA PRICE
SCAN006G - GSA	200 dpi color 8.5"x14"*	250,001 to 1,000,000 images	Image	\$ 0.091
SCAN006H - GSA	200 dpi color 8.5"x14"*	Over 1,000,001 images	Image	\$ 0.060
SCAN005A - GSA	300 dpi B&W 8.5"x11"*	Under 50,000 images	Image	\$ 0.154
SCAN005B - GSA	300 dpi B&W 8.5"x11"*	50,001 to 250,000 images	Image	\$ 0.118
SCAN005C - GSA	300 dpi B&W 8.5"x11"*	250,001 to 1,000,000 images	Image	\$ 0.086
SCAN005D - GSA	300 dpi B&W 8.5"x11"*	Over 1,000,001 images	Image	\$ 0.057
SCAN005E - GSA	300 dpi B&W 8.5"x14"*	Under 50,000 images	Image	\$ 0.172
SCAN005F - GSA	300 dpi B&W 8.5"x14"*	50,001 to 250,000 images	Image	\$ 0.132
SCAN005G - GSA	300 dpi B&W 8.5"x14"*	250,001 to 1,000,000 images	Image	\$ 0.096
SCAN005H - GSA	300 dpi B&W 8.5"x14"*	Over 1,000,001 images	Image	\$ 0.064
SCAN022A - GSA	300 dpi Color 8.5"x11"*	Under 50,000 images	Image	\$ 0.181
SCAN022B - GSA	300 dpi Color 8.5"x11"*	50,001 to 250,000 images	Image	\$ 0.138
SCAN022C - GSA	300 dpi Color 8.5"x11"*	250,001 to 1,000,000 images	Image	\$ 0.101
SCAN022D - GSA	300 dpi Color 8.5"x11"*	Over 1,000,001 images	Image	\$ 0.067
SCAN022E - GSA	300 dpi Color 8.5"x14"*	Under 50,000 images	Image	\$ 0.199
SCAN022F - GSA	300 dpi Color 8.5"x14"*	50,001 to 250,000 images	Image	\$ 0.152
SCAN022G - GSA	300 dpi Color 8.5"x14"*	250,001 to 1,000,000 images	Image	\$ 0.111
SCAN022H - GSA	300 dpi Color 8.5"x14"*	Over 1,000,001 images	Image	\$ 0.074
SCAN021A - GSA	Bound Book B&W	Under 50,000 images	Image	\$ 0.824
SCAN021B - GSA	Bound Book B&W	50,001 to 250,000 images	Image	\$ 0.700
SCAN021C - GSA	Bound Book B&W	250,001 to 1,000,000 images	Image	\$ 0.650
SCAN021D - GSA	Bound Book B&W	Over 1,000,001 images	Image	\$ 0.600
SCAN021E - GSA	Bound Book Color	Under 50,000 images	Image	\$ 0.916
SCAN021F - GSA	Bound Book Color	50,001 to 250,000 images	Image	\$ 0.850
SCAN021G - GSA	Bound Book Color	250,001 to 1,000,000 images	Image	\$ 0.800
SCAN021H - GSA	Bound Book Color	Over 1,000,001 images	Image	\$ 0.750

*includes document preparation up to 2 hours per banker's box and quality control



Document Scanning Services

SERVICE NUMBER	SERVICE NAME	QUANTITY/SERVICE DESCRIPTION	UOI	GSA PRICE
SCAN008A - GSA	Oversized Scanning B&W	Under 50,000 images	Image	\$ 4.080
SCAN008B - GSA	Oversized Scanning B&W	50,001 to 250,000 images	Image	\$ 3.120
SCAN008C - GSA	Oversized Scanning B&W	250,001 to 1,000,000 images	Image	\$ 2.850
SCAN008D - GSA	Oversized Scanning B&W	Over 1,000,001 images	Image	\$ 2.500
SCAN008E - GSA	Oversized Scanning Color	Under 50,000 images	Image	\$ 4.987
SCAN008F - GSA	Oversized Scanning Color	50,001 to 250,000 images	Image	\$ 3.810
SCAN008G - GSA	Oversized Scanning Color	250,001 to 1,000,000 images	Image	\$ 2.800
SCAN008H - GSA	Oversized Scanning Color	Over 1,000,001 images	Image	\$ 2.750
OCR001A - GSA	Optical Character Recognition (OCR)	Under 50,000 images	Image	\$ 0.018
OCR001B - GSA	Optical Character Recognition (OCR)	50,001 to 250,000 images	Image	\$ 0.014
OCR001C - GSA	Optical Character Recognition (OCR)	250,001 to 1,000,000 images	Image	\$ 0.011
OCR001D - GSA	Optical Character Recognition (OCR)	Over 1,000,001 images	Image	\$ 0.010
SCAN003A - GSA	Document Preparation	Applied after 2 hours of prep per bankers sized box (15"x15"x12") under 50,000 images	Hour	\$ 31.73
SCAN003B - GSA	Document Preparation	Applied after 2 hours of prep per bankers sized box (15"x15"x12") between 50,001 to 250,000 images	Hour	\$ 31.73
SCAN003C - GSA	Document Preparation	Applied after 2 hours of prep per bankers sized box (15"x15"x12") between 250,001 to 1,000,000 images	Hour	\$ 31.73
SCAN003D - GSA	Document Preparation	Applied after 2 hours of prep per bankers sized box (15"x15"x12") over 1,000,001 images	Hour	\$ 31.73
SCAN003E - GSA	Oversized Document Preparation	Oversized document preparation under 50,000 images	Hour	\$ 31.73
SCAN003F - GSA	Oversized Document Preparation	Oversized document preparation between 50,001 to 250,000 images	Hour	\$ 31.73
SCAN003G - GSA	Oversized Document Preparation	Oversized document preparation between 250,001 to 1,000,000 images	Hour	\$ 31.73
SCAN003H - GSA	Oversized Document Preparation	Oversized document preparation over 1,000,001 images	Hour	\$ 31.73
SCAN012A - GSA	Document Re-preparation	Document re-preparation under 50,000 images	Hour	\$ 31.73
SCAN012B - GSA	Document Re-preparation	Document re-preparation between 50,001 to 250,000 images	Hour	\$ 31.73



SCAN012C - GSA	Document Re-preparation	Document re-preparation between 250,001 to 1,000,000 images	Hour	\$ 31.73
SCAN012D - GSA	Document Re-preparation	Document re-preparation over 1,000,001 images	Hour	\$ 31.73
SCAN012E - GSA	Oversized Document Re-preparation	Oversized document re-preparation under 50,000 images	Hour	\$ 31.73
SCAN012F - GSA	Oversized Document Re-preparation	Oversized document re-preparation between 50,001 to 250,000 images	Hour	\$ 31.73
SCAN012G - GSA	Oversized Document Re-preparation	Oversized document re-preparation between 250,001 to 1,000,000 images	Hour	\$ 31.73
SCAN012H - GSA	Oversized Document Re-preparation	Oversized document re-preparation over 1,000,001 images	Hour	\$ 31.73

Data Entry Services

SERVICE NUMBER	SERVICE NAME	SERVICE DESCRIPTION	UOI	GSA PRICE
DE005 - GSA	Data Entry 1 field	Image indexing - 1 field	Field	\$ 0.036
DE006 - GSA	Data Entry 2 fields	Image indexing - 2 fields	Field	\$ 0.073
DE007 - GSA	Data Entry 3 fields	Image indexing - 3 fields	Field	\$ 0.110
DE008 - GSA	Data Entry 4 fields	Image indexing - 4 fields	Field	\$ 0.145
DE009 - GSA	Data Entry 5 fields	Image indexing - 5 fields	Field	\$ 0.181
DE011 - GSA	Reload Data	Reload match and merge indexing from client supplied data file (if necessary)	Batch	\$ 58.939
DE012 - GSA	Match and merge	Match and merge indexing from client supplied data file	Batch	\$ 40.804

Media

PRODUCT NUMBER	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	GSA PRICE
MEDIA001 - GSA	Protection Service	Digiscribe Protection Service (required)	Batch	\$ 18.135
MEDIA003 - GSA	Client CD	Client copy	CD	\$ 18.135
MEDIA004 - GSA	Client DVD	Client copy	DVD	\$ 45.338
MEDIA005A - GSA	Vault CD	Disaster Recovery Vault CD	CD	\$ 18.135
MEDIA005B - GSA	Vault DVD	Disaster Recovery Vault DVD	DVD	\$ 45.338
MEDIA008 - GSA	Hard Drive	External Hard Disk Drive	Hard drive	\$ 272.025

Note:

- GSA Pricing includes Industrial Funding Fee (IFF)



SIN 51-409: Network Optical Imaging Systems and Solutions

Manufacturer: Digitech Systems

The user will have the capability to search for documents from a variety of sources such as desktop computer, intranet/internet, LAN/WAN. The software will support the user's needs in capturing data in typed print, handprint, mark sense and barcode, electronic data and paper documents into an electronic format in a reliable, secured operating environment.

ImageSilo Cloud Document Management Software System				
PRODUCT NUMBER	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	GSA PRICE
SIL0001 - GSA	Monthly Storage Tier 1	0 GB - 250 GB (Approximately 125,000 images)	Monthly /GB	\$ 19.23
SIL0002 - GSA	Monthly Storage Tier 2	251 GB - 500 GB (Approximately 375,000 images)	Monthly /GB	\$ 15.57
SIL0003 - GSA	Monthly Storage Tier 3	501 GB - 999 GB (Approximately 625,000 images)	Monthly /GB	\$ 11.45
SIL0005 - GSA	Additional Monthly Storage	Each additional 1 GB over 999GB	Monthly /GB	Call for Price
SIL0015 - GSA	Entity to CD Migration*	Backup CD Creation (Up to 650 MB)	Each	\$ 210.00
SIL0017 - GSA	Entity to DVD Migration*	Backup DVD Creation (650 MB up to 4 GB)	Each	\$ 730.00
SIL0019 - GSA	Entity to Hard Drive *Migration	Backup External Hard Drive (25 GB and up only)	GB	\$ 85.00
SIL0021 - GSA	Entity to Entity Migration*	Existing Entity to New Entity Migration (15 GB/\$960 minimum)	GB	\$ 64.00

PaperVision Enterprise Document Management Software System				
PRODUCT NUMBER	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	GSA PRICE
SOFT002 - GSA	PaperVision Enterprise	Concurrent User License	Each	\$ 1373.64



Description of Services

Pick-up, Delivery and Chain of Custody

- Client can arrange for delivery of files or Digiscribe will provide with third party licensed and bonded courier services. Inquire for price.
- Complete chain of custody is maintained throughout the entire process

Tracking and Inventory

- Boxes are physically received by our shipping department
- Shipment data entered into our proprietary, tracking software, including received date, job name, number of boxes and any client reference information that is including on the boxes
- A barcode label with the tracking data is affixed to each box for tracking through the scanning process

**File level inventory services are available – please inquire for pricing*

Document Scanning

SCAN004A - GSA through SCAN004H - GSA; SCAN005A - GSA through SCAN005H - GSA

Black and white images up to 8.5"x14"

- Document Prep - Up to 2 hours included per banker's box, 15"x15"x12"
 - Maintain order of the file
 - Removal of paper documents from standard bindings and file folders
 - All bindings removed (including staples, rubber bands, binders, clips...etc.)
 - All undersized pieces of paper (like receipts) taped down on all sides to an 8.5x11" page
 - Insertion of break sheets to identify original bindings when necessary
 - Unfold bent edges if necessary
 - Terms and conditions, standardized forms, multipart forms, and the backsides of any documents will be prepped for scanning
 - It may be necessary to photocopy certain documents if they cannot go through the scanner
 - Additional charges will apply for photocopies
- Scanning at 200 dpi or 300 dpi
 - Duplex scanning, blank backside images removed
 - Landscape documents are oriented right reading and will view with top of the image on left side of screen
 - Programmatically images de-skewed and black borders removed
 - Quality control of all images for clarity and completeness

SCAN006A - GSA through SCAN006H - GSA; SCAN022A - GSA through SCAN022H - GSA

Color images up to 8.5"x14"

- Document Prep - Up to 2 hours included per banker's box , 15"x15"x12"
 - Maintain order of the file
 - Removal of paper documents from standard bindings and file folders
 - All bindings removed (including staples, rubber bands, binders, clips...etc.)
 - All undersized pieces of paper (like receipts) taped down on all sides to an 8.5x11" page
 - Insertion of break sheets to identify original bindings when necessary
 - Unfold bent edges if necessary
 - Terms and conditions, standardized forms, multipart forms, and the backsides of any documents will be prepped for scanning
 - It may be necessary to photocopy certain documents if they cannot go through the scanner

**Additional charges will apply for photocopies*

- Scanning at 200 dpi or 300 dpi
 - Duplex scanning, blank backside images removed
 - Landscape documents are oriented right reading and will view with top of the image on left side of screen
 - Programmatically images de-skewed and black borders removed
 - Quality control of all images for clarity and completeness

SCAN008A - GSA through SCAN008D - GSA

Oversized black and white images

- Document Prep
 - Maintain integrity of the file
 - Unfold, Unroll and lay flat
 - All necessary repair (taping of tears, etc.)
 - All bindings are removed (including staples, rubber bands, binders, clips...etc.)
 - Unfold bent edges if necessary
- Drawing sizes C through E
- Scanned at 200 dpi or 300 dpi
- Programmatically images de-skewed and black borders removed
- Quality control of all images for clarity and completeness

SCAN008E - GSA through SCAN008H - GSA

Oversized color images

- Document Prep
 - Maintain integrity of the file
 - Unfold, unroll and lay flat
 - All necessary repair (taping of tears, etc.)
 - All bindings are removed (including staples, rubber bands, binders, clips...etc.)
 - Unfold bent edges if necessary
- Drawing sizes C through E
- Scanned at 200 dpi or 300 dpi
- Programmatically images de-skewed and black borders removed
- Quality control of all images for clarity and completeness

SCAN021A - GSA through SCAN021D - GSA

Bound book black and white images

- Document Prep
 - Unfold bent edges if necessary
 - Any documents attached to bound pages will not be removed, but scanned in place. If possible, they will be unfolded
- Up to 16.5 x 24.2 inches (42 x 61.5 cm)
- Maximum book thickness 12 cm

SCAN021E - GSA through SCAN021H - GSA

Bound book color images

- Document Prep
 - Unfold bent edges if necessary
 - Any documents attached to bound pages will not be removed, but scanned in place. If possible, they will be unfolded
- Up to 16.5 x 24.2 inches (42 x 61.5 cm)
- Maximum book thickness 12 cm

OCR001A - GSA through OCR001D - GSA

Optical Character Recognition (OCR)

- Convert scanned images into searchable text
- Quality of OCR dependent upon quality of original document
- No clean-up or formatting of text

SCAN003A - GSA through SCAN003D - GSA

Document Preparation – over 2 hours per box

- Maintain order of the file
- Removal of paper documents from standard bindings and file folders
- All bindings removed (including staples, rubber bands, binders, clips...etc.)
- All undersized pieces of paper (like receipts) taped down on all sides to an 8.5x11" page
- Insertion of break sheets to identify original bindings when necessary
- Unfold bent edges if necessary
- Terms and conditions, standardized forms, multipart forms, and the backsides of any documents will be prepped for scanning
- It may be necessary to photocopy certain documents if they cannot go through the scanner
- *Additional charges will apply for photocopies*

SCAN003E - GSA through SCAN003H - GSA

Document Preparation – Oversized Documents

- Maintain integrity of the file
- Unfold, unroll and lay flat
- All bindings are removed (including staples, rubber bands, binders, clips...etc.)
- All necessary repair (taping of tears, etc.)
- Unfold bent edges if necessary

SCAN012A - GSA through SCAN003D - GSA

Document Re-preparation

Post conversion document handling options include:

- Full Reprep
 - Documents and files restored to their original condition
 - Staples and bindings replaced in their original location
- Partial Reprep

- Replace Documents in Original folder Only – no stapling
- Remove inserted document break sheets from files – no stapling or replacing documents in original folder

SCAN012E - GSA through SCAN003H - GSA

Document Re-preparation – Oversized Documents

Post conversion document handling options include:

- Fold or re-roll Documents as necessary
- Staples and bindings replaced in their original location



Data Entry

DE005-9 – Data Entry 1-5

- 99.5% character level accuracy of image indexing for Typed or Handwritten documents that are clear and legible
- Double keyed for accuracy. This means that the operator needs to enter the index value two times exactly the same before it is captured. If there is a discrepancy, the value must be entered a third time by another operator
- Quality control processes may include field validation, consistency formulas and logic rules when possible
- *Additional charges will apply for:*
 - *Fields exceed 10 characters*
 - *Documents that are not clear/legible*

DE011-12 – Match and Merge (Reload)

- If possible, the client will provide a data file with the requested index fields. A match and merge is the process of automatically populating index information by matching a common index field and merging it with already existing data contained in the data file
- If the data needs to be processed a second time due to a client error, a reload fee will be applied to reprocess the data

Media

Converted data and images will be written to specified media for delivery to the customer upon batch completion. File structure and format will be as specified by the customer. One file format output included in pricing.

MEDIA001 – Digiscribe Delivery Protection Services

- Copy of each batch created is backed up to redundant secure Digiscribe servers
- Every batch is retained for 6 months and then automatically deleted
- At client request, the batch will be loaded to our Secure FTP for download
- This is a required service for our SOC 2 Type 2 audit

MEDIA003 – Client Copy CD-R

- Holds approximately 10,000 black and white tiffs Gold Archive CD
- AES encryption used
- Returned to client upon completion of scanning

MEDIA005A – Disaster Recovery Vault CD

- Each batch of processed documents are output to Gold Archive CD
- AES encryption used
- CD is stored in Department of Defense rated, secure, climate controlled media vault in Buffalo, NY
- First year annual storage fee included

MEDIA004 – Client Copy DVD-R

- Holds up to 100,000 black and white tiffs
- AES encryption used

- Client Copy – Returned to client upon completion of scanning

MEDIA005B – Disaster Recovery Vault DVD

- Each batch of processed documents are output to DVD
- AES encryption used
- DVD is stored in Department of Defense rated, secure, climate controlled media vault in Buffalo, NY
- First year annual storage fee included

MEDIA008 – Hard Drive

- Encrypted external USB hard drive
- AES encryption used

Post Scanning Services

Please contact the contract officer for post scanning document shredding and storage pricing.

Document Management Software

SIL0001-5 – ImageSilo Cloud Document Management Software System

ImageSilo is a cloud based ultra-secure, on-demand, redundant Enterprise Content Management (ECM) software system, offering all the same features and functionality of an on-premise ECM system. Securely store, access, share, manage, process and track your critical documents and information from any web browser or mobile device anywhere at anytime, without capital expense or increased administrative burden.

- Monthly document storage charges include unlimited access, unlimited projects and unlimited users.
- ImageSilo works effortlessly with Microsoft® Office. Utilizing PaperVision® Enterprise Tools for ImageSilo, users can upload files directly and control document versions using Microsoft Office toolbars and menus.
- A point-and-click integration module and API capabilities enable seamless integration with virtually any application. Users won't have to leave their line-of-business software to store and retrieve critical corporate data. Plus, you'll enjoy the peace of mind that comes from knowing all your important information is securely managed in the ECM system.

** ImageSilo billing cycle starts on the 1st of each month and is calculated based on the average daily storage per gigabyte from the prior month.*

SIL0015, 17, 19, 21 – Migration

- ImageSilo Migration - Backup of documents on ImageSilo to media delivered on CD, DVD or external hard drive.

** Quantities are estimates of the size of the data based on current utilization. If the data size grows on migration it may require additional CD's.*

SOFT003 – PaperVision Document Management Software System

PaperVision Enterprise software (PVE) is installed and maintained locally on a client server and delivers any document, anywhere at any time, directly from a user's desktop or mobile device in less than three seconds. Featuring flexible security controls, seamless integration, and unlimited scalability, PaperVision Enterprise is a fully



featured Enterprise Content Management (ECM) system that allows your organization to securely manage information and improve business efficiency.

PaperVision Enterprise licenses are concurrent, meaning that software access is limited to the number of licenses you currently own. A concurrent user license is shareable by multiple users, but the number of users that can be logged into the system is limited to the number of licenses available. i.e., with 1 user license only 1 person will be able to login to PaperVision at a time. If multiple users need to be in the system at the same time then multiple user licenses will need to be purchased. Additional licenses can be purchased and installed on an as-needed basis.

- PaperVision Enterprise works effortlessly with Microsoft® Office. Utilizing PaperVision® Enterprise Tools for PVE, users can upload files directly and control document versions using Microsoft Office toolbars and menus.
- A point-and-click integration module and API capabilities enable seamless integration with virtually any application. Users won't have to leave their line-of-business software to store and retrieve critical corporate data. Plus, you'll enjoy the peace of mind that comes from knowing all your important information is securely managed in the ECM system.
- Requires the purchase of software maintenance, installation and training purchased off of GSA Schedule 70

Table of Awarded Special Item Numbers (SINs)

51-506 Document Conversion Services: The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/ storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process.

Terms and Conditions of Contract

<p>1a. Authorized special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). See the attached price list.</p>	<ul style="list-style-type: none"> • SIN 51-506: Document Conversion Services • SIN 51-409: Network Optical Imaging Systems and Solutions
<p>1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number (SIN) awarded</p>	<p>See attached GSA price list</p>
<p>1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility, and education for those type of employees or subcontractors who will perform services shall be provided:</p>	<p>See attached labor category descriptions</p>
<p>2. Maximum Order</p>	<p>\$1,000,000.00</p>
<p>3. Minimum Order</p>	<p>\$100.00</p>
<p>4. Geographic Coverage</p>	<p>FOB Nationwide-CONUS, Alaska, Hawaii, and Puerto Rico</p>
<p>5. Point of Production</p>	<p>Digiscribe International, LLC 150 Clearbrook Road, Suite 125 Elmsford, NY 10523</p>
<p>6. Basic Discount</p>	<p>GSA Discounts are reflected in the attached GSA price list</p>

7. Quantity Discounts	See GSA price list
8. Prompt Payment Terms	Net 30 days 1% discount if payment is received within 20 days of invoice
9. Government Purchase Cards Acceptance	Digiscribe International, LLC will accept Government Purchase Cards at no additional discounts than what has already been applied for orders ranging from the minimum to the maximum values as stated in #2 & #3
10. Foreign Items	N/A
11a. Time of Delivery	Delivery is contingent upon project specifications
11b. Expedited Delivery	Contact Contract Administrator (See 13b)
11c. Overnight and 2-day delivery	Contact Contract Administrator (See 13b)
11d. Urgent Requirements	Contact Contract Administrator (See 13b)
12. F.O.B. Points	Worldwide
13a. Ordering Address	Digiscribe International, LLC 150 Clearbrook Road, Suite 125 Elmsford, NY 10523 Hours of Operation: 8:30 a.m. - 5:00 p.m. EST M-F Toll-Free: (800) 686-7577 Main Line: (914) 586-6600 Fax: (914) 586-0006



13b. Ordering Procedures	Contact Government Contract Administrator James Richardson Email: gsa@digiscribe.info Direct: (914) 468-0941
14. Payment Addresses	Digiscribe International, LLC 150 Clearbrook Road, Suite 125 Elmsford, NY 10523
15. Warranty Provision	N/A
16. Export Tracking Charge	N/A
17. Terms and Conditions of Government Purchase Card Acceptance	Contact Digiscribe International, LLC
18. Terms and Conditions of Rental, Maintenance, and Repair	N/A
19. Terms and Conditions of Installation	N/A
20. Terms and Conditions of Repair Parts indicating date of parts price list and any discounts from price list	N/A
21. List of Service and Distribution Points	Elmsford, NY
22. List of Participating Dealers	N/A
23. Preventative Maintenance	N/A
24a. Special Attributes such as environmental attributes (e.g., recycle content, energy efficient, and/or reduced pollutants)	N/A
24b. Section 508 compliance information for Electronic and Information Technology (EIT) supplies and services can be found at: www.Section508.gov	N/A
25. DUNS	121499953
26. Registered for SAM (formerly CCR)	Active: CAGE Code - 5LRT3



Company Overview

Digiscribe International, LLC is a privately held, full service provider of data and document management solutions. Our services and software transform the way government agencies capture, process, store retrieve and share their critical documents and information. The Company, based in the New York Metropolitan area, was incorporated in October of 2001. The Principals of the Company have over 25 years of experience solving document and data management problems for clients with individualized solutions and exceptional service. We do not believe that one size fits all and will tailor our solutions to fit the exact needs of our customers.

Compliance & Certifications

SOC 2 Type 2 Document Scanning Facility



Digiscribe has one of the first SOC 2 Type 2 document conversion centers in the New York tri-state area. Digiscribe's report was received based on an objective audit by an independent CPA of our controls that are documented, implemented and audited across systems and processes in security, confidentiality, and availability.

Why A SOC 2 Type 2 Report is Important

The SOC 2 Report is the best way to gain information and assurance about a scanning company's controls and processes that effect the security, availability and processing integrity of the systems used to process your documents and data and the confidentiality and privacy of the information processed by the systems.

Working with an imaging company that has received its SOC 2 Type 2 Report helps ensure that you have satisfactorily conducted due diligence and taken the steps necessary to meet compliance requirements that are internally and externally mandated in your company.

What Exactly Is a SOC 2 Report?

The American Institute of Certified Public Accountants (AICPA) created Service Organization Control 2 Type 2, or "SOC 2 Type 2," as standards governing how service providers protect client information, including those who provide document scanning services and cloud document management. Many recognize SOC 2 as the worldwide standard for secure and confidential information handling.

SOC 2 audits are conducted by third-party service providers that employ certified CPAs and are members of the AICPA. A report is presented following the audit, which includes all findings.

What Are Key Components of SOC 2 for Document Scanning?

A SOC 2 audit is extensive, based on multiple principles and criteria testing of up to five controls in place at a document scanning company. The five controls are categorized as follows:

1. Security: this ensures the physical and logical systems are protected against unauthorized access
2. Confidentiality: information designated as confidential is protected as committed or agreed
3. Availability: the system is available for operation and use as committed or agreed
4. Processing Integrity: image processing is complete, accurate, timely and authorized
5. Privacy: personal information is collected, used, retained, disclosed, and disposed of according to the existing privacy notice

Some examples of the types of controls and processes tested include:

1. Written security policies with certification that employees have been trained
2. Prevention and detection of firewall intrusion with reporting systems
3. Documented and tested disaster recovery/business continuity plans
4. Physical security of the facility including DVR monitoring, door access controls, visitor logs
5. External and internal penetration testing to ensure the internal network is secure

HIPAA Compliance Trained Staff



Digiscribe International, LLC employees are trained and certified to be HIPAA Compliant. HIPAA compliance training meets a federal requirement under the HIPAA privacy rule. The HIPAA Privacy regulations require health care providers and organizations, as well as their business associates, to develop and follow procedures that ensure the confidentiality and security of protected health information (PHI) when it is created, transferred, received, handled, or shared.

Additional Certifications



A Look Inside Digiscribe

Management

The Digiscribe management team consists of a Chief Executive Officer, Chief Operating Office, Chief Marketing Officer, Sales Manager, Technical Services Support Manager, Client Services Manager and Production Manager. Our senior managers have over 25 years of experience in the document management industry.

The management team meets weekly to discuss the production status of all jobs, sales opportunities and client services. Operational opportunities and overall business strategy are also part of routine meeting discussions. Meetings between departments and within departments are also held regularly to review new jobs, track job progress and address specification changes and anomalies.

Digiscribe International, LLC maintains steady and controlled growth by selectively choosing clients whose needs the Company can meet through the suite of products and services that are the Company's core competency. The Company's strategy includes continuing to invest in system, hardware and software upgrades and providing training to key employees to ensure current technologies and methodologies are employed and the Company is positioned for continued expansion. The Company invests in the development of new services based on market intelligence and customer input. The Company proactively seeks input through conversations with end users, through participation in conferences and user groups, and through input from partners.

Personnel

Digiscribe International, LLC currently has a workforce of over 28 employees and attracts professionals with the appropriate skill bases for the services provided. Employees undergo a training program upon employment and are cross-trained, where practical, to ensure sufficient backup in the event of unexpected absences, vacations, promotions, or terminations.

Personnel policies and procedures are documented in the Digiscribe Employee Handbook. Upon employment, employees are required to sign non-disclosure forms stating that no confidential or proprietary data from Digiscribe or any customer is to be communicated outside the organization. At least once a year, the Company also reviews with employee's key policies documented in the Information Security Policy that are designed to protect employee, Company, and customer information. Employees are required to sign an Acceptable Use Policy stating that they have read and understood the policy for use of Company equipment and facilities.

Processes

Digiscribe has processes documented and followed for all services provided and does not start work on any project until required documentation has been signed by the client. This includes specification details for scanning, indexing and output.

Business Continuity Plan

A formal business continuity/disaster recovery plan (BCP/DRP) is in place that provides reasonable assurance that redundancy is built into our servers to minimize system downtime. Best practices dictate that our redundant servers are located outside of the geographic area in the event that the Plan must be implemented. The BCP/DRP is reviewed and updated annually, or as major system or operational components change. A Risk Assessment of potential threats and disruptions is performed as part of the annual update to the BCP/DRP and the documented processes are tested with appropriate updates implemented if necessary.

Labor Category Descriptions

Client Services Manager

College Degree Required / 3-5 Years' Experience Preferred / \$128.46/hour

- Manages and oversees projects from inception through delivery, working closely with the Sales Team, Production Manager, Client Services Team and the client
- Ensures proper and detailed onboarding of all new clients by meeting with them to review the project and completing the project setup form and job specifications for client approval
- Initiates, monitors, and enforces schedules and job queries and job changes among Client Services Team
- Oversees and performs quality control on client materials to insure quality and delivery of electronic content to the client
- Manages storage/archiving of data and materials

Client Services Associate/Project Manager

High School Degree Required / 3-5 Years' Experience Preferred / \$85.64/hour

- Primary point of contact for client ensuring clear communication throughout a project
- Performs data analysis and ensures client satisfaction
- Ensures delivery of electronic data to clients
- Communicates with clients and production facilities to insure that production commitments are met

Production Manager

College Degree Required / 3-5 Years' Experience Preferred / \$90.68/hour

- Responsible for overseeing the production department which includes; managing personnel, setting daily production schedule goals, ensuring deadlines are met and workload is stable, assigning responsibilities, coordinating scanning projects and ensuring timely deliverable of quality images
- Manages all aspects of the day to day operations of the prepping, scanning and quality control departments and the warehouse
- Ongoing communication with Client Services team, Sales team and COO regarding job status and anomalies

Document Prep Lead Technician

High School Degree Required / 3-5 Years' Experience Preferred / \$36.27/hour

- Coordinates prep technician staffing requirements with Production Manager and reports back on job anomalies
- Assigns and trains Prep Technicians on new jobs
- Verifies work is getting done properly and on a timely basis
- Prepares documents to be scanned including removing staples, paper and binder clips, rubber bands, taping down small papers, inserting scanner-reading code sheets

Document Prep Technician

High School Required / \$31.74/hour

- Prepares documents to be scanned as necessary including removing staples, paper and binder clips, rubber bands, taping down small papers, inserting scanner reading code sheets
- Communicates with Prep Lead Technician regarding prepping exceptions

Scanning Lead Technician

High School Degree Required / 3-5 Years' Experience Preferred / \$43.34/hour

- Coordinates scanning technician staffing requirements with Production Manager and reports back on anomalies
- Assigns and trains Scanning Technicians on new jobs
- Verifies work is getting done properly and output is meeting daily production goals
- Sets scanner settings for each job, scans prepped documents into client job batches using production-level scanning software created and ensures that all pages are correctly scanned and of the highest quality, that there are no missing documents or double scans

Scanning Technician

High School Degree Required / 6-12 Months Experience Preferred / \$31.74/hour

- Sets scanner settings for each job, scans prepped documents into client job batches using production-level scanning software created
- Ensures all pages are correctly scanned and of the highest quality, that there are no missing documents or double scans

Quality Control Lead Technician

High School Degree Required / 3-5 Years' Experience Preferred / \$49.87/hour

- Coordinates staffing requirements to ensure deadlines are met and workload is stable with Production Manager and reports back on anomalies
- Assigns and trains Quality Control Technicians on new jobs
- Verifies work is getting done properly and output is meeting daily production goals
- Performs quality control procedures on scanned documents batches to insure there are no missing documents, double scans or blank images, document breaks are correct and the images are of the highest quality
- Corrects any scanning errors by rescanning pages

Quality Control Technician

High School Degree Required / 6-12 Months Experience Preferred / \$45.34/hour

- Performs quality control procedures on scanned documents batches to insure there are no missing documents, double scans or blank images, document breaks are correct and the images are of the highest quality
- Corrects any scanning errors by rescanning pages

Warehouse Technician

High School Degree Required / 3-5 Years' Experience Preferred / \$36.27/hour

- Receives all incoming shipments, enters information into tracking system, creates and adheres tracking labels to boxes and reports on shipping discrepancies
- Picks up client mail from post office as necessary
- Ensures prep shelves are stocked with the day's work based on the Production Manager's schedule
- Organizes and prepares boxes in the warehouse for destruction or return
- Oversees destruction of boxes and obtains shredding company signature on the destruction manifest