



City of Columbus, Building and Zoning Services

Document Conversion Services

SUBMITTED BY:
3SG PLUS
February 20, 2024





DEPARTMENT OF BUILDING
AND ZONING SERVICES

Customer Contact Information:

Name: Angel Hartley
Title: Department IT Coordinator
Department: City of Columbus Building and Zoning
Address: 111 N. Front St., Columbus, Ohio 43215
Phone Number: 614-645-2390
Email Address: ADHartley@columbus.gov



Vendor Contact Information:

Company Name: 3SG Plus, LLC
Company Location: 8415 Pulsar Place, Suite 300, Columbus Ohio 43240
State Term Schedule (STS)#: 534577 (3SG Plus, LLC.)

Point of Contact: Lisa Warnock
Title: Director, Professional Services
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Statement of Work

The following Statement of Work has been developed according to the requirements from City of Columbus, Building and Zoning Services (“BZS”) department for document conversion services from 3SG Plus (“3SG”).

3SG has been engaged in the delivery of ongoing document conversion services for BZS since 2015 and is proposing an extension of these services to cover a time period beginning November 1, 2023, and expire on October 31, 2024.

Project Requirements

As a continuation of Services provided over the last several years, 3SG shall provide document conversion services for building plan documents as they are received from BZS on a monthly basis. Please note the actual quantity of pages are estimates based on experience of providing these services to you. BZS shall only be charged based on actual work performed: number of pages prepped, scanned, total number of index fields, etc. Services in this proposal include, but are not limited to, transporting boxes, preparing documents, scanning, indexing, quality control, project management, storage, shredding, and delivering electronic converted data to the Department of Technology.

- 3SG shall transport files from 111 N. Front St. to 3SG’s production facility in Columbus, OH on a scheduled routine monthly basis.
- 3SG shall prepare documents by removing staples, arranging pages for scanning, etc. During this process, a barcode separator sheet shall be placed in between each document for system identification. The contents of each box shall be grouped into 4-5 batches in preparation for scanning.
- All scanning shall be black and white, 300 dpi, with the exception of wide-scale drawings with color, which shall be scanned at 200 dpi, color. All scans shall be delivered as multipage TIFF.
- Documents shall be separated according to separation sheets inserted during the preparation process.
- 3SG shall export converted images via OnBase self-configured DIP, delivered directly to Department of Technology representative, Mike O’Donnell, who is responsible for uploading files to OnBase, in accordance with the current process in place.
- Double-sided pages shall be considered two (2) pages as each side is scanned separately.
- Each document shall be indexed according to pre-defined indexing criteria:
 - Building Plans
 - Application/Permit Number
 - Parcel ID
 - Sheet Type
 - Address (5 separate fields)
 - BP Sheet Number
 - Index Sheet (Yes/No)
 - Barcode ID
 - Box Number
- All index fields shall be clearly identifiable. If 3SG is unable to determine index fields, we shall reach out to BZS for further information.



- De-prepping is excluded, as documents shall be shredded after 3 months from the date of the delivered electronic files.
- All 3SG document conversion work shall be performed at 3SG production facility in Columbus, OH.
- **On-Demand File Requests** – All BZS documents in the possession of 3SG during the document conversion process shall be made available upon request. Requested document(s) shall be delivered by secure email or made available for pickup by an authorized BZS employee within a reasonable timeframe. 3SG shall charge \$20.00 per document request.

Project Deliverables

1. Project Management Services, including weekly status reporting
2. Document Conversion Services, including transportation, preparation, scanning and indexing
3. Professional Services, to export electronic conversion data

Change Request

Requested changes to this Services Proposal shall be managed using the Project Change Control Process:

1. If any party believes that a change to this Services Proposal is warranted, the party shall issue a Change Request in writing. 3SG and BZS project teams shall review the Change Request, determine the impact, and agree to the change(s). Once the change(s) are agreed upon, 3SG shall provide a formal Change Order to BZS outlining the change in Professional Services, the impact on hours, resources, timeline and/or cost.
2. 3SG and BZS shall fully execute the Change Order prior to the requested changes taking effect. BZS and 3SG acknowledge that this may affect Professional Services, timeline, and deliverables, and therefore will make reasonable efforts to execute any changes to this Services Proposal with enough lead-time to minimize the influence on the project.
3. If the parties cannot agree upon the need or content for any Change Order, the revised or additional services shall not be performed.
4. Either party may, for any or no reason, terminate this agreement with at least thirty (30) days prior written notice to the other party. 3SG shall provide BZS with a final invoice upon the termination of the agreement and shall immediately return all BZS documents and records.



Pricing & Payment Terms

This Statement of Work estimates total project fees based upon assumptions regarding scanned images, indexed fields, and other deliverable quantities.

Document Conversion Services Pricing

Item	Unit	Rate	Estimated Units	Cost
Project Management Services	Hour	\$146.29	120	\$17,554.80
Data Export/Upload Services	Hour	\$188.85	100	\$18,885.00
Document Preparation Services	Hour	\$18.00	2,000	\$36,000.00
Scanning Services – Small-Scale	Image	\$0.05	240,000	\$12,000.00
Scanning Services – Wide-Scale	Image	\$1.50	62,500	\$93,750.00
Indexing	Field	\$0.05	550,000	\$27,500.00
Transportation	Trip	\$60.00	12	\$720.00
Shredding Services	Box	\$6.00	200	\$1,200.00
Project Total				\$207,609.80

Pricing Terms

1. 3SG Plus shall invoice the BZS monthly for actual hours, actual volume of documents/pages processed, total number of fields indexed, and trips made.
2. Invoices shall be due and payable to 3SG Plus within thirty (30) days of invoice date.
3. Project invoices shall delineate the services provided, including the applicable services period, resources used, time incurred and pricing corresponding to this Proposal.



Document Acceptance – Solution Proposal

Customer acknowledges that they have read and agree to the proposal as documented. Acceptance of this proposal is an agreement to pay the services as estimated and detailed above. In addition to approval signature, please also provide billing contact information and note that 3SG Plus has an environmentally friendly paperless back-office, requiring email invoice delivery.

Billing Email (Required):

Billing Contact Name:

Billing Address:

Billing Phone Number:

CITY OF COLUMBUS, BUILDING AND ZONING SERVICES APPROVAL:

Approver/Title	Signature	Date Signed
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3SG PLUS APPROVAL:

Kumar Buvanendaran,
Chief Executive Officer



02/28/24

Approver/Title	Signature	Date Signed
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