



DOCUMENT CONVERSION SERVICES

**Columbus City Attorney's Office
Real Estate & Zone Initiative**

Proposed by:

3SG Plus, LLC

May 21, 2025



Document Conversion Services
Columbus City Attorney's Office
Real Estate & Zone Initiative | 2025



Customer Contact Information

Name: Columbus City Attorney's Office
Point of Contact: Mark Rutkus
Phone: 614.645.2934
Email: MKRutkus@columbus.gov



Vendor Contact Information

Company Name: 3SG Plus, LLC
Company: 8800 Lyra Drive, Suite 690
Location: Columbus, Ohio 43240
Ohio State Term Schedule (STS): 3SG Plus, LLC. #021466 (Expiry: 11/30/2027)

Point of Contact: Lisa Warnock
Title: Director, Professional Services
Phone Number: 216.312.0503
Email Address: lwarnock@3sgplus.com



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Statement of Work

The following Statement of Work has been developed per a request from the Columbus City Attorney's Office ("CCA") for document conversion services from 3SG Plus ("3SG").

Project Description

CCA has requested 3SG provide document conversion services, including effort related to the transportation, preparation, scanning, indexing and data export for the following estimated volume:

- **Real Estate** – 100 boxes
 - Estimated ~ 2,500 pages per box = ~ 250,000 pages/images
 - Estimated ~ 50 pages per File = ~ 5,000 files
 - 8 Index Fields per File = ~ 40,000 index fields
- **Zone Initiative** – 45 boxes
 - Estimated ~ 2,500 pages per box = ~ 112,500 pages/images
 - Estimated ~ 50 pages per File = ~ 2,250 files
 - 7 Index Fields per File = ~ 15,750 index fields
- **Miscellaneous** – 10 boxes
 - Estimated ~ 2,500 pages per box = ~ 25,000 pages/images
 - Estimated ~ 50 pages per File = ~500 files
 - 8 Index Fields per File = ~4,000 index fields

Please note the actual quantity of documents and pages per document shall vary. CCA shall be charged only for the actual quantities (e.g., pages scanned, fields indexed, etc.)

Project Requirements, Assumptions & Exclusions

1. CCA shall provide participation and endorsement of the project to proceed smoothly and successfully.
2. Target delivery dates shall be based upon CCA's timely input and participation.
3. 3SG shall travel to CCA's office located at **77 N. Front St. Columbus, OH** to transport files to 3SG production facility located at **8800 Lyra Dr., Columbus, OH**.
4. CCA shall be responsible for supplying inventory information to assist with 3SG transport. 3SG shall perform secondary inventory review upon receiving boxes at 3SG production facility.



5. 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 voucher for system identification.
6. Scanning shall be in color, 200 dpi, multipage PDF.
7. Each file shall be scanned as one (1) document.
8. Double-sided pages are considered two (2) pages as each side is scanned separately.
9. Each file shall be indexed according to the specifications provided by each department: Real Estate and Zone Initiative.
10. All index fields shall be clearly identified on the title sheet/file folder. Should index fields not be clearly identifiable or able to be determined by 3SG staff, CCA shall be charged \$30.00 per document when further indexing investigation is necessary.
11. 3SG shall provide Professional Services to export converted files and corresponding data via method TBD by CCA.
12. If CCA wishes to have data export delivered via external hard drive or FTP, CCA is responsible for supplying external hard drive, or the setup of FTP.
13. All pages in a file shall be prepped and scanned. CCA shall be responsible for discarding any pages that do not need to go through the conversion process.
14. Each Real Estate file shall be indexed with no more than eight (8) index fields.
15. Each Zone Initiative file shall be indexed with no more than seven (7) index fields.
16. De-prepping is excluded.
17. Once all converted files and corresponding data have been delivered, CCA shall sign off within 30 days. During this time, 3SG shall:
 - Provide CCA with validation support, and
 - Store the physical records at no cost. In the event 3SG must store records beyond the 30-day validation period, additional cost may apply.
18. Upon project approval by CCA:
 - 3SG shall return all Real Estate boxes. This includes the 57 Real Estate boxes in 3SG's possession at the time of this SOW, as well as the 100 Real Estate boxes defined in this SOW.
 - 3SG shall facilitate the shredding of the 45 Zone Initiative boxes, only after written authorization from CCA. Pricing included in separate Shredding quote
19. All 3SG document conversion work shall be performed at 3SG production facility in Columbus, OH.
20. **On-Demand File Requests** – All CCA documents in the possession of 3SG during the document conversion process shall be made available upon written request. Requested document(s) shall be delivered by secure e-mail or made available for pickup by an authorized CCA employee within a reasonable timeframe. 3SG shall charge \$20.00 per document request.
21. This quote is for document conversion services only. It does not include implementation or training of OnBase software. If additional software and/or training services are required, 3SG shall provide a separate quote.



Project Deliverables

1. Project Management Services – including weekly status reporting
2. Document Conversion Services – including transport, 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 CCA 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 CCA outlining the change in Professional Services, the impact on hours, resources, timeline and/or cost.
2. 3SG and CCA shall fully execute the Change Order prior to the requested changes taking effect. CCA 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 CCA with a final invoice upon the termination of the agreement and shall immediately return all CCA documents and records.



Pricing and Payment Terms

The following outlines the pricing estimate and payment terms for this project based on the deliverables as defined in this Statement of Work.

Project Pricing

OhioBuys State Term Schedule: 3SG Plus, LLC. STS #021466 (Expiry: 11/30/2027)

Item	STS Code	Unit	Rate	Est. Qty.	Cost
Project Management	STS021466-26	Hour	\$146.29	40	\$5,851.60
Data Migration/Export	STS021466-27	Hour	\$188.85	40	\$7,554.00
Document Preparation	STS021466-39	Hour	\$20.00	800	\$16,000.00
Document Scanning Color	STS021466-29	Image	\$0.06	387,500	\$23,250.00
Quality Control & Finalization	STS021466-43	Image	\$0.01	387,500	\$3,875.00
OCR Text Recognition	STS021466-48	Image	\$0.02	387,500	\$7,750.00
Indexing (max 20 characters)	STS021466-40	Field	\$0.05	59,750	\$2,987.50
Transportation (up to 10 miles)	STS021466-19	Trip	\$20.00	6	\$120.00
Project Estimate					\$67,388.10
Contingency Funding*					\$25,000.00
Project Pricing Total					\$92,388.10

* **Contingency Funding** is defined to account for supplementary requests which are charged as time and materials on an as-needed basis, but not accounted for in the Project Estimate. If funding can be established up-front, it will reduce the likelihood of a Change Request for additional funds as these items accrue. This funding will ONLY be used if needed for supplementary requests, such as **Wide Scale Scanning, On Demand File Requests, and Index Research Resolution Requests**.

Supplementary Pricing

Item	STS Code	Unit	Rate
Scan On Demand - File Request	STS021466-18	Request	\$20.00
Index Research Resolution Request	N/A	Request	\$30.00
Document Scanning Black & White	STS021466-28	Image	\$0.05
Wide Scale Scanning Black & White	STS021466-36	Image	\$1.50
Wide Scale Scanning Color	STS021466-37	Image	\$1.75
White Glove Treatment Document Scanning	STS021466-46	Image	\$0.32
PDF Conversion	STS021466-42	Image	\$0.01
Inventory & Boxing	STS021466-38	Hour	\$20.00
Shredding	STS021466-44	Box	\$6.00
File Boxes	N/A	Box	\$4.00



Pricing Terms

1. Pricing per this Statement of Work shall remain valid for 90 days. Pricing is based on information and assumptions as noted in this Proposal. Should such information or assumptions change, pricing quote may also change.
2. 3SG shall invoice CCA monthly for actual hours, number of documents/pages prepared, scanned, fields indexed, etc.
3. Invoices shall be due and payable to 3SG Plus within thirty (30) days of invoice date.
4. Project invoices shall delineate the services provided, including the applicable services period, resources used, time incurred and pricing corresponding to this Proposal.
5. Supplementary items shall be charged only if requested from CCA.



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 for the services as estimated and detailed. In addition to the 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:

Customer Approval

_____ Approver Name and Title	_____ Signature	_____ Date
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3SG Plus Approval

_____ Approver Name and Title	_____ Signature	_____ Date
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