



www.3sgplus.com

8415 Pulsar Place | Suite 300 | Columbus, OH 43240

614.839.0250

Proposal

Columbus City Attorney

Conversion of legal documents

Ohio State Term Schedule: 534577

Submitted by,

3SG Plus, LLC

April 21, 2020

0
ENTERPRISE
CONTENT
SERVICES

0
IMAGING &
DATA
CONVERSION
SERVICES

0
BUSINESS
PROCESS
SERVICES

0
BLOCKCHAIN &
DATA SCIENCE



April 21, 2020

Client Contact Information

Ed Roberts
Chief of Staff
Columbus City Attorney
77 North Front Street
Columbus, OH 43215
614.645. 7385
Email Address: ejroberts@columbus.gov

Vendor Contact Information

Company Name: 3SG Plus, LLC
Company Location: 8415 Pulsar Place | Suite 300 | Columbus, OH 43240
State Term Schedule (STS): 534577
Company Point of Contact: Nanda Nair
Phone Number: 614.652.0019
Email Address: nanda@3sgplus.com



Scope of Work

The following Statement of Work has been developed based on discussions with representatives of your organization.

Project Name: Backfile Scanning Project

Scope of work: Conversion of legal folders for the Columbus City Attorney's (CCA) office – Prepare each folder, scan images, index 2 fields for each folder. Upon completion, the CCA's shall receive output media on an external hard drive provided by the CCA's or through an FTP.

Description of Documents:

- Each folder is one document with an average of 50 pages per document
- Documents may be on white or color paper.
- Each page can be single or double sided.
- Documents can be a mixture of letter and/or legal-size paper, portrait or landscaped.
- Documents may contain staples, rubber bands, binders, tabs, post-its and envelopes.
- Context of documents may contain pen (black, blue or red), pencil, marker, color pictures, black & white pictures, and typed information.

Estimated Volume for this project:

- 225 boxes already packed and ready for pickup
- Estimated 2,500 +/- images per box
- Estimated 50+/- documents/folders per box
- Each document with 2 index fields per document.
Index fields are: Index fields TBD

On Demand File Requests:

All documents, in the possession of the vendor during the production process, shall be made available to the CCA office upon request. The requested document(s) shall be available by email or for pickup by an authorized CCA's Office employee within a reasonable time.



Output Metrics:

Delivered on an external hard drive, supplied by the CCA's Office OR through an FTP.

File format will be: Compressed, TIFF group 4, self-configured DIP file, 300 dpi, black and white.

Index files will be provided in a flat text file format. 3SG Plus will supply an initial sample batch to the CCA's Office before production imaging begins. The sample batch must be tested and approved by the CCA's Office.

Transportation:

All documents will need to be transported by the vendor to and from the CCA's Office. This proposal will include up to 3 total trips.

Assumptions

1. Client will provide their full participation and endorsement of the project for it to proceed smoothly and successfully.
2. Target delivery dates will be based on client's timely input and participation.
3. This proposal was based on an estimated 225 boxes, in the event the total number of images exceeds that number, client will be invoiced for the additional number of images.
4. All invoices are based on actual work performed, 3SG Plus will not invoice from this proposal's estimated amounts.
5. All invoices from 3SG Plus will require NET 30-day payment.
6. 3SG Plus will provide sample images prior to the start of full production.
7. 3SG Plus is responsible for picking up boxes, and all transportation of boxes.
8. This proposal is based on 3 total trips.
9. Shredding of boxes is not included in this proposal



Pricing

1. Total number of boxes: 225
2. Average total number of images per box: 2500
3. Two index fields per folder
4. This proposal is based on 3 total trips.

Total all-inclusive price \$50,000.00

This proposal is only an estimate of the amount of work to be performed. 3SG Plus will only invoice the Columbus City Attorney's office on the actual number of images processed, and work performed to complete the project.

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.

COLUMBUS CITY ATTORNEY APPROVAL

Approver/Title

Signature

Date Signed