



Columbus City Attorney

Document Conversion Services

SUBMITTED BY:
3SG PLUS, LLC
June 28, 2023





Customer Contact Information:

Customer Name: Columbus City Attorney
Point of Contact: Mark Rutkus
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Vendor Contact Information:

Company Name: 3SG Plus, LLC
Company Location: 8415 Pulsar Place, Suite 300, Columbus Ohio 43240
State Term Schedule (STS): 534577 (Expiry 6/30/2023)

Sales

Company Point of Contact: Nanda Nair
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Delivery

Company Point of Contact: Lisa Warnock
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Statement of Work

The following Statement of Work has been developed according to a request from the Columbus City Attorney's Office ("CCA") for document conversion services from 3SG Plus ("3SG"). Document conversion services include effort related to transportation, preparation, scanning, indexing and data export.

Project Requirements

- CCA shall provide full participation and endorsement of project to ensure success of the project.
- 3SG assumes documents are boxed and ready for transport.
- Target delivery dates shall be based upon CCA's timely input and participation.
- 3SG shall travel to CCA's office located at 77 North Front Street, Columbus OH 43215 and transport boxes to 3SG production facility located at 8415 Pulsar Pl., Columbus, OH.
- Prior to the start of the production processing, 3SG shall provide a test sample of document scanning and indexing to CCA for approval.
- 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.
- Scanning shall be black and white, 300 dpi, multipage PDF.
 - Real Estate and Zone Initiative departments shall be scanned in Auto-Color, 200 dpi.
- Documents shall be separated according to separatory sheets inserted during the preparation process.
- Each file shall be scanned as one (1) document.
- Double-sided pages shall be considered two (2) pages as each side is scanned separately.
- Each document shall be indexed according to the specifications provided by each CCA department.
- All index fields shall be clearly identified on the title sheet/file folder. In the event index fields are not clearly indicated or able to be determined by 3SG indexing staff, CCA shall be charged \$30 per document when further investigation is necessary.
- 3SG shall provide Professional Services to export data.
- 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.
- Once conversion data export is 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.
- Upon project approval by CCA, 3SG shall return all boxes, unless a request is made to shred documents. 3SG shall facilitate the shredding of documents upon written authorization from CCA, for which a quote would be provided.
- De-prepping of documents is excluded.
- All 3SG document conversion effort shall be performed at 3SG production facility in Columbus, OH.
- **On-Demand File Requests** – All CCA documents in the possession of 3SG during the document conversion process shall be made available to CCA upon written request. Requested document(s) shall be delivered by secured e-mail or made available for pickup by an authorized CCA employee within a reasonable timeframe. 3SG shall charge \$20.00 per document request.



3SG Plus 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.

Starting in April 2022, 3SG completed/delivered the following according to the Statement of Work, through May 31, 2023:

- 261 boxes processed:
 - Real Estate: 167 boxes
 - Zone Initiative: 57
 - Labor & Employment: 20
 - General Counsel: 10
 - Litigation: 5
 - Claims: 2
- 666,511 documents scanned, processed for OCR and quality checked.
- 1,178 wide-scale documents scanned.
- 33,705 fields indexed.
- Project Management Services, including weekly status reporting.
- Document Conversion Services, including transportation, inventory, and preparation effort.
- Professional Services, to export electronic conversion data.

According to information provided by CCA, 3SG estimates the remaining volume of work still to be completed as the following:

- Approximately 858 boxes to be processed:
 - Real Estate: 381 boxes
 - Zone Initiative: 429 boxes
 - Labor & Employment: 29 boxes
 - General Counsel: 1 box
 - Litigation: 3 boxes
 - Claims: ~15 boxes
- Estimated 2,150,000 documents to scan, process for OCR and quality check.
- Estimated 3,860 wide-scale documents to scan.
- Estimated 107,500 fields to index.
- Project Management Services, including weekly status reporting.
- Document Conversion Services, including transportation, inventory, and preparation effort.
- Professional Services, to export electronic conversion data.

The actual quantity of documents and pages per document shall vary. CCA shall be charged only for pages prepared, scanned and total number of fields indexed.



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 in 3SG's possession to CCA.



Pricing & Payment Terms

The following represents the resources required and project fees based on the deliverables as defined in this Statement of Work.

Project Pricing

The following are rates associated with the goods and services that may be provided in order to complete the Deliverables as defined in this Statement of Work:

Item	Unit	Rate
Project Management Services	Hour	\$150.00
Data Export/Upload Services	Hour	\$188.85
Document Conversion Services	Hour	\$18.00
Document Scanning – Black & White	Image	\$0.05
Document Scanning – Auto-Color	Image	\$0.06
OCR	Image	\$0.02
Quality Assurance & Finalization	Image	\$0.01
Indexing	Field	\$0.05
Wide Scale Scanning	Image	\$1.50
Transportation	Mile	\$0.575
On-Demand File Request	Document	\$20.00
On-Demand Index Research/Resolution	Document	\$30.00
File Boxes	Box	\$4.00
Shredding Services	Box	\$6.00

Estimated Total to Complete Project: \$300,000.00

Pricing Terms

1. 3SG shall invoice CCA monthly for actual hours, actual number of documents/pages prepared/scanned, total number of fields indexed, and total miles traveled for transportation of records.
2. Invoices shall be due and payable to 3SG within thirty (30) days of the 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.
4. 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 the services as estimated and detailed. 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:

CUSTOMER APPROVAL:

Approver/Title	Signature	Date Signed
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3SG PLUS APPROVAL:

Kumar Buvanendaran,
Chief Executive Officer

Approver/Title	Signature	Date Signed
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