

EDUCATION SERVICE CENTER REGION 19
RFP AWARD SUMMARY

RFP TITLE: Document Scanning & Related Services- ESC Region 19 Purchasing Cooperative
RFP NUMBER: 12-6835
RFP OPENING DATE: August 15, 2012
CONTRACT TERM: Date of award until August 31, 2013 with the option to extend in 12 month increments not to exceed 36 months in the aggregate
(Extended by Region 19 until August 31, 2014)
(Extended by Region 19 until August 31, 2015)
FUNDING SOURCE: Various
RFP's ISSUED: 1
RESPONSES: 2
ADVERTISEMENT DATES: July 27 & August 3, 2012
BOARD MEETING DATE: October 18, 2012

RECOMMENDED FOR AWARD **DataXport.Net, LLC (HUB)**
DG Vault, Inc.

TOTAL (estimated) \$750,000.00 / year

EXPLANATIONS:

Award of this contract will enable ESC Region 19 Cooperative members to utilize the following services; document management, to minimally include archive assessment, preliminary document management, consulting services, and document collection services on site / off site and other technical related support services.

Notation - Additional price list from DataXport was inadvertently left off when award summary was posted; it has been added at the end of award summary as of October 22, 2012.

SPECIFICATIONS PROVIDED BY: Royce Cleveland
ESC Region 19

EVALUATION COMMITTEE: Royce Cleveland
ESC Region 19

Nancy Alvarado
ESC Region 19

Martin Camacho
ESC Region 19

ORDER INFORMATION:

DataXport.Net, LLC (HUB)

Attn: Beatriz Fernandez
10950 Pellicano Dr. Suite C4
El Paso, TX 79935
915-771-9090 / 915-771-7171
Fax: 915-771-9092

www.dataxport.net / beatriz.fernandez@dataxport.net

ORDER INFORMATION:

DG Vault, Inc.

Attn: ~~Kerri Pearce~~ Bill Dunne as of 7/22/2013

600 Lake Air Dr. Ste. 1A 221 S. Craig Pl.

Waco, TX 76710-5887 Lombard, IL. 60148

888-932-7932 / 254-717-1840 630-399-2705

Fax: 866-229-9619 866-229-9619

www.list.com / www.dgvault.com / bdunne@dgvault.com

SCOPE OF WORK AND SERVICES

ESC REGION 19 PURCHASING COOPERATIVE IS ACCEPTING PROPOSALS FOR DOCUMENT MANAGEMENT SERVICES TO MINIMALLY INCLUDE ARCHIVE ASSESSMENT AND PRELIMINARY DOCUMENT MANAGEMENT CONSULTING SERVICES, DOCUMENT COLLECTION SERVICES OFF SITE AND ON SITE. ADDITIONALLY, MATERIAL PREPARATION SHOULD ALSO BE COSTED OUT. FORMAT SIZES SHOULD BE LETTER, LEGAL, AND LARGE FORMATS TO INCLUDE BLUEPRINTS. INDEXING SERVICES SHOULD INCLUDE MANUAL, BARCODE, AND/OR OCR. SERVICES WILL MINIMALLY INCLUDE DELIVERY ON UNCOMPRESSED TIFFS DELIVERED ON CD PLUS SEARCHABLE PDF'S AND INDEX TO BE AVAILABLE IN AN IMAGE REPOSITORY. VENDORS WITH AN ELECTRONIC DOCUMENT MANAGEMENT SYSTEM FOR CONTENT MANAGEMENT SYSTEM WILL ALSO BE CONSIDERED. CONVERSION SERVICES SHOULD BE CAPABLE OF MICROFILM TO DIGITAL, MICROFICHE TO DIGITAL, APERTURE CARD TO DIGITAL, VOICE RECORDINGS TO DIGITAL, AND VIDEO RECORDING TO DIGITAL. ADDITIONALLY, VENDOR SHOULD HAVE DATA BASE IMPORT/ EXPORT OR CONVERSION SERVICES. OTHER SERVICES THAT WILL BE CONSIDERED ARE EDMS/ ECM SOFTWARE INTEGRATION WITH OTHER BUSINESS SOFTWARE SYSTEMS, DATA ENTRY SERVICES, OCR/ ICR PROCESSING, AND OTHER RELATED TECHNICAL SUPPORT SERVICES.

SPECIAL CONDITIONS

1. AWARD CRITERIA FOR AWARD OF THIS CONTRACT WILL BE 60% PRICING, 20% REFERENCE AND PAST PERFORMANCE, AND 20% TECHNOLOGY AND DIVERSITY OF SERVICE OFFERINGS SUBMITTED AND TO BE UTILIZED FOR EASE OF ACCESS WHEN REQUIRED.
2. SCANNING AND DIGITAL IMAGING SERVICES DURING THE CONTRACT TERM SHALL BE ON AN AS REQUIRED BASIS.
3. SERVICES WILL MINIMALLY INCLUDE DELIVERY ON UNCOMPRESSED TIFFS DELIVERED ON CD PLUS SEARCHABLE PDF'S AND INDEX TO BE AVAILABLE IN AN IMAGE REPOSITORY.
4. A LISTING OF ALL PRICING AND SERVICES MUST BE SUBMITTED FOR AWARD CONSIDERATION. ALL PROPOSALS MUST BE ON COMPANY LETTERHEAD REFERENCING ESC REGION 19 PURCHASING COOPERATIVE CONTRACT #12-6835. **PROPOSALS AND SERVICES SHOULD BE NO MORE THAN 12 PAGES OF 12 FONT INCLUDING PRICING.**
5. PRICING MUST ALSO INCLUDE ANY RELATED CHARGES SUCH AS ON SITE VERSUS OFF SITE, PICKUP/ DELIVERY, AND OTHER HOURLY FEES FOR SPECIALIZED REQUESTS.

RESPONSE FORM

1. 8.5 X 11, 8.5 X 14, WHITE, ONE AND TWO-SIDED, PRINTED PAGES TO BE SCANNED AT 200 DPI

ON SITE STANDARD IMAGE CAPTURE	5,000- 10,000	\$ <u>0.0533</u> / EACH
	10,000-25,000	\$ <u>0.0520</u> / EACH
	25,000-100,000	\$ <u>0.0506</u> / EACH
	100,000 +	\$ <u>0.0439</u> / EACH
PICK-UP OFF SITE IMAGE CAPTURE	2,500- 10,000	\$ <u>0.0395</u> / EACH
	10,000-25,000	\$ <u>0.0385</u> / EACH
	25,000-100,000	\$ <u>0.0375</u> / EACH
	100,000 +	\$ <u>0.0325</u> / EACH

1st Low – DataXport.Net, LLC

ON SITE STANDARD IMAGE CAPTURE	5,000- 10,000	\$ <u>0.05</u> / EACH
	10,000-25,000	\$ <u>0.05</u> / EACH
	25,000-100,000	\$ <u>0.04</u> / EACH
	100,000 +	\$ <u>0.0375</u> / EACH
PICK-UP OFF SITE IMAGE CAPTURE	2,500- 10,000	\$ <u>0.05</u> / EACH
	10,000-25,000	\$ <u>0.05</u> / EACH
	25,000-100,000	\$ <u>0.04</u> / EACH
	100,000 +	\$ <u>0.0375</u> / EACH

2nd Low – DG Vault, Inc.

2. DOCUMENT PREPARATION TO INCLUDE STAPE REMOVAL, FILE FOLDER REMOVAL, BINDER CLIP REMOVAL, AND SOME BINDING MATERIALS

ON SITE	\$ <u>0</u> / HOUR
OFF SITE	\$ <u>0</u> / HOUR

1st Low – DataXport.Net, LLC

ON SITE	\$ <u>100.00</u> / HOUR
OFF SITE	\$ <u>25.00</u> / HOUR

2nd Low – DG Vault, Inc.

REQUIRED QUESTIONS

1. Number of employees working in El Paso?

DataXport.Net, LLC - 81 employees

DG Vault, Inc. – none currently

2. Break down of employee areas of specialization?

DataXport.Net, LLC

Director of Operations , Administrative Director, Business DVPMT Accounting, Payroll Supervisor, Operations Manager, IT Manager, Project Engineer, Technical Support, Programmers, Operations Supervisor, QA Supervisor, Auditors, Scanning Clerks, Material Handlers, Drivers, Administrative Assistants, Sales / Customer Service Assistance, Call Center CSR, Data Processing Analysts Clerks, Janitorial

DG Vault, Inc.

Project Manager, Document Preparation, Document / Fiche / Film Scanning / Document Indexing, Electronic Payment, Billing Processing

3. Number of scanners currently owned or leased including model numbers?

DataXport.Net, LLC

Scanners - 1 Kodak I1410, 54 Kodak I1420, 2 Kodak flat bed scanners I1420, 1 Opex Omaton 206, 1 Fujitsu FI-600NS, 1 Kodak Scan Mate 11220, 1 Contex Chameleon TX36

DG Vault, Inc.

8 Dell Work Station PC's, 4 Systemax Computers, 1 FXS Computers, 1 Gateway Computer Laptop, 1 Aleratac 4 DVD Burner , 1 Vidar HD 4250 , 1 Graphtek Large Format Scanner , 3 Contex Large Format Scanners , 1 Mekel Mach VII Microfiche Scanner, 1 Sunrise 3000 Microfilm / Microfiche Scanner, 1 NextScam 1 Microfilm Scanner, 2 Canon DR 9080 Scanner, 1 Canon X-10C Scanner, 1 Kodak I810 Scanner, 1 Canon Image Runner 708b, 1 Canon Image Class P340, Nikon Sf210, 1 Coanoscan 8800F, 1 Manual Paper Guillotine, 1 Fellows TB450,1 Microtek Scan Maker 9800 XL with TMA for X-Rays, 1 Vidar 12 Plus Film Digitizer,1 Secap S1 3500, 1 Secap SA3150, 1 Kodak 4800 Archive Writer

REQUIRED QUESTIONS – (cont)

4. Contact person to be assigned to this contract, if awarded including cell phone?

DataXport.Net, LLC- Beatriz Fernandez – Business Development Director
Office: 915-771-9090 / 915-771-7171
Fax: 915-771-9092
Cell: 915-252-4634
Address: 10950 Pellicano Dr. Suite C4, El Paso, TX 79935

DG Vault, Inc. - Kerri Pearce — Project Manager
~~888-932-7932 / 254-717-1840~~
~~Fax: 866-229-9619~~
~~600 Lake Air Dr. Ste 1A, Waco TX 76710~~

Bill Dunne as of 7/22/2013
630-399-9619
Fax: 866-229-9619
221 S. Craig Pl. Lombard, IL. 60148

5. Years in this business in El Paso?

DataXport.Net, LLC - 9 Years

DG Vault, Inc. – less than 1 year; scanning team is mobile out of Waco, TX

6. Provide three (3) references
Provide names, phone numbers and emails

All references on file

7. Provide three (3) comparable references work has been performed for in the past 12 months, and the dollar amount (\$) and date of the work must be provided on recently completed work comparable to specifications provided.

All references and dollar amounts on file

8. Vendor will provide proof of insurance and workers compensation at the time bids are submitted.

All required insurance on file

REQUIRED QUESTIONS – (cont)

9. Can vendor provide services to Hudspeth counties including Head Start sites and Sierra Blanca ISD?
If no, explain:

DataXport.Net, LLC -

Yes, can provide services to Hudspeth counties in the following ways:

- A. Doing a preliminary needs assessment by completing or obtaining a scanning specifications form for all projects.**
- B. Offering backlog scanning services, collection documents to be processed at DataXport's facility, and making an on-site implementation for point forward electronic document management solutions, to include training, installation, remote and on-site support as needed.**
- C. If customer has an EDMS, DataXport is able to deliver / FTP images for upload into own system; or**
- D. Offering on site scanning services and point forward implementation.**
- E. Offering hardware, software and support to implement an in house scanning operation.**

DG Vault, Inc. – Yes

**Notation: Additional price list for DataXport attached at end of award summary as of October 22, 2012
Additional price list for DataXport attached at end of award summary as of April 1, 2014
Price Increase attached for additional price list attached as of August 2014**

**Approved by: _____
(James R. Vasquez- Executive Director)
(James R. Vasquez- Executive Director)
(Armando Aguirre – Executive Director)**

**Date: _____
(September 4, 2012)
(June 19, 2013)
(July 22, 2014)**

PRICE SCHEDULE

Document Imaging Services

Single and double sided, scanned at 200 DPI, delivered in TIFF or searchable PDF formats. Prices are per image and include up to 2 index fields with a 50/2 index ratio. Includes basic material preparation.

Document Sizes	Volume Ranges	Pickup Offsite Image Capture	Onsite Image Capture
Up to 8.5" x 14" (Letter and Legal sizes)	2,500 – 10,000	\$0.0395	\$0.0533
	10,000 – 25,000	\$0.0385	\$0.0520
	25,000 – 100,000	\$0.0375	\$0.0506
	100,000+	\$0.0325	\$0.0439
Up to 11" x 17"	2,500 – 10,000	\$0.080	\$0.104
	10,000 – 25,000	\$0.075	\$0.098
	25,000 – 100,000	\$0.070	\$0.091
	100,000+	\$0.060	\$0.078
Up to 24" x 36"	2,500 – 10,000	\$0.324	\$0.421
	10,000 – 25,000	\$0.304	\$0.395
	25,000 – 100,000	\$0.284	\$0.369
	100,000+	\$0.254	\$0.330
Up to 48" x 36"	2,500 – 10,000	\$0.578	\$0.751
	10,000 – 25,000	\$0.558	\$0.725
	25,000 – 100,000	\$0.538	\$0.699
	100,000+	\$0.508	\$0.660
Larger than 48" x 36" OR Damaged/historic/ requiring special services	2,500 – 10,000	\$0.832	\$1.082
	10,000 – 25,000	\$0.812	\$1.056
	25,000 – 100,000	\$0.792	\$1.030
	100,000+	\$0.762	\$0.994



Intensive Material Preparation (Specialized Services)

Intensive document preparation including mending and reparation of damaged documents, excessive binding materials removed, stretching of rolled drawings or plans, mending, handling of special documents in support of preservation, etc. Intensive reconstruction services are also priced hourly at these same rates:

Offsite	\$12.00 / hour
Onsite	\$14.50 / hour

Certified Document Destruction (Specialized Services)

Destruction	\$0.105 / pound
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Document Imaging Hardware

Basic/most common hardware listed below. Additional models and accessories available to be quoted upon request. Extended warranty plans vary in price and are available upon request. Prices are based upon varying discounts off current MSRP and are subject to change based on MSRP at time of purchase.

Kodak i920	\$309.86 (24.5% off MSRP)
Kodak i2800	\$1,456.99 (26% off MSRP)
Kodak i1420	\$3,183.90 (36.94% off MSRP)

Kodak Ngenuity 9090	\$17,220.11 (16.41% off MSRP)
Kodak Scan Station 500	\$1,995.11 (22.36% off MSRP)
Contex SD4490	\$9,469 (13.9% off MSRP)
Contex HD3650	\$11,585 (13.9% off MSRP)

EDMS/ECM Software

Basic/most common licenses listed below. Additional products and license types are available to be quoted upon request. Prices are based upon discount percentages off current MSRP and are subject to change based on MSRP at time of purchase. Additional discounts apply to volume license purchases only, volume discounts do not apply to yearly software maintenance and support.

Software Products (32% off MSRP)	1 to 5 licenses	6 to 20 licenses	21 to 50 licenses	51+ licenses
PaperVision® Enterprise (including first year of maintenance)	\$1,036.15	\$984.34	\$932.54	\$880.73
PaperVision® Enterprise Additional Yearly Maintenance	\$135.15	\$135.15	\$135.15	\$135.15
PaperVision® Capture (including first year of maintenance)	\$1,210.74	\$1,150.20	\$1,089.67	\$1,029.13
PaperVision® Capture Additional Yearly Maintenance	\$157.76	\$157.76	\$157.76	\$157.76
PaperVision® Capture Desktop (including first year of maintenance)	\$627.98	\$589.93	\$558.83	\$527.83
PaperVision® Capture Desktop Additional Yearly Maintenance	\$80.99	\$80.99	\$80.99	\$80.99

VOID

Software as a Service (32% off MSRP)	1 to 50 Gigabytes	51 to 99 Gigabytes	100 to 500 Gigabytes
ImageSilo®	\$68 per GB monthly	\$54.40 per GB monthly	\$29.92 per GB monthly

Additional discounts may apply when purchased in conjunction with other services.

Technical Support Hourly Services

Service Description	Software/Hardware Implementations only	Bundled Service-Combined with Scanning Services
Installation	\$85.50 / hour	\$65 / hour
Configuration	\$85.50 / hour	\$65 / hour
Consulting/Analysis	\$85.50 / hour	\$65 / hour
Technical Support Onsite	\$85.50 / hour	\$65 / hour
Technical Support Remote	\$50 / hour	\$45 / hour

Travel Expenses

Travel expenses will be based upon actual mileage/plane tickets/rental cars and hotels, with a \$40 per day meal allowance.

As of April 1st, 2014, the following Document Imaging Hardware is added:

Fujitsu FI-7160	\$876.75	(26.6% off MSRP)
Fujitsu FI-7260	\$1,275.75	(36.1% off MSRP)
Fujitsu IX500	\$425.25	(14.1% off MSRP)

PRICE SCHEDULE

Document Imaging Services

Single and double sided, scanned at 200 DPI, delivered in TIFF or searchable PDF formats. Prices are per image and include up to 2 index fields with a 50/2 index ratio. Includes basic material preparation. Additional index fields beyond 2 will be charged at \$0.002 each.

Document Sizes	Volume Ranges	Pickup Offsite Image Capture	Onsite Image Capture
Up to 8.5" x 14" (Letter and Legal sizes)	2,500 – 10,000	\$ 0.0415	\$ 0.0560
	10,000 – 25,000	\$ 0.0404	\$ 0.0546
	25,000 – 100,000	\$ 0.0394	\$ 0.0531
	100,000+	\$ 0.0341	\$ 0.0461
Up to 11" x 17"	2,500 – 10,000	\$ 0.084	\$ 0.109
	10,000 – 25,000	\$ 0.079	\$ 0.103
	25,000 – 100,000	\$ 0.074	\$ 0.096
	100,000+	\$ 0.063	\$ 0.082
Up to 24" x 36"	2,500 – 10,000	\$ 0.340	\$ 0.442
	10,000 – 25,000	\$ 0.319	\$ 0.415
	25,000 – 100,000	\$ 0.298	\$ 0.387
	100,000+	\$ 0.267	\$ 0.347
Up to 48" x 36"	2,500 – 10,000	\$ 0.607	\$ 0.789
	10,000 – 25,000	\$ 0.586	\$ 0.761
	25,000 – 100,000	\$ 0.565	\$ 0.734
	100,000+	\$ 0.533	\$ 0.693
Larger than 48" x 36" OR Damaged/historic/ requiring special services	2,500 – 10,000	\$ 0.874	\$ 1.136
	10,000 – 25,000	\$ 0.853	\$ 1.109
	25,000 – 100,000	\$ 0.832	\$ 1.082
	100,000+	\$ 0.800	\$ 1.041

Collection/Delivery

Two round trips per week are included with services for collection/delivery of documents and hard copy record requests. Additional collection/delivery visits by DX drivers will be charged hourly.

More than 2 weekly trips	\$17.00 / hour
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Electronic Record Requests

While records are being processed, individual electronic files may be provided upon request. If the file is not needed immediately (within 6 hours) there is no charge for this service. However, if an electronic file is needed within 6 hours, an hourly rate will apply for research, location, and priority processing.

Immediate Electronic Record Request	\$17.00 / hour
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Auditing Requirements

DX's standard audit procedure is to audit up to 8% of processed documents. If a customer must have a higher percentage of documents audited, an hourly rate will apply to audits exceeding 8% of volume.

Over 8% audit rate	\$17.00 / hour
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Intensive Material Preparation (Specialized Services)

Intensive document preparation including sorting, inserting headers or dividers, mending and repair of damaged documents, excessive binding materials removed, stretching of rolled drawings or plans, mending, handling of special documents in support of preservation, etc. Intensive reconstruction services are also priced hourly at these same rates:

Offsite	\$17.00 / hour
Onsite	\$20.00 / hour

Certified Document Destruction (Specialized Services)

Destruction	\$0.105 / pound
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Kodak i2800	\$1,456.99	(26% off MSRP)
Kodak i1420	\$3,183.90	(36.94% off MSRP)
Kodak Ngenuity 9090	\$17,220.11	(16.41% off MSRP)
Kodak Scan Station 500	\$1,995.11	(22.36% off MSRP)
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PaperVision® Capture Desktop (including first year of maintenance)	\$620.98	\$589.93	\$558.88	\$527.83
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Additional discounts may apply when purchased in conjunction with other services.

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Installation	\$85.50 / hour	\$65 / hour
Configuration	\$85.50 / hour	\$65 / hour
Consulting/Analysis	\$85.50 / hour	\$65 / hour
Technical Support Onsite	\$85.50 / hour	\$65 / hour
Technical Support Remote	\$50 / hour	\$45 / hour

Travel Expenses

Travel expenses will be based upon actual mileage/plane tickets/rental cars and hotels, with a \$40 per day meal allowance.