



SCANNING & DIGITIZATION SERVICES

NON-MANDATORY FOR STATE AGENCIES

NON-MANDATORY FOR POLITICAL SUBDIVISIONS

Master Agreement #: 190000034
Term: August 24, 2018 – August 23, 2022
Renewals Remaining: One (1) additional one-year renewal option through 2023
IRIS: MA # 190000034.

Contract Summary: The Office of Procurement and Property Management has established this non-mandatory use contract for paper scanning and digitization services with indexing for all State of Alaska Executive Branch Departments and Political Subdivisions located in the Anchorage and Fairbanks areas.

SCANNING & DIGITIZATION VENDOR	MASTER AGREEMENT NUMBER (IRIS)	STATE OF ALASKA CONTRACT NUMBER
VBM ALASKA	190000034	180000069

CONTRACT PRICING

Services Description	Unit	Cost
Scanning Black & White	Per Page	\$ 0.07
Scanning Color	Per Page	\$ 0.07
PDF w/ OCR	Per Page	\$ 0.09
PDF w/o OCR	Per Page	\$ 0.07
PDF w/ ICR	Per Page	\$ 0.10
PDF w/o ICR	Per Page	\$ 0.07
Media File (i.e. DVD)	Per File	No Charge
Document Preparation	Hour	\$ 20.00
Manual Indexing	Per Box	\$ 36.00
Storage Cost	90 Days	\$ 1.00
Optional Value Add		
Services Description	Unit	Cost
Pick up/delivery	Hour	\$ 20.00
Document Destruction	Per lb.	\$.2720

Submitting Orders: To arrange for paper documents to be scanned, please contact Bart Riley, VBM Alaska at (907) 376-5077 or Bart@vbmalaska.com.

CONTRACT DETAILS

Agency Requirements:

1. AGENCY PREPERATION

- Using agencies must insure that all boxes are taped shut before sending them to the contractor to be scanned.
- All boxes must have a box list with identification names and numbers listed per box.
- Using agencies are responsible for prepping documents for scanning.
 - Remove all paperclips, staples, binders, etc.
 - Any document smaller than 5.5"x8.5" must be taped to a larger piece of paper.

NOTE: Documents not prepared correctly may result in preparation charges by the contractor at the price submitted on bid schedule.

2. AGENCY DOCUMENT SHIPPING/ DROP OFF

- **Agency Drop-off**
 - Agencies can have their boxes picked up by the contractor at the price specified on bid schedule. Agencies will have the option to drop boxes off to awarded contractor to have documents scanned.
 - Once the job is complete agencies may request documents to be mailed back to them or will be able to pick up the documents if they desire.
- **Shipping and Delivery**
 - An agency may ship documents to the contractor if desired. Agencies are responsible for shipping costs to the contractor.
 - Once documents are digitized the contractor will ship them back to the agency via the shipping method requested by the agency. Shipping costs must be billed to the agency as a pass-through charge and identified as a separate line item on the invoice.
 - If the agency wants the documents delivered by the contractor, it will be at the price specified on the bid schedule. If the agency is located out of the delivery area of the contractor, the contractor shall ship the documents as specified above.

Contractor Requirements:

1. SCANNING REQUIREMENTS:

- All services provided under this contract by the contractor shall be performed in the State of Alaska.
- There will be no agency on-site scanning.
- All pages will be scanned in the same order as presented.
- Scanned images shall be placed on a DVD, CD, thumb drive, external hard drive, or other appropriate approved media for delivery to the agency.
- The contractor must follow naming conventions that the state identifies on their box list. This will be established before documents are scanned, the naming convention will be specified by the using agency.
- The scanning services must include the capability to scan single-sided and double-sided documents. Paper sizes including but not limited to, 5.5"x8.5" 8.5"x11" 8.5"x14" 5"x8" 11"x17".
- Documents may contain handwritten and/or printed text and/or graphics. Graphics may include, but not be limited to, drawings, plans, photographs, icons, graphs, charts and signatures. Each scanned image should reflect the color properties of the original document. contractor must offer color, grayscale, and bitonal scanning.

- Upon request the contractor shall perform Document Preparation as necessary to scan all files at the price submitted on the bid schedule. This includes but is not limited to removing all staples, paperclips, repair all torn documents, straighten all folded plans and mount any irregular size memorandum on standard 5.5"x8.5" 8.5"x11" 8.5"x14" 5"x8" 11"x17" paper.
- Documents are stored in multiple formats, including loose pages, sewn-in bindings, stapled and 3-ring binders. Document preparation may require separation of documents from their binding prior to scanning.
- The condition of most documents is reasonably good; however, some older documents shall require special handling.

2. DOCUMENT SECURITY REQUIREMENTS:

- Contractor will handle confidential information according to State of Alaska laws and regulations. I.E. documents and digitized information will be kept in a locked area, and documents will be held out of public view.
- No unauthorized personnel will have access to the state files while under contractor jurisdiction.
- Contractor will notify the state when the scanned electronic files are completed and will be returned to the state with an estimated time of arrival.
- Contractor will need to confirm the state has received the scanned electronic files and the state must confirm, in writing (email) the hard copy files can be destroyed or shipped back to the agency.
- Contractor's employees handling state documents must pass a criminal background check and follow the FBI Security Policy for CJIS organizations.

3. INDEXING REQUIREMENTS:

- Optical Character Recognition (OCR) must be available for all document types.
- Intelligent Character Recognition (ICR) must be available for all document types.
- The contractor must be able to perform:
 - Accurate indexing or attribution of metadata to each file and record scanned;
 - Ability to correct OCR/ICR read errors;
 - Manual Keying;
 - Double-Blind Keying;
 - Edit checks to ensure that index field formats, values, etc. are correct;
 - Barcode Recognition;
 - Auto-Indexing Capabilities;

4. QUALITY REQUIREMENTS:

- A quality control process shall be in place to ensure that scanned images are complete and accurate. The contractor will perform a 100% frame by frame inspection and rescan any documents where:
 - There is substantial loss of detail when compared to the original
 - The tonal values are uneven
 - The contrast is too low or too high
 - There are skewed or misaligned images
- All data must be preserved in a form identical to, or functionally equal to, the original record.
- Upon request documents shall rotate to provide maximum readability (e.g. letters shall be in proper orientation when document is displayed without rotation.)
- Scanned documents must be viewable in PDF or TIF format at a minimum of 600 dpi, including grayscale or color scanning. Other format types may be requested.;

5. DOCUMENT SHIPPING AND DROP-OFF/PICK-UP

- **Contractor Pick-up/drop-off**
 - Contractor will pick-up boxes containing documents to be scanned at the price listed per box on the bid schedule.

- In the event an agencies documents are on a retention schedule, the contractor may need to drop off the scanned documents along with the media files back to the agency, at the price listed on the bid schedule.
- **Shipping**
 - Media files can be dropped off or mailed back to using agency as a passthrough cost.

6. DOCUMENT DESTRUCTION

- After the documents are scanned and digitized the contractor will destroy the documents within 30 days of the agency's request.
- Contractors will be held to the cost of destruction submitted on bid schedule.
- If the agency would like to have their documents sent back to them, the contractor can also do so. Please note shipping charges will be the responsibility of the agency.
- When documents are requested to be destroyed, all documents containing personal and confidential information must be shredded, burned, pulverized, or otherwise rendered unreadable in such a manner that the document is not recoverable.

7. PROCESS:

1. Authorizing Staff: Each Participating agency will appoint a member of their staff to be the point of contact and will be responsible for notifying the contractors of any concerns, re-scheduling pickups, document retrieval needs, etc.
2. Preparation: Agencies must keep their documents in standard archive boxes, sized 15 x 12 x 10, 24 x 12 x 10, or 24 x 15 x 10 and must be taped shut. These boxes will either be mailed or dropped off to the contractor. Agencies must create document lists, showing what documents are in each box, these lists will be provided to the contractor to ensure boxes remain in same order they arrived in.
3. Quote: Once an agency has an order ready, they will notify the contractor via email or telephone of the number of boxes and documents to be scanned. The contractor will then give the agency a quote based directly on the contract rates. If the agency's document count is not accurate or the agency does not provide the actual number of documents, the quote will be an estimate only. Once scanning is complete, the contractor shall send the agency a final quote based on the actual number of documents scanned at contract rates.
4. Shipping: If contractor is located in a different city, the ordering agency will be responsible for arranging and paying for shipping costs to and from the contractor.
5. Scanning: Once the contractor has received the documents, they will scan them into the desired form and will then notify the agency once the job is complete.
6. Destruction: Once all scanning is complete the contractor will destroy the documents if destruction is approved by the agency. File destruction must meet conditions for confidential destruction as commonly defined in AS 45.48.500 Disposal of Records.

Documents needing to be returned for storage: Once all documents are scanned and electronic files are ready, the contractor will send them back to the using agency or will call using agency for them to be picked up. Shipments to the ordering agency will be arranged by the contractor using the shipping method requested by the agency and shall be billed to the agency as a passthrough cost. Such costs must be identified on invoices as a separate line item.

For any additional information, please contact:

Shavonne Jordan

Contracting Officer

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