

**United Independent School District  
RFP 038-2013 Scanning & Micrographic Services**

**Section I. Scanning of District records**

<b>Vendor</b>	<b>Unit of Measure</b>	<b>Archiving Systems</b>	<b>Creative Imaging, LLC</b>	<b>Records Consultants, Inc.</b>
<b>Description of Service</b>				
Scanning paper documents	image	\$0.048	\$0.050	\$0.047
Downloading scanned images	hour	no charge	no charge	no charge
Provide DVD for backup per box	DVD	no charge	no charge	\$30.00
Filming scanned image to microfilm	image	\$0.028	\$0.051	\$0.05
Quality Control Testing	Roll	no charge	no charge	\$30.00
Computer Indexing per 100 keystrokes	100 keystroke	\$0.70	no charge	\$1.00
Document Preparation (If Needed)	Hour	\$11.85	no charge	\$30.00
Pickup and delivery	Trip	no charge	no charge	\$625.00
Response time for pick up / deliveries after notification by District		1-2 hrs	1 day	14 days
Is there a minimum number of records/boxes per pickup and delivery for the price quoted above? State Quantity		No minimum	Yes / 20 boxes	Yes / 100 boxes
Storage of original new rolls of microfilm	Roll per year	\$2.40	\$0.50	\$1.50
Storage of existing UISD rolls of microfilm	Roll per year	\$0.00	\$0.50	\$1.50

**Section II. Onsite Scanning**

<b>Vendor</b>	<b>Unit of Measure</b>	<b>Archiving Systems</b>	<b>Creative Imaging, LLC</b>	<b>Records Consultants, Inc.</b>
<b>Description of Service</b>				
Onsite Scanning, (save image to District server)	image	\$0.048	\$0.05	\$0.77
Indexing	100 keystrokes	\$0.700	no charge	\$1.00
Quality control testing	box	no charge	no charge	\$30.00
Downloading scanned image	hour	no charge	no charge	no charge
Provide DVD for backup of scanned onsite active student records	DVD	no charge	no charge	\$30.00
Onsite Training of UISD personnel at designated campuses	hour	no charge	no charge	\$125.00
Cost of microfilm roll of onsite records of image per batch	Roll	.028/image	.0510/image	.050/image
Notes		"We are able to respond to whatever problems may arise in a manner of hours or less."		