

1-800-604-3994 x160
www.MorganRecordsManagement.com



Document Scanning Proposal - Veteran Report of Separation Records & Veteran Paper Files

January 12, 2023

Customer Name: **John Biby**
Address: **4201 38th St S Suite 104**
City, State, Zip: **Fargo, ND 58104**
Est. #**NDDVA-02**



Lonnie,

Thank you for your inquiry into our business records scanning services. We recently setup Dahl Consultants Inc. located in Fargo, ND with a similar project that helped them to more efficiently access their most important documents and clear up valuable space.

Our Mission:

Provide our customers with services and solutions that drive down costs while simultaneously increasing security and accessibility of their documents and supporting regulatory compliance.

MRM Background:

We have been in the records and information management business since 1997. Our full suite of records management services assists businesses nationwide, of all sizes and in every industry; from one-person tax offices to international corporations, and from manufacturing to healthcare. From start to finish, we work to ensure the strictest attention to detail is paid to your records management needs.



Scope of Work

Project Goal: Digitize government forms (discharge papers) Veteran Report of Separation records, upload into VetraSpec and provide digital copies for records stakeholders. for more efficient access and use in VetraSpec to provide digital copies for records stakeholders.

Transportation & Intake:

- **Transportation Type:** MRM Team
- **Trips Required: 6** (based on 5 pick-ups & 1 final trip to return remaining documents) – please note this will need to be adjusted when we determine the exact amount of stops that are required while we are in ND (currently estimating 40 counties).
- **Estimated Boxes: 480** Size 1 boxes, based on Client’s count of **315** vertical file drawers and an average of **1.5** standard file boxes per drawer.
- **New Boxes Supplied:** MRM will prepare to box up an estimated **480** boxes at the time of pick-up and will supply new boxes.

Scanning & Indexing:

- **Images to be Scanned:** Estimated average of **2,500** images per box (including both single and double-sided pages), for an estimated total of **1,250,000** images to be scanned at **400** dpi, B&W, color (if required). Majority of files will be in searchable .PDF format unless specific county requires .TIFF format.
- **File Indexing:** Estimated **150,000** files in total (average of 312 per box) to be indexed according to Client’s specifications –e.g., box or file number, SSN Last Name – First Name (example **123-45-6789_Smith_John**), document name taken from the front of document, spine of the binder, etc.
- **OCR & Compression:** All PDFs will be run through MRM’s enterprise level OCR software to enable text searchability. A back-up drive will also be created for client.

Digital File Delivery: Digital files will be uploaded to VetraSpec system & two external encrypted drives.

Physical & Electronic Storage, Shredding, File Return:

All physical files to be held for up to 30 days after scanning is complete, at no additional cost, for quality control purposes. Only once Client has provided authorization, MRM will securely return all physical files.

Other Special Requirements: Digital files will be delivered to Client monthly as work progresses and once the corresponding payment for completed work has been received.



Estimate of Cost

This schedule provides your estimated project costs based on the scope provided to MRM. Since your final invoice will reflect the **ACTUAL** quantities multiplied by the unit prices listed here, your actual project costs may be higher or lower than the estimated total shown here.



Unless otherwise stated, this quotation is firm for 60 calendar days from the date shown on the front page of the proposal and becomes binding if an agreement is signed by both parties during that period. Please let us know how we can improve our offer, or if you need a requote.

QTY	SERVICE DESCRIPTION	UNIT PRICE	TOTAL
PICK-UP & INTAKE			
5	MRM Transportation - Per Trip (Based on Pick-Ups at Multiple Counties)	\$ 4,500.00	\$ 22,500.00
0	FedEx Shipment - Per Size 1 Box - Up to 40 lbs	\$ 35.00	\$ -
0	FedEx Shipment - Per Size 2 Box - Up to 55 lbs	\$ 45.00	\$ -
0	FedEx Shipment - Per Size 3 Box - Over 55 lbs	\$ 55.00	\$ -
480	Box Packaging - Includes New Box - Per Box	\$ 6.50	\$ 3,120.00
480	Intake - Handling Box, Label, & Barcode - Per Box	\$ 3.50	\$ 1,680.00
PICK-UP & INTAKE SUBTOTAL			\$ 27,300.00
SCANNING PRODUCTION			
Includes Project Management, Document Prep, QC, & Standard Digital File Delivery (SFTP or First External Drive)			
1,200,000	Standard Document Imaging (300 DPI, B&W or Color) - Per Image	\$ 0.045	\$ 54,000.00
0	Flatbed Scans - Per Image	\$ 0.60	\$ -
0	Oversized Document Scans - Per Image	\$ 0.80	\$ -
1,200,000	Standard OCR (Optical Character Recognition) - Per Image	\$ 0.005	\$ 6,000.00
0	Handwriting OCR - Additional OCR Charge - Per Image	\$ 0.01	\$ -
150,000	File Indexing (Naming of Digital Files, 2 Fields) - Per PDF / TIFF	\$ 0.40	\$ 60,000.00
0	Box-Level Indexing (Includes Compression) - Per Box	\$ 5.00	\$ -
2	Encrypted External Drive - Per Drive	\$ 150.00	\$ 300.00
150,000	Data Import to Client's VetraSpec System - Per File	\$ 1.30	\$ 195,000.00
0	Scanning Production Overage Hours - Per Hour	\$ 35.00	\$ -
SCANNING PRODUCTION SUBTOTAL			\$ 315,300.00
POST SCANNING PRODUCTION - PHYSICAL FILES			
480	Return Box Handling - Per Box	\$ 3.50	\$ 1,680.00
1	Box Return Trip - MRM Transportation - Per Trip	\$ 4,500.00	\$ 4,500.00
0	Document Shredding - Per Size 1 Box (With Certificate of Destruction)	\$ 6.00	\$ -
0	Document Storage - Per Size 1 Box (Monthly)	\$ 0.35	\$ -
POST SCANNING PRODUCTION SUBTOTAL			\$ 6,180.00
ONGOING DOCUMENT MANAGEMENT			
0	WebConnect - Cloud Storage & Management - Up to 5 Users - Per Month	\$ 50.00	\$ -
ESTIMATED PROJECT TOTAL			\$ 348,780.00
Sales Tax			None
Project Total Average Cost Per Box			\$ 726.63
Scanning Production Average Cost Per Box			\$ 656.88
SEE NEXT PAGE FOR PAYMENT OPTIONS			

Payment Options

1. **Project:** A deposit of 50% of the estimated cost will be due prior to the start of the project. Once the deposit invoice has been exhausted MRM will invoice monthly as work progresses, until completion. *Digital files will be delivered to Client monthly as work progresses* and once the corresponding payment for completed work has been received.

Estimated Total	\$	348,780.00
Deposit Invoice	\$	174,390.00

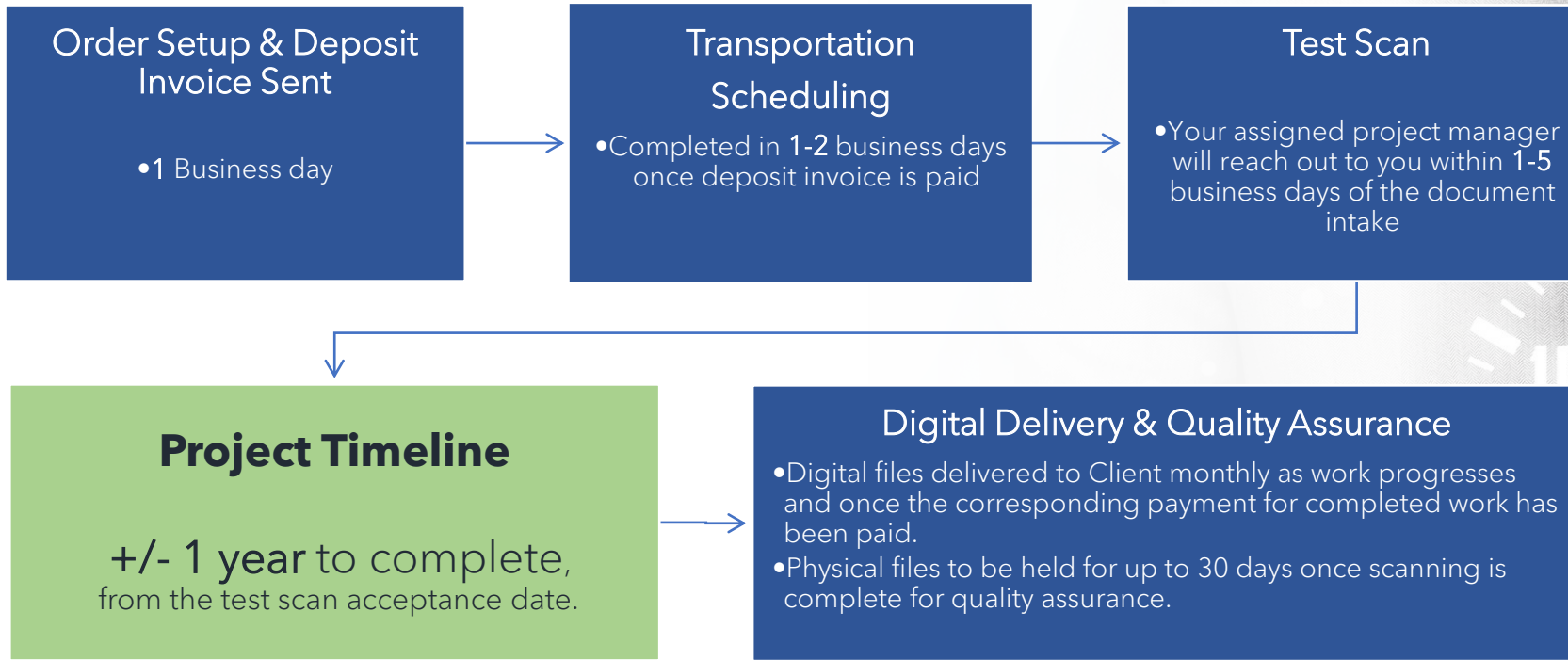
2. **Scan Plan:** Have the project spread out over a predetermined timeline to suit your budgetary needs. Pay a fixed price per month until your project is complete. 2-month deposit required. Additional \$50.00 monthly storage charge applied.

Estimated Total	\$	348,780.00
Scan Plan Length	Per Month Total	
20 Months	\$	17,489.00
24 Months	\$	14,582.50
30 Months	\$	11,676.00
36 Months	\$	9,738.33

3. **Custom Payment Plan:**
 - Available for special circumstances..



Scanning Process Timeline



We guarantee minimal disruption to your business while your documents are in our possession.

During the scanning process, upon request, documents can be processed and transferred to you as needed.



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Thank You For Your Consideration!

Learn more about MRM by visiting our website:
www.MorganRecordsManagement.com

If you have questions, or if you need additional information, including specific references don't hesitate to reach out to me.

I look forward to hearing from you soon!

Jason DeLuca
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