eFileFolders
Information With Vision

Proposal for:

Document Scanning Services *Payroll Files*

Dated: January 5, 2015

Prepared for: Mr. Shariq Khan
Fiscal Services, Alameda Unified School District

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Electronic File Folders, Inc. **(eFileFolders)**
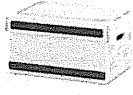Buena Park, San Jose, San Diego, Bakersfield & Dallas, TX

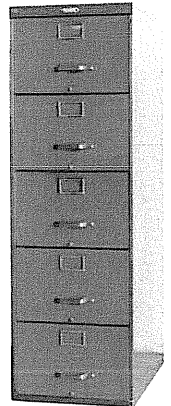**Tel. 855-334-5336**
Fax. 866-390-5850

Proposed Scanning Project:

As provided, eFileFolders will pick up and scan approximately:

- **44 Large Letter Size Boxes of Files**
- **108 Large Legal Size Boxes of Files**
- **14 File Drawers**

	Carton Type	Intended Use	Internal Dimensions*
	Letter / Legal	Half drawer of letter or legal files	15 x 12 x 10
	Large Letter	Full Drawer of letter files	24 x 12 x 10
	Large Legal	Full drawer of legal files	24 x 15 x 10

1. Files will be prepared for scanning by the removal of documents from boxes, file folders, pockets, fasteners, paper clips, staples and all other bindings. Any Post-its attached to documents will be relocated to an area on the document where it doesn't cover-up any other information

2. Files will be OCR scanned at a resolution of 300 dpi

3. Scanned files will be indexed per folder name:

4. Saved as PDF documents per file folder and in eFileFolders Software Tool

5. After scanning, the paper documents will be stored till further notice. (12 months of storage is included)

6. Scanned images will can also be provided on cloud drive.

7. All Scanned Files will be converted in our proprietary eFileFolders Software.

eFileFolders Project Roles:

eFileFolders has set up an organization structure to ensure the successful completion of our scanning operation. For this project, we would anticipate having the following roles:

Project Manager – This individual is the main liaison between You (Customer) and eFileFolders with respect to the implementation of the scanning project. This role includes responsibilities for staff management, work logs, scheduling and general management of the process.

Prep Personnel – Individuals who will be responsible to prepare the documents for scanning.

Scanning Technicians – Individuals who operate the scanners and are in charge of the physical scanning of documents. They also review the images prior to the batch moving to the index stations.

Data Entry Operators – Individuals who will perform data entry to index/name the documents.

Quality Assurance Specialist(s) – the QA specialist will review the batches and works with the prep, scanning and data entry personal to ensure that the images and data meet the high standards established for the project.

Quality Assurance Plan:

- eFileFolders has an established quality control plan to ensure that its customers' documents are processed correctly and that image quality and data entry accuracy

meets or exceeds its customer's expectations. The following measures will be put into place to ensure maximum image quality, data accuracy and overall project success.

- eFileFolders utilizes Fujitsu, Kodak and other leading document and data capture application for batch-level scanning and image processing. eFileFolders provides image cleanup, including de-speckling, de-skewing and other image enhancements if needed.
- Document Prep personnel are trained to properly prepare documents in accordance with the specific project guidelines. Damaged documents are carefully handled and prepared for scanning.

- Documents are scanned and closely monitored at all times during the scanning process. The scanner hardware has ultrasonic double-feed detection technology to avoid undetected double-feeds. Problem images are rescanned.

- Detailed work logs are kept.

Security Plan Compliance:

- eFileFolders has been involved in many document scanning projects involving sensitive information. We take security very seriously and employ all reasonable measures to ensure that our customer's documents and information are kept secure at all times.

- All employees go through a background prescreening before hiring and must agree in writing to a non-disclosure and confidentiality clause as a condition of employment.

Scanning Project Pricing and Plan:
Project Duration: 4-6 Weeks (2 Pickups)

Pricing provided is made subject to the following assumptions, the final price and quantities will vary based on actual quantities.

Description	Qty	Price	Total
Pick up File Boxes & Cabinets (in 2 pickup trips)	2	$0	
Document Prep – Remove staples, clips and other fasteners and insert patch code document sep sheets		Included	No Charge
Scanning (300dpi resolution). PDF file 44 Boxes ($145 per Box)	44	$145	$6380
Scanning 108 Legal/Large Boxes	108	$170	$18,360
Scanning 14 File Drawers	14	199	$2,786
Destruction/Shredding All Scanned paper files $5.00/box and $8 per drawer		NA	NA
TOTAL approx. project cost			$27,526

Optional online cloud backup $69 a month of all scanned data (Can be billed annually) and or eFileFolders account $199/mo. or $2388 annual.

Project Payment Terms:

Project Terms:
Invoiced as services are performed.

Regards,
Aftab "AJ" Jiwani
Partner/Director, Business Development
eFileFolders, Inc.
(714) 749-7990 Direct

eFileFolders
Information With Vision

Customer Acceptance:

We have read and approve the eFileFolders, proposal to perform the work described.

Alameda Unified School District, Fiscal Services
Attn: Shariq Khan

Approved by (print: name)
Title: _CBO_

Signature: _Robt Clark_

Date: _1-7-2015_