



# **Professional Services & Imaging Software**

## **Proposal For Big Walnut Local Schools**

June 13, 2013

To: Big Walnut Local Schools  
105 Baughman Street, Suite A  
Sunbury, OH 43074  
Attention: Felicia Drummey

Thank you for taking the time to meet with us and discussing how our Professional Services and Software solutions can help save you time and money with the ultimate goal of helping you improve your office.

Through utilizing the many services and products of SC Strategic Solutions (SCSS), companies around the country have experienced better utilization of space, decreased costs and improved overall productivity and efficiency. SCSS takes into account the privacy, security, and total custodial care required in the handling of your records.

***"Everyday information is created, classified, distributed, preserved and destroyed; and everyday SCSS is there to help guide the flow of that information."***

Enclosed please find our proposal for your office per our site visit and discussions.

Thank you again, and we look forward to solving all your record management needs today and in the future...

Sincerely,

Troy Stein  
Account Manager

CONFIDENTIAL

# Statement of Work

## Proposed Solution

### Project Description

- A) Provide Imaging System software for the purpose of managing school records and data for Big Walnut Local Schools.
- B) Provide off-site hardware for the storage of documents into accessible and searchable files through the SCView Imaging System.
- C) Support the imaging system software by providing management, labor, maintenance, and consultation for the duration of the project.
- D) The ability to seamlessly integrate with EDGE (via iBridge) for automated electronic imaging.
- E) The ability to take on future projects as needed by the district.

### Proposed Tasks

SCSS will provide off-site imaging services and software to scan (digitize) school records. All identified documents for each type (listed below) will be provided for the purpose of scanning and indexing into the SCView Imaging System. Any changes to index values may result in additional fees.

Education Records - Up to three indexes defined by Big Walnut Local Schools.

### Record Capture

- Record capture and scanning services will be provided by Alpha Group.

### Record Retrieval

- All records will be accessible and searchable by authorized persons or positions.
- Records will be viewable by utilizing SCView Imaging Software.
- A Back-up DVD/CD will be provided to the office upon request.

### Off-site Data Hosting

**Data Hosting** is ideal for organizations that want lower monthly IT cost while having around the clock server monitoring, 99+% system uptime and continuous security threat management. Services provided by SCSS include the testing and deployment of **SCView** in addition to all updates and upgrades. SCSS closely monitors log files to provide insight into server performance, traffic flow, hard disk usage and security vulnerabilities.

Below are a few of the many hosting advantages provided by SCSS:

- Redundant Internet Connections
- SSL Website encryption
- Placement on our 1000Mbps internal Layer 3 switched Ethernet backbone
- 99+% uptime on all services required for image access
- Co-location of data for disaster recovery
- Discrete Facility Secured by IP Cameras and Security Monitoring
- 24/7/365 Network monitoring and alerts
- Direct contact to dedicated support specialist via phone and email

## **Imaging Software**

**SCView (CORE End User Software) Module** – SCSS will provide an end user software module providing *retrieve, view, edit and print* scanned/indexed documents for use over the Internet. Access to the software is administered by a SCSS manager or designated personnel. SCView enables the user to view a complete history for each record. The *audit trail* tracks detailed information on viewing, printing and editing. There are *various levels of security* created to access information in a protected manner. The audit trail provides individual information on any access, which complies with HIPAA regulations. *Multi-user access* capability is provided for these records.

SCView Imaging System provides additional benefits with:

- No purging/archiving due to unlimited storage of images provided.
- Standard TIFF images utilized for importing/exporting images.
- Remote access capabilities for off-site locations.
- Auto log off (time based).
- Split screen functionality.
- Conditional user access.

When new upgrades to the software become available to the CORE system, they will be provided at no charge. Any customized software developed at the request of the agency may incur programming fees (this will be done in writing).

## **Price Schedule – Exhibit A**

### **Project Costs**

Yearly Customer Support & Upgrades	\$2,495 per Year
MySCView Single User License	\$595 Each*
Web Hosting & Import	\$0.01 Per Image*
OCR Module for Board Minutes	\$500*

\*Denotes a One-Time Cost

### **Estimated Software Costs**

Yearly Customer Support & Upgrades	= \$2,495 per Year
10 SCView User Licenses	= \$5,950**
OCR Module for Board Minutes	= \$500

Total 1<sup>st</sup> Year Software Costs = \$8,945

Total 2<sup>nd</sup> Year Software Costs Onward = \$2,495 per Year

\*\*This contract will not require the purchase of 10 user licenses. The above is an example of the cost associated with purchasing 10 user licenses. The district may purchase as many or as few licenses as it would like.

## **Recommendation**

Big Walnut Local Schools has been working towards converting all permanent and important school records. The option above should give you a very low cost solution for acquiring software that will allow the district to access, manage, and back-up its records at a very affordable cost. Utilizing the scanning services offered by Alpha Group, Big Walnut Local Schools will be able to have its backlog records digitized in a way that will be able to be imported directly into the SCView imaging system. An added benefit to the system is that there is no need for IT support for hardware or maintenance. Since SCView runs on hardware that is provided by SC Strategic Solutions and maintained offsite, there are no support costs outside of the annual maintenance of \$2,495.

We suggest starting small with one department. Doing this will allow the district to transition slowly, while giving SC Strategic Solutions an opportunity to show the district what has worked well for other districts in the past. Our flexible solutions have proven to be very effective for our clients that use it for their record archival.

Lastly, we want to remind you that our primary focus is in the education industry. We understand school records better than most other competitors. For this reason, we will be able to provide you with the highest level of service, along with the knowledge that can be helpful in making sure that the district continues to move in a direction that is both cost-effective and keeps the needs of the future in mind

**MASTER SERVICES AGREEMENT**

This Master Services Agreement (“Agreement”) is effective as of the Effective Date between SC Strategic Solutions LLC, (“SCSS”), and

**Name (“Customer”):** Big Walnut Local Schools  
**Street Address:** 105 Baughman Street, Suite A  
**City, State, Zip:** Sunbury, OH 43074  
**Effective Date:** \_\_\_\_\_

**1. Software and Services.** Customer agrees to purchase from SCSS the entire source document imaging requirements, services and software as outlined in Exhibit A.

**2. Payments and Pricing.** As full compensation for the Services performed by SCSS hereunder, Customer shall pay fees and expenses in accordance with the pricing schedule set forth as Exhibit A attached hereto and made a part hereof. Customer shall pay amounts within thirty (30) days following receipt of invoice. After 30 days, a penalty of 2% per month will be assessed for any outstanding invoices. Customer retains right of refusal and can terminate this agreement if pricing requests are unreasonable. Any alteration requires written notice by SCSS to the Customer.

**3. Term and Termination.** This agreement will remain in effect for an initial term of 3 year(s) from the acceptance date set forth above. Following the end of the initial term, this agreement will be automatically renewed for successive periods unless notice of termination is given by either party to the other party - not less than ninety days prior the cancellation date.

**4. Confidentiality.** Except as otherwise provided in this Agreement, the parties agree that, Confidential Information shall be maintained in strict confidence; shall be used only for purposes of this Agreement; and that no Confidential Information shall be disclosed by the recipient party, its agents or employees without the prior written consent of the other party.

**5. Exculpation.** SCSS shall not be responsible for misfiled documents within the records provided for scanning/imaging, nor for any inaccurate or incorrect information contained in records received from Customer.

**6. Force Majeure.** Neither party shall be liable or deemed in default for failure to perform any duty or obligation that such party may have under this Agreement where such failure has been caused by any act of God, fire, strike, inevitable accidents, war, terrorism, or any other cause outside the reasonable control of that party, and occurring without its fault or negligence.

SC Strategic Solutions LLC

Big Walnut Local Schools

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

This agreement can only be signed by authorized agents