

RFP Title: HCRC Scanning Services
RFP Number: HCRC-SS-071216

ATTACHMENT 10

COST BREAKDOWN: TIME AND MATERIALS FEES TO PERFORM SCOPE OF SERVICES

Instructions

Proposers must complete the following worksheet in its entirety. Please indicate in the "Yes" or "No" columns below whether the requested services are fully supported by the Proposer. If "No" is selected, please provide a full explanation.

Item	Description	Unit	Supported Service		Cost per unit	Please provide full explanation
			Yes	No		
1	Document pickup	Trip				
2	Project Management and design	Hour				
3	Scan job setup	Batch				
4	Document preparation	Document				
5	Image capture	Page				
6	B&W (TIF Monochrome Group IV, 300 DPI)	Image				
7	Color (JPEG, 300 DPI)	Image				
8	PDF (B&W and color, 300 DPI)	Image				
9	Data entry (Bates numbers only)	Image				
10	Quality control	Image				
11	Document reassembly	Document				
12	Load file creation	Batch				
13	Optical mark detection (OMD) sheet creation	Page				
14	Copy files onto USB Flash Drive	Drive				
15	Document delivery	Trip				
16	Physical Bates label application	Page				
17	Electronic Endorsement of Bates numbers (burning the numbers onto TIF or JPG files)	Image				
18	Rush Services(specify turnaround)	Item				
19	If vendor requires a minimum volume of scanning per month per client, specify minimum or any effects on cost	Page				
20	Specify any costs associated with volume exceeding any maximum volume of scanning per month	Page				
21	Specify any costs associated with premium services	Item				