# Letter of Transmittal

Business Systems and Consultants, Inc.

113 little Valley court

Hoover, Alabama 35244

205.988.3300

www.bscsolutions.com


Rick Romano   President

rickromano@bscsolutions.com

205.988.3300 x 203


Same as above

Same as above


BSC acknowledges the acceptance of the Conditions Governing the Procurement section in the letter of transmittal. In addition, BSC shall be solely responsible for fulfillment of the responsibilities under the terms and conditions of the contract.


Rick Romano


We acknowledge receipt of any and all amendments to this RFP

## 6.5 Appendix E - Evaluation Submission Form

The purpose of this form is to provide a single summary document per submitting vendor that references required materials. This document is intended to assist the Evaluation Committee easily find specific items of information during the evaluation process and to assist participating agency personnel in locating specific vendor information after the award of the bid.

### Vendor Contact Information

This will be published for participating agencies to streamline the vendor contact process. Vendors may not have all of these departments/positions/titles. Please complete this information as accurately as possible. If the information below changes, please send a revised version of this page to jpa-notification@accs.edu

Vendor Name:_ Business Systems and Consultants, Inc_____ Date:
_____2.4.2022_____

Website Address:_ www.bscsolutions.com_____

|  | Name(s) | Phone Number(s) | E-Mail Address(s) |
|---|---|---|---|
| Primary Contract Executive(s) | Rick Romano | 205.988.3300 | rickromano@bscsolutions.com |
| Senior Account/Sales Manager(s) (by region if necessary) |  |  |  |
| Account/Sales Manager(s) (by region if necessary) |  |  |  |
| Technical Support | Ernest Hughston | 205.988.3300 | ernesthughston@bscsolutions.com |

### BID INFORMATION INDEX

Please complete the following form to assist the Evaluation Committee in finding specific information as related to your bid response.

|  | Document Name | Page Number(s) |
|---|---|---|
| Product and Services Delivery Overview |  |  |
| Geographic Coverage | General Specs / Map | 10 |
| Availability of Technical Support | General Spec / Professional Services | 4 |
| Problem Resolution | General Spec / Professional Services | 4 |
| Customer Satisfaction | General Spec / Professional Services | 4 |
| Value Added Services | General Spec / Professional Services | 4 |
| Reporting | General Spec / Reporting | 6 |
| Electronic Commerce | General Spec / Electronic Commerce | 7 |
| Breadth of Offering | Evaluation Submission Form |  |
| Primary Account Representative | General Spec / Acct Rep | 7 |
| References | General Spec / References | 8 |
| Pricing Level and Guarantee | Evaluation Submission Form |  |

# Breath of Offering Overview

## Hardware Solutions

Canon Document Scanners

Canon Check scanners

Canon Wide Format Printers

eimage data Microfilm Scanners

Image Access Book Scanners

Image Access Wide Format Scanners

## Data Security

Nexsan Assureon

RestorVault cloud storage

## Enterprise Content Management Software (ECM)

TEAM ia (Software for Higher Ed)

# ScanPro Standard Models
## Your budget-friendly microfilm scanner solution

## High performance. Affordable cost.

**The latest ScanPro® standard line of microfilm scanners** are the best-featured, lowest cost microfilm scanners on the market. Anything but standard, these models come with all the necessary tools needed for on-demand reading, printing and scanning of your film collections. And, you can afford it!

### MEDIA FORMATS

3 16/35mm/cartridge(M) Roll Film 3Fiche
3 Jackets 3Micro opaques 3Aperture cards

### Meet the ScanPro 2500

With the ScanPro 2500, you don't need to sacrifice functionally for price. The most popular replacement for old and aging reader/printers, the ScanPro 2500 comes with all the tools you need to make your research quick and efficient.

#### FEATURE HIGHLIGHTS:

. **Superior image quality** | 6.6 megapixel camera

. **Exclusive 1-click image adjust and live image editing tools**

. **Always in focus even during optional zoom**

. **Easy 1-click scan, print and save buttons**

### Meet the ScanPro 3500

In addition to its 26 megapixel camera*, the highest megapixel camera in the industry with the clearest image quality, the standard ScanPro 3500 model comes fully-featured with cutting-edge design and powerful software capabilities that continually revolutionize the way patrons and researchers work with microfilm. More importantly, the ScanPro 3500 is easy to use and built to last. If you're looking for the most precise image quality available, the ScanPro 3500 is for you.

#### FEATURE HIGHLIGHTS:

. **Superior image quality** | 26 megapixel camera*

. **Always in focus even during optical zoom**

. **Exclusive 1-click image adjust and live image editing tools**

. **Easy 1-click save and print to multiple file formats**

. **Fastest word-searchable OCR software**

ScanPro 3500†

"TURANDOT." Beth Greenberg has entirely redirected the New York City Opera's 1971

Other microfilm scanners†

"TURANDOT." Beth Greenberg has entirely redirected the New York City Opera's 1971

† Actual scanned image segments

## e-ImageData
### microfilm scanners

* The 26 megapixel high performance camera uses advanced pixel-shifting technology to capture higher megapixel images. e-ImageData starts with its 6.6 megapixel image sensor, largest in the industry, to capture and integrate 4 unique optical images into a single 26 megapixel camera image, the clearest image in the industry.

# Image Access

- COLOR OVERHEAD BOOK SCANNER
- SCAN AREA 50% MORE THAN DIN/ISO A3
- TRUE SCAN TECHNOLOGY, NOT A DIGICAM SUBSTITUTE
- FADGI, METAMORFOZE, ISO 19264-1 COMPLIANT
- 400 DPI RESOLUTION 600 DPI OPTIONAL
- 0.8 SEC FOR A3+ SCAN
- V-SHAPED MAGNETICALLY COUPLED BOOK CRADLE OPENS 120° OR 180°
- LASER ASSISTED BOOK FOLD CORRECTION
- AUTOMATIC FINGER REMOVAL
- AUTOMATIC CROP AND DESKEW
- VIRUS PROTECTED 64BIT LINUX OPERATING SYSTEM
- INTEL QUAD CORE i3 GEN.8 240GB SSD, 8GB RAM
- GIGABIT TCP/IP NETWORK INTERFACE
- LARGE 21" FULL HD MULTITOUCH FOR SIMPLIFIED OPERATION
- VIRTUAL RESCAN, MODIFY WITHOUT RESCANNING
- LIVE PREVIEW THROUGH SECOND MATRIX CAMERA
- EASY 3 BUTTON ACCESS START, SCAN, SEND
- USB 3.0 PORT ACCESSIBLE ON FRONT PANEL
- EASY INSTALLATION VIA SCAN2NET® TECHNOLOGY
- OPTIONAL SCAN2PAD® HOTSPOT



The Bookeye® 5 V3 book scanner is available in three models, all simple to use and small enough to sit on any desk or workspace. Installation is so simple; you will be scanning minutes after taking it out of the box. Easy, fast and affordable. The Bookeye® 5 V3 book scanner is perfect for libraries, archives, offices and anywhere you want to scan or copy.

All models include a 21" full HD multitouch screen, three direct control buttons for fast and effective scanning and the acclaimed Scan2Net® technology platform.

# WideTEK® 36

Quiet, compact wide format color scanner for up to 36 inch widths.

Widest color gamut in the industry.
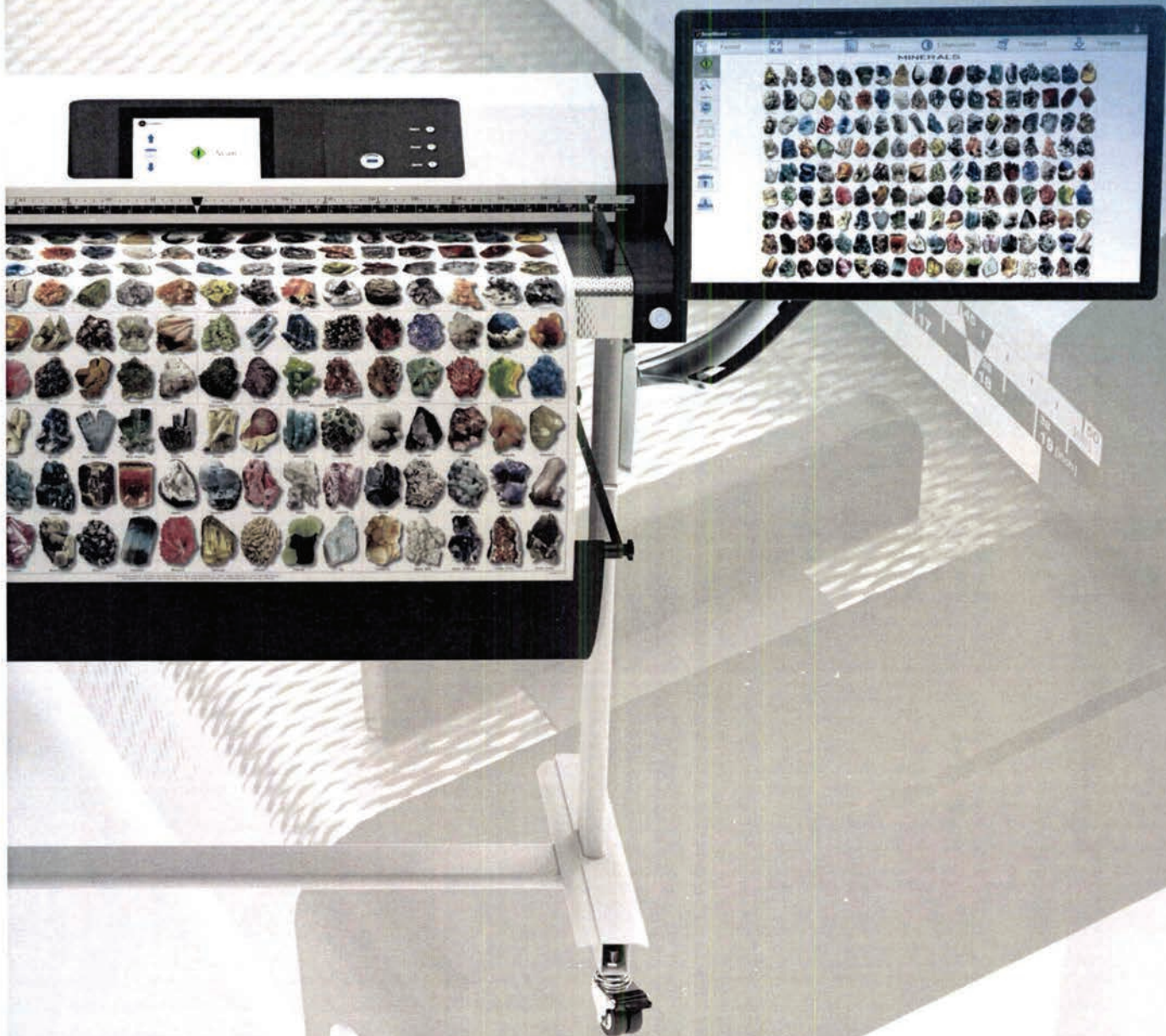


**Wide format scanning at its finest**
**Fastest scanner with 3 CCD cameras**
**Made in Germany at affordable prices**

**Image Access**

- SCANS UP TO 36 INCH
- FADGI AND ISO 19264-1 COMPLIANT
- ENDLESS SCANNING - SCAN UNLIMITED LENGTHS TO MULTIPAGE PDF
- CAPTURES 3D SURFACES, TEXTURES OF VARIOUS MATERIALS, BRAILLE PRINT
- FASTEST COLOR SCANNING, 15 INCHES PER SECOND @ 200 DPI COLOR
- 1200 x 1200 DPI SCANNER RESOLUTION
- FACE UP SCANNING
- INTEGRATED 64BIT LINUX, INTEL CORE GEN 9, 250GB SSD, 16GB RAM
- GIGABIT TCP/IP NETWORK INTERFACE
- HIGH RESOLUTION 7 INCH MULTI-TOUCH DISPLAY
- INTEGRATED WALK UP SCANNING SOFTWARE
- AUTOMATIC CROP AND DESKEW
- EXTERNAL 22 INCH TOUCHSCREEN
- VIRTUAL RESCAN, MODIFY IMAGES WITHOUT RESCANNING
- OPTIONAL WHITE BACKGROUND FOR SEPIAS
- BUILT TO LAST
- EASY INSTALLATION VIA SCAN2NET® TECHNOLOGY

*Cutting edge CCD scanner satisfies demanding requirements and guarantees your investment.*

*Using the latest camera technology this scanner exceeds all criteria set forth in the FADGI \*\*\* guidelines and ISO 19264-1 level B.*

*Fast enough for volume production, quality unsurpassed*

**NEXSAN**
A StorCentric Company

# ASSUREON®
# SUPERIOR DATA PROTECTION

## ASSUREON® ACTIVE DATA VAULT OVERVIEW

The Nexsan Assureon® active data vault solution is ideal for any organization that needs to protect data and backups from cyberattacks and ransomware, implement regulatory and corporate compliance, long-term archiving of unstructured data, or storage optimization. Users do not need to learn anything new, change how they access data or learn any new processes.

Assureon's unique file fingerprinting and asset serialization process, in conjunctio with metadata authentication, private blockchain and a robust data verification algorithm, securely protects your digital assets. Data stored in the Assureon is immutable and cannot be corrupted by malicious malware. Assureon can be deployed as a software or hardware appliance. Both deployment options deliver all the unique data protection benefits to protect unstructured data and backups from cyberattacks, user error, and also meets regulatory compliance requirements.

## ASSUREON SOFTWARE

Assureon Software gives you the flexibility of selecting a deployment option that best fits your organization's infrastructure strategy. Assureon software can be implemented in a public cloud or on-premise. The software can be deployed on any standard or virtualized server.
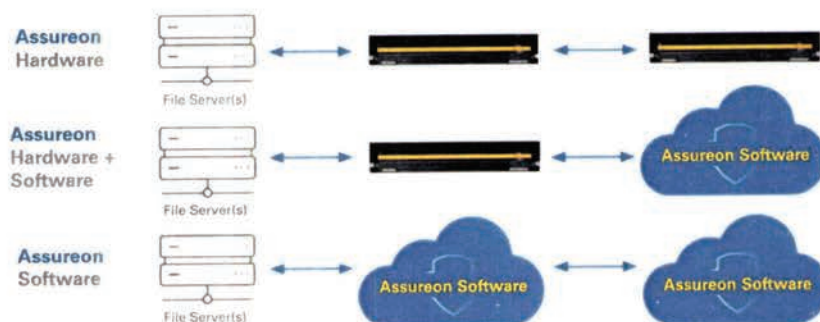


## UNBREAKABLE BACKUP

As malware is now also targeting backups, Assureon, in conjunction with Unity™, provides the last line of defense to protect backups from any malware, ransomware attacks, or user error so organizations can recover backups from a worst-case scenario.

## REGULATORY AND CORPORATE COMPLIANCE

Assureon complies with the toughest governmental regulatory requirements including HIPAA, GDPR, CCPA, GLBA, Sarbanes-Oxley, Federal Rules of Civil Procedure (FRCP), CJIS, SEC 17A-4 and PCI DSS. Additionally, Assureon makes it easy and automatic for organizations to adhere to their internal guidelines for data retention, deletion, privacy, protection and risk mitigation. Assureon exceeds even the strictest regulatory requirements for data integrity, protection, privacy, security, longevity and availability with full audit trails.



**There is some data that is too important to lose, too critical to be tampered with and too private to be seen.**

## ENTERPRISE FEATURES

| | Failover/Failback | Native active/active replication protects against site disasters with automatic read failover and manual write failover. |
|---|---|---|
| | Performance | Optional RoCE (RDMA over Converged Ethernet) connectivity delivers blazing-fast 40GbE read functionality for virtual shortcuts. |
| | Private Blockchain | Protect and secure digital assets with the immutable data structure utilizing cryptography to secure transactions. Automated integrity audits and redundant sites maintain data integrity and transparency. |
| | Regulatory Compliant | Assureon complies with governmental regulatory requirements including HIPAA, GDPR, CCPA, GLBA, Sarbanes-Oxley, Federal Rules of Civil Procedure (FRCP), CJIS, SEC 17A-4 and PCI-DSS. |
| | Geographic Separation | Two active Assureon systems can continuously replicate to each other to protect against site (cloud) outage. |
| | Scalable Capacity | Scale capacity up to multiple petabytes and add performance by using multiple Assureon archive storage systems together. All nodes across sites are managed through a seamless management interface. |
| | Storage Optimization | Transparently offload inactive unstructured data from Tier-1 or cloud storage for a more cost effective solution that's easily retrieved. |
| | Unbreakable Backup | Assureon protects from ransomware attacks and can be implemented in various configurations including tiered, replicated and high availability. |

## DATA INTEGRITY

| | Chain of Custody | Self-healing integrity checks and file availability audits along with digitally signed metadata files and third-party secure time stamps work together for the utmost protection of files within Assureon. Together, this applies a verifiable chain of custody to each data set throughout the retention period. |
|---|---|---|
| | Data Verifiation | Files are continually verified against their fingerprints, repaired using their copies and safeguarded by RAID disk arrays for days or decades. |
| | Fingerprints | Each time a file is saved, a unique fingerprint is generated using both an MD5 and SHA1 hash of its contents and metadata, so history and contents cannot be altered after the fact (WORM storage). |
| | Secure Time | Tampering with the system time clock is prevented by using a global, redundant, secure time source. |
| | File Audit | Each file is assigned a serial number which is used to ensure no files are missing or inappropriately added. |
| | Two Copies | Each file and its fingerprint is stored twice in the Assureon. The second copy is either stored in a separate RAID disk set in the same Assureon or on a remote Assureon. |

## ASSUREON SOFTWARE

| | Assureon Software Minimum Requirements | **Compute (for 32TB)**<br>• 4 vCPU      • OS/Cache/DB - SSDs<br>• 16GB RAM      • Store - HDDs<br>• No temporary storage |
|---|---|---|
| | Assureon Software | Assureon software can be implemented in a public cloud or on-premise. |

## ABOUT NEXSAN, A STORCENTRIC COMPANY

A StorCentric Company

Nexsan® is a global enterprise storage leader since 1999 delivering the most reliable, cost-effective and highly efficient storage solutions. Nexsan's solution portfolio empowers enterprises to securely store, protect and manage valuable business data with a broad product line of all-flash NVMe, unified storage, block storage, and secure archiving. Nexsan is a proud member of the StorCentric Family. www.nexsan.com

# Virtual Cloud Storage

**Reduce cloud storage costs up to 80% and recover 500x faster from ransomware.**

## Secure, economical cloud archive and backup, with ultra-fast recovery and on-demand access.

**According to IDC more than 80% of data on primary and cloud storage is unstructured and 60% of that is *copy data*. You should not have to pay premium rates to store and protect it in the cloud.**

- Save up to 80% costs, storing compliance data in the cloud
- Get secure on-demand access to archive and backup repositories
- Preserve capacity on expensive primary storage equipment
- Reduce backup infrastructure requirements and CapEx
- Recover from disasters or ransomware in minutes vs. days
- Access copies of protected data without using more storage

### Regulatory Compliance and Risk Mitigation

restorVault is ideal for organizations that must comply with regulatory requirements in different industries, including Healthcare (HIPAA), Financial Services (GLBA, Sarbanes-Oxley, SEC 17A-4, PCI DSS), and Legal (FRCP, CJIS).

restorVault exceeds the strictest requirements for data integrity, protection, privacy, security, retention and availability with full audit trails. Additionally, our automated process makes it easy for organizations to adhere to internal and external compliance guidelines.

### More Protection

Tamperproof cloud storage with retention policy enforcement

### Faster Recovery

500x faster file access restoration than from conventional backups

### Large Savings

Up to 80% less primary and cloud capacity required

# Reduce the lifetime costs of retaining, protecting and accessing compliance data up to 80%

## Secure Data Retention

restorVault provides two ways to economically store compliance data and other high-value unstructured data in the cloud, in protected vaults. They differ in the version control and retention policies applied.

### Compliant Cloud Archive (CCA)

CCA provides long-term retention and on-demand access to unstructured compliance data, that may not be altered in any way.

- Legal retention 7-30 years
- Automatic retention policies
- Impervious to ransomware
- Secure real-time file access
- Trusted Systems compliant
- Compliance audit trail

### Secure Cloud Backup (SCB)

SCB provides a hot-standby cloud backup capability that allows for complete disaster or ransomware recovery in mins not days.

- 30-day version regression
- 500x faster DR than typical
- Impervious to ransomware
- Secure real-time file access
- No data recovery fees

## Virtualized Data Access

With immutable CCA or SCB data vaults now made accessible in the cloud, virtualized access to that data can lower your on-prem and cloud capacity needs up to 80%.

### Offload Data Virtualization (ODV)

ODV frees-up precious capacity on primary servers by offloading inactive data to a protected CCA or SCB vault, based on policies.

- Only active files stay local
- Conserves primary capacity
- Allows on-demand access
- Prolongs system lifespan

### Copy Data Virtualization (CDV)

CDV allows fast data replication in the cloud through virtualized access to protected CCA or SCB data vaults for functions such as Q/A, Dev, Training, DR test etc.

- Avoids data duplication
- Uses 80% less cloud storage
- Spin up new servers in mins
- More servers, more savings
- Fraction of usual costs

## Data Integrity Assured

- **Fingerprints** – Each time a file is saved, a unique fingerprint is generated using both an MD5 and SHA1 hash of its contents and metadata, so history and contents cannot be altered after the fact

- **Serial Numbers** – Each file is assigned a serial number to ensure no files are missing or tampered

- **Secure Time** – System time clock is secured by using a global, redundant, authenticated time source (Stratum Level I hardware time sources)

- **Encryption** – 256 AES encryption in flight and optionally at rest.

- **Data Verification** – Files are continually verified against their fingerprints, repaired using their copies, and safeguarded by RAID disk arrays for as long as needed

- **Two Copies** – Each file and its fingerprint are kept twice on restorVault infrastructure. Each copy is stored on different equipment in different datacenters for redundancy.

# TEAM _ia_

## Helping Higher Education Work Flow

**Proud Ellucian/Colleague/Banner Business Partner**

### User/Student Benefits

- ❖ Enhanced User Experience
- ❖ Secure Access with Ease
- ❖ Self-Service Web Portal
- ❖ Mobile Friendly

### School, College, University Benefits:

- ❖ Process Automation
- ❖ Configurable Portal for Students and Staff
- ❖ Ease of eForm and Workflow Configurations
- ❖ Secure Document Repository
- ❖ Real-Time Database Integration
- ❖ Timely/Friendly Technical Support
- ❖ Custom Configurations Available

# TEAM ia Higher Education Solutions

## TEAM ia
INFORMATION ADVANTAGE

**EDMS and Workflow Solutions | Infrastructure
Custom Application Development**

**Business Systems & Consultants**
www.bscsolutions.com
Phone: (205) 988-3300
info@bscsolutions.com

### Automate
your processes from start-to-finish,
increase efficiencies, and improve
the student experience

### Streamline
with the power of integration across
line of applications, including Ellucian
Banner and Colleague/Datatel

### Centralize
by incorporating eForms and workflow
with a secure document repository
and unlimited secure portals

### Internet Connector
Internet Connector is a powerful tool to add to your workflow process. This innovative technology provides unlimited access to secure portal creation, facilitating remote access to eForms and workflow processes, along with unlimited digital signatures.

### eForms Application
Incorporate intelligent documents with business processes, eliminate paper forms and create efficiency through automation. Embed your business knowledge directly into your forms to automate workflow!

### Print and Capture
The Print and Capture module allows the development of automated document output solutions by combining your print processes with the power of digital conversion and electronic workflows.

### iaFlow
iaFlow supports unlimited workflows, with both rules-based and ad-hoc routing, customizable workflow views, unlimited actions in a queue, tasks that perform when an action is executed, and support of multiple document attachments.

### iaFolder
A single solution for your content management needs, with role-based security, annotations, image export, digital signatures, advanced/full text search, integration with legacy systems, audit trail and complete version history.

### iaCapture
Scan directly into the system with a variety of TWAIN-compliant scanning hardware, supported by an unlimited number of batch scanning profiles to accommodate a multitude of scanning and indexing requirements.

**TEAM ia offers a full suite of products tailored to higher education institutions, including:**
Electronic Document Repository | Integration with Legacy Systems | Secure Portal Creation |
eForms | Workflow | Digital Signatures | Retention Management | Print and Capture | Conversion

# TEAM ia Solutions Utilized by Higher Ed

**TEAM ia**
INFORMATION ADVANTAGE

- Contract/Grant Management
- HR Lifecycle Management
  - Onboarding/Offboarding
  - Personnel Action
  - VPN Access
- Agenda Management
- Secure Custom Portal Creator
  - eForms/Workflow
  - Digital Signatures
- Electronic Document Repository
- Outsource Document Conversion
- Dell/EMC Storage
  - Backup/Recovery
  - Desktops/Laptops

# Document Scanning Services
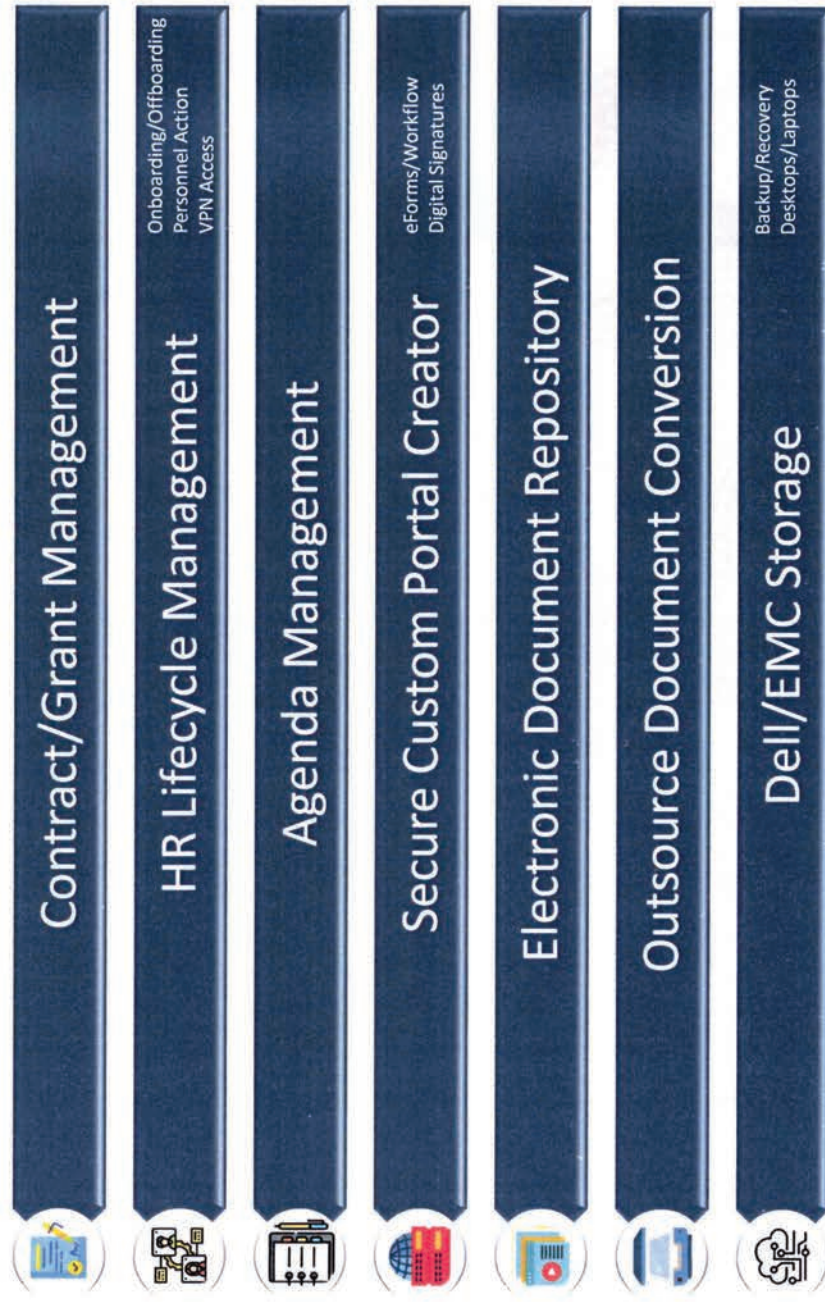
**BSC**
BUSINESS SYSTEMS & CONSULTANTS

## Scanning Services

### Paper to Digital

Converting your paper-based records into electronic docu-ments can yield significant benefits. Square footage is freed for other purposes, information is available at the click of a mouse, and each document can be protected, with offsite back-up to insure disaster recovery.

### Data Entry

If your documents are already scanned, we're happy to assist you in indexing the additional information. We provide indexing services to simplify the process of retrieving docu-ments.

### Large Format and Bound Material Scanning

BSC provides large format scanning services. When seeking companies that provide document scanning services that suit their needs, contractors, engineers, architects, libraries, museums, etc. expect reliable service and quality images. BSC is a leader in document management and boasts years of experience in comprehensive wide format scanning. We can convert your engineering drawings, maps, architectural drawings, records, files, etc. into Tiff's or PDF's. In addition, bound material can also be digitized by our conversion ser-vices staff.

### Microfilm

Converting valuable microfilm images to a digital format provides end users easy access to archived information. Let BSC convert your roll microfilm, microfilm jackets, aperture cards, or microfiche to a digital format.
In addition, for an archival disaster recovery solution BSC can create microfilm from digital images. This eye-readable back solution provides an alternative to
storing original hard copy documents.

## Managing information
## is about managing change.

Changing information and changing regulations often leaves offices overwhelmed. That's why we offer a wide array of sophisticated conversion services from scanning services, microfilming services, and much more. BSC has offered conversion services since 1976.

Our conversion staff knows how to handle each document, smoothing every system transition. The resulting records will be of the highest quality, produced by the most advanced imaging equipment. We have the capacity to transfer documents or microfilm images - from a small office to a multi-national firm, we can handle any conversion need!

## Benefits of Digitization

**Repurposing Space.** Using Prime office real estate to store business records is costly. Scanning your documents frees up office space so it can be used to generate more revenue for your organization.

**Enhanced Information Preservation.** Important Historical documents can be preserved. Physical deterioration of physical documents no longer a concern. Improving legibility of old hard copy records.

**Improved Disaster Recovery.** Paper documents are vulnerable to fires floods and natural disasters. Document scanning offers enhanced disaster recovery for your business. Digital images can be backed up to hard drive or protected electronically.

**Better Data Security.** Scanned documents can be encrypted, password protected and stored securely in the Cloud.

Bound Material Scanning Services
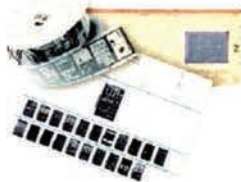
Microfilm Scanning Services

Document Scanning Services

Large Format Scanning Services

**BSC**

## Scanning Conversion Services

BSC shall provide the following services for Scanning, QA, Indexing at a per image cost. Document pricing based on document sizes up to 8.5" x 14". Document prep work invoiced at a per hour costs. BSC to invoice based on the actual number of scanned images and hours prepped. Per image cost consist of scanning documents, QA, indexing. Preparation work consists of pulling stables, gem clips, unfolding, repairing documents etc.

Document Scanning, QA and Indexing (up to three index fields) $.05 / image

Document Preparation $ 19.75 / Hour

Scan Large Format Drawings $1.60 / each

Scan Microfilm Rolls $25.00 / roll (plus indexing)

Scan Microfiche $.38 / each

# Table of Contents

Letter of Transmittal

Evaluation Submission Form

Breath of Offering

Pricing and Brochures

Table of Contents

Response to General Requirements and Specifications

Response to Specifications

Map

Certificate of Insurance

Financial Documentation

ISO Certificate

# About BSC

<u>Delivering Digital Transformation Solutions and Content Services</u>

Since 1976, Business Systems & Consultants has provided clients with automating processes, information management & conversion services.

Our hardware and software solutions help organizations manage millions of transactions every year. We help organizations process information, streamline business processes, and meet information governance and preservation requirements. At the end of the day, we help our customers win the information management battle that ultimately provide cost efficiencies, and risk mitigation. Our team of experts are versed in ECM, Data and Document capture, and records retention requirements, data security and can help you transform and innovate your operations.

According to AIIM (Association for Information and Image Management), "ECM is the technology used to Capture, Manage, Store, Preserve and Deliver content and documents related to organizational processes."

**Enterprise Content Management Software (ECM) can:**

- Enhance the quality of decisions

- Increase customer service levels

- Improve employee productivity

- Easily access documents

ECM solutions can streamline the content management requirements allowing your workforce to perform more efficiently and effectively.

We provide professional services and support anywhere in the southeast region. BSC continues to evolve, adding innovative products, programs, and services to keep pace with your changing needs. Our dedicated employees are here to help you improve the productivity, performance, and throughput of your information processes. What sets us apart? It's our continuing commitment to treat our customers as business partners and to always provide the very best in products and service. Our management and support team bring over 75 years of experience to our clients.

We pledge to customize our services to create a document management system to fit your needs across the southeast. We will listen to your priorities. We will tailor today's technology to help you develop the most effective, cost-efficient strategies to manage your information and storage needs. We are committed to helping you create a more productive work environment. And in the process, we'll make sure your information is more easily accessed and more secure than ever before.

# GENERAL REQUIREMENTS AND SPECIFICATIONS

BSC acknowledges the acceptance of the Conditions Governing the Procurement section in the letter of transmittal. In addition, BSC shall be solely responsible for fulfillment of the responsibilities under the terms and conditions of the contract.

If selected as a finalist, BSC agrees to provide the Evaluation Committee the opportunity to meet with and question the proposed primary account representative at the oral presentation (if deemed necessary by the Evaluation Committee). The proposed primary account manager will conduct the presentation. BSC will demonstrate their reporting capabilities to the Evaluation Committee.

Hardware and Software Solutions Offerings:

1) Document Scanners
   BSC resells the complete line of Canon document scanners. Canon provides everything from desktop to full production scanners. All Canon imageFormula scanners are supplied with industry standard ISIS and TWAIN drivers. Canon imageFORMULA scanners also provide easy integration with many third-party software applications. An enclosed line card will provide the various models and pricing structure available to meet the various needs of each application for document scanning. BSC has been a reseller for Canon products for over 45 years to include document scanners and microfilm equipment.

2) Microfilm Scanner:
   e-ImageData offers multi-award-winning microfilm scanners for libraries and archives. The award-winning ScanPro® Microfilm Scanner is highly regarded among librarians and researchers for its superior image quality and user-friendly interface. The ScanPro microfilm equipment is provided with a complete package of hardware and software (excluding PC and printer). The ScanPro can be used for collections containing mixed micrographic media formats including 16mm and 35mm roll film, cartridge film, fiche, jacketed fiche, aperture cards, and micro-opaques.

3) Book Scanner
   The Bookeye is a full-fledged book scanner or book copier, ready for use anywhere for grayscale or color scanning or coping. Libraries will have a high demand need for this scanner devise.
   Equipped with a standard scanning application, Bookeye scans documents, such as magazines, files, folders, bound documents, contracts, and accounting ledgers at a resolution up to 600 dpi at high speeds.
   The clearly structured menus on the touchscreen guide the user intuitively through the operation of the scanner. Scanned images can be stored directly on the device to a USB flash drive or sent via eMail, uploads to an FTP server, printing to any network or connected printer and saving the

scanner with three CCD cameras. State of the art illumination using bright white LEDs guarantees long lifetime and a low cost of ownership, since there are practically no consumables necessary over the life of the product. Available in several models depending on your requirements. This scanner is ideal for libraries, facility departments or other areas that have requirements to scan drawings, maps, or other large format documents.

5) Data Storage:
Assureon's advanced archive and security features is ideal for primary storage optimization, regulatory, and the secure, long-term retention of files. It offloads data from primary storage to free up space for active data and reduces the size, cost, and complexity of backups. Security features comply with governmental regulatory requirements including HIPAA, CJIS, PCI-DSS, SOX and SEC-17.
Assureon Software gives you the flexibility of selecting a deployment option that best fits your organization's infrastructure strategy. Assureon software can be implemented in a public cloud or on-premise. The software can be deployed on any standard or virtualized server.

A cloud-based solution offering we have available is restorVault. restorVault provides two ways to economically store compliance data and other high-value unstructured data in the cloud, in protected vaults. It offers the same data integrity features as the Assureon but requires no hardware. Cloud based software only.

6) <u>Enterprise Content Software (ECM)</u>

BSC is a reseller for TEAM *ia* ECM software. TEAM *ia*'s *ia*Folder solution includes full Ethos integration within the document repositor, with an emphasis on process automation. The solution offerings provide access to unlimited electronic forms, workflow modules, and a secure Internet Connector portal page. Working in tandem with Ethos as an Ellucian Business Partner, TEAM *ia* solutions integrate with your systems of record, while providing near real-time sync capabilities to streamline student service across departmental boundaries. Developed using ASP.net technology. We know you currently have in place the Banner software solution. Team **ia** will simply complement this product and fill some gaps where Banner leaves you short.

Some real applications that have been completed in other school systems are:

On-line portal for application for classes and any on-line portal access by students, staff, parents, potential students
Employee Contract Automation
HR Life Cycle Management
Time and Leave Automation
Direct Integration with Banner

We would welcome an opportunity to discuss ways we could automate processes in the colleges that Banner is not able to assist with.

Professional Services

Professional services are in house services that BSC will provide to all users / clients.

Business Systems & Consultants is committed to providing expert services and support for their robust enterprise document management systems and hardware solutions. BSC's software team is available to install, train, and provide ongoing support for Enterprise Content Management Software (ECM) systems and applications sold by BSC as well as any hardware. BSC offers on-going annual support service agreements.

The first step in the process is for the BSC technical team is to ensure that a successful implementation of the solution that satisfies the requirements of our customers has been completed. Once implementation is complete whether it is a hardware or software solution, our next step in the process is to provide End-user Training. Complete knowledge of how to use the product is key to a successful installation. End user training hours and scope will depend on the type of product(s), complexity of the solution and number of people to be trained.

The BSC team has extensive content management software experience as well as hardware experience and maintains a help desk so that customers can have access to our technical team as first line of support.

Ongoing support of the solution, hardware or software once installed will be provided by the BSC technical team. Products initially have anywhere from a 90 day to one year warranty of parts and or labor. Once the warranty period expires BSC will offer an extended warranty to cover parts and labor for periods of one-year increments. To place a service call, an end user can either make a phone call to BSC or go online and register the service call on the BSC website. The call will be logged into our software program (Heat). A technician will reach out to the end user first by telephone to see if the issue can be resolved over the phone. If the issue needs an onsite visit, it will then be scheduled with the end user / customer. On average the initial phone call is made within one hour timeframe (during normal business hours) of the call being placed by the customer. An onsite response time on average will occur by next business day depending on the customer's schedule.

BSC working hours are 7.30 – 4.30 Monday through Friday excluding holidays.

See attached map as to the area coverage which is the entire state of Alabama which will include all members of the ACCS system.

<u>Document / Microfilm Scanning Services</u>

BSC has been in the conversion services business for over 45 years. Initially we were converting paper records to microfilm. Today's market depends on digital information.

Customers do not have to be spending immeasurable hours digging through physical file cabinets or going through piles of papers. BSC can convert your physical documents into digital images by scanning and indexing your files. A centralized digital file room of records provides flexibility for employees to locate files in the timeliest manner. We offer document scanning services for all types of documents including:

Paper Document Scanning Services

Microfilm Scanning Services

Microfiche Scanning Services

Aperture Card Scanning Services

Large Format Scanning Services

Book Scanning Services

Converting your paper-based / microfilm records into electronic documents can yield innumerable benefits:

**Repurpose space**
By digitizing documents you can reduce the cost floor space or repurpose the space
**Share Information**
Share and distribute information easily and securely .
**Disaster Recovery**
Prevent data loss and keep documents protected from disaster threats.
**Reduce Costs**
Reduce costs spent on paper, file folders, filing systems and associated staff.
**Document retrieval**
Reduce the amount of time spent searching for documents
 **Security**
Keep documents from being misfiled or lost
**Client Response**
Respond timely to your clients

## GENERAL REQUIREMENTS AND SPECIFICATIONS

### Reporting

BSC agrees to provide quarterly utilization reports to the System based upon the schedule and minimum content as described in this request. Quarterly reports will be submitted to The System Office to <mark>JPA-Notification@accs.edu</mark>. The electronic copy will be in the form of a PDF file
BSC will count quarters from the calendar. BSC will track all orders that are produced from any member of ACCS in an internal excel spreadsheet that will allow us to create the required reporting.

# Business Systems & Consultants
**Quarlterly Usage Report**
**First Quarter**

Jan 2022-Mar 2022
Contract#: ACCS2022-99T

**Troy University**

| | | |
|---|---|---|
| Document Scanner | $5,000 | |
| Book Scanner | $10,000 | |
| Document Scanning Services | $5,000 | |
| | | $20,000.00 |

**Jacksonville State Univeristy**

| | | |
|---|---|---|
| Microfilm Scanner | $7,000 | |
| **UAB** | | $7,000.00 |
| Scanning Services | $5,000 | |
| Document Scanner | $1,500 | |
| | | $6,500.00 |

| | |
|---|---|
| **Grand Total:** | **$33,500.00** |

## GENERAL REQUIREMENTS AND SPECIFICATIONS

Electronic Commerce

BSC's website: www.bscsolution.com

On the website one can request a service call for hardware or software, request information on products or request information concerning our scanning services. In addition, there is information on our products and services. For placing orders this will need to be emailed or phoned in to BSC.

Primary Account Representative

Rick Romano   President

rickromano@bscsolutions.com   205.988.3300 x 203

Michelle Lee   Marketing

michellelee@bscsolutions.com 205.988.3300 x 214

References:

Troy University

600 University Ave

Steve McQueen IT

smcqueen@troy.edu

334.670.3507

Current user of document management software and scanning services


Metro Nashville Public Schools

2601 Bransford Ave

Nashville Tn

Lisa Few IT

lisafew@mnps.org

615.259.8640

Current user of document management software, scanning services and scanners


UAB

BSC has provided Scanning Services for many departments on the UAB campus. Here are a few to contact:

School of Dentistry   Kathy Champion kwc@uab.edu 205-934-3387

Graduate Medical Education   Jennie Craft  jcraft@uabmc.edu  205.934.4793

Department of Surgery   Rachael McDonald   ramcdonald@uabmc.edu   205.934.6238


JF Drake (Book Scanner in the Library)

Akeem Alexander  Akeem.Alexander@drakestate.edu  (256) 551-3130 3421 Meridian St


Jacksonville State University    (Microfilm Scanners in the Library)

John Upchurch  jupchurch@jsu.edu 256.782.5781 700 Pelham Road

Pricing Level and Guarantee

BSC will provide an 10% discount on all hardware and 20% on software products. Hardware to include Canon scanners, microfilm scanners wide format and book scanners. Pricing matrix is included in package. Data security hardware and software will also receive 10% discount structure but there is no published pricing schedule, it is priced by the project.

Professional services to be added to the project based on the complexity of the project and location of the project. This will be quoted separate of the hardware and software products.

In addition, BSC is willing to work on volume discount opportunities. Where multiple units of a product need to be purchased at a single time BSC can provide addition discount terms for the project. This will be a project based opportunity.

The procuring entity shall pay the lower of the prices contained in the ESS or an announced promotion price, educational discount price, general price reduction or large order negotiated price. Only general price reduction decreases will apply to all subsequent orders accepted by BSC after the date of the issuance of the revised prices. BSC agrees to maintain ESS product prices in accordance with the volume price discount guarantees filed. Prices set forth in the ESS are subject to decrease without prior notice. Special pricing discounts offered by BSC after the award of bid shall remain in effect for a minimum of 30 days.

See pricing modules in response.

Birmingham
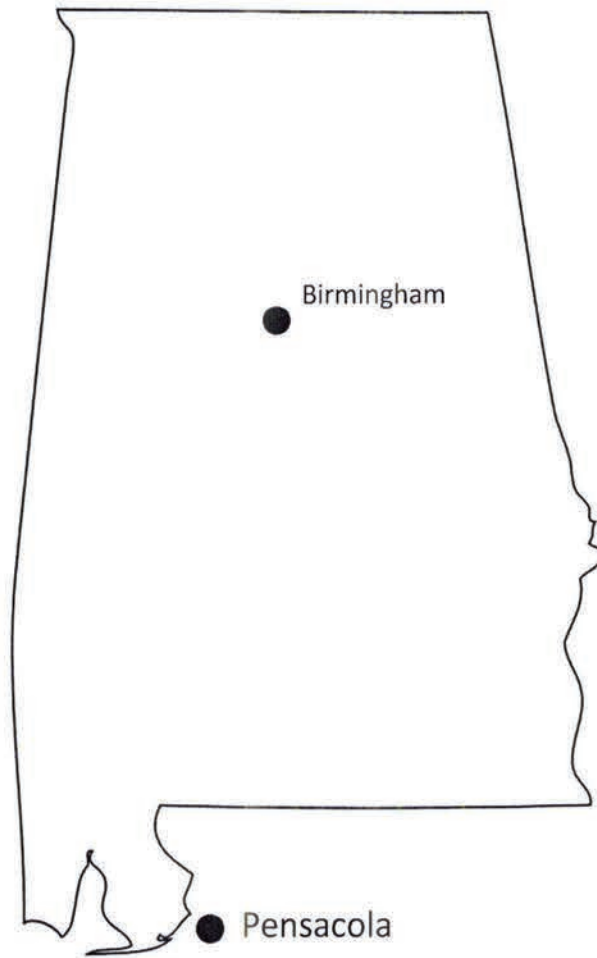
Pensacola

**Birmingham Headquarters**

5 Technicians

3 Sales Reps

*Pensacola*

1 Sales Rep

## Indemnification

BSC (vendor) shall indemnify and hold harmless the System from any loss, cost or expense suffered or incurred in connection with any claim, suit or proceeding brought against the System so far as it is based on defects in products provided to the System.

BSC hereby covenants and agrees, at its sole cost and expense during the term of this agreement, to indemnify and hold harmless the System and its officers, agents and employees against and from any and all claims or demands by or on behalf of any person, firm, corporation or governmental authority, arising out of, attributable to or in connection with the use, occupation, possession, conduct or management of the vendor concerning the equipment or services performed and rendered hereunder, including, but without limitation, any and all claims for injury or death to persons or damage to property or any and all claims for Patent, Trademark, Copyright, Intellectual Property, or Trade Secret Infringement. The vendor also covenants and agrees, at its sole cost and expense, to hold the System and its officers, agents, and employees from and against all judgments, costs, counsel fees, expense and liabilities incurred in connection with any such claim and any action or proceeding brought thereon, and in case any action is brought against the System or against any of its officers, agents, or employees, by reason of any such claim, the vendor upon notice from the System will resist and defend such action or proceeding by qualified counsel. However, the provisions of this Section shall not apply to any claims arising from the negligent or willfully wrongful acts or omissions of the System, or its officers, agents, or employees.

For the purposes of paragraph 3.44, the term, the System, shall include all entities listed in Appendix A or any subsequent revision thereof and their respective officers, directors, employees, agents and assigns.

## Website Maintenance

BSC agrees to maintain and support an Internet website for access to the ESS, configuration assistance, product descriptions, product specifications and service call placement.

## Ethics

BSC warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this agreement. If any owner, officer, partner, board or director member, employee, or holder of more than 5% of the fair market value of your firm or any member of their households is a public official or public employee (including the System) as defined by the Code of Alabama Section 36-25-1, this information must be included in your response.  Failure to disclose this information in your response will result in the elimination of your response from evaluation. If your firm is awarded any contract as a result of this request, the System reserves the right to furnish a copy of any resulting contract to the State of Alabama Ethics Commission as directed in the Code of Alabama, Section 36-25-11, within ten (10) days of award.

System employees are not allowed to accept personal gifts or gratuities.