Please accept the enclosed response to the Joint Purchasing Agreement Request for Bid # ACCS-2024-01. This response is the original copy.

Rick Romano

2-7-2024

Date
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.

[Signature]
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. 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 Consultants, Inc. Date: 2-7-24

Website Address: www.bscsolutions.com

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Phone Number(s)</th>
<th>E-Mail Address(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contract Executive(s)</td>
<td>Rick Romano</td>
<td>205-989-3300</td>
</tr>
<tr>
<td>Senior Account/Sales Manager(s) (by region if necessary)</td>
<td></td>
<td></td>
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<tr>
<td>Account/Sales Manager(s) (by region if necessary)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Support</td>
<td>Joseph LeCroy</td>
<td>205-989-3340</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Page Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product and Services Delivery Overview</td>
<td></td>
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<tr>
<td>Geographic Coverage</td>
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<tr>
<td>Availability of Technical Support</td>
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<td>Problem Resolution</td>
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<td>Customer Satisfaction</td>
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<td>Value Added Services</td>
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<td>Reporting</td>
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<td>Primary Account Representative</td>
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<td>References</td>
<td></td>
</tr>
<tr>
<td>Pricing Level and Guarantee</td>
<td></td>
</tr>
</tbody>
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  Breath of Solution and Professional Services Offerings
  Pricing and Brochures

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  Response to Specifications
  Map
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  Financial Documentation
  ISO Certificate
Overall Solution and Services Offerings

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Canon Check Scanners

Canon Wide Format Printers

Microfilm Scanners

Book Scanners

Wide Format Scanners

**Data Security**

Nexsan Assureon

RestorVault
ECM Software

Team ia content management software

FileBound cloud-based content management software

Professional Services

Document and Microfilm Scanning Services

Software Support Services

Hardware Support Services
### Quick Specifications

<table>
<thead>
<tr>
<th>Products</th>
<th>ScanFront 400</th>
<th>ScanFront 400 (CACP/IV)</th>
<th>DR-M1060</th>
<th>DR-6010C</th>
<th>DR-6030C</th>
<th>DR-G2090/USB</th>
<th>DR-G2110 / DR-G2110 USB</th>
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### Options and Other Features

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### Quick Specifications

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</tbody>
</table>

### QUICK SPECIFICATIONS

- **Maximum Speed (ppm / ipm)**: 8 / 16<sup>1</sup>, 15 / 30<sup>1</sup>, 20 / 36<sup>1</sup>, 25 / 50<sup>1</sup>, 25 / 50<sup>2</sup>, 30 / 60<sup>2</sup>, 45 / 90<sup>2</sup>, 45 / 90<sup>2</sup>
- **ADF Capacity (max. sheets)**: 10, 20, 50, 45, 45, 60, 60
- **ADF Page Size (max.)**: 8.5" x 14", 8.5" x 14", 8.5" x 14", 8.5" x 14", 8.5" x 14", 8.5" x 14", 8.5" x 14", 8.5" x 14".
- **Daily Scan Volume (est.)**: 100, 500, 1,000, 1,500, 1,500, 3,000, 4,000, 4,000
- **Interface (USB, Ethernet)**: USB 2.0, USB 2.0, USB 2.0, USB 2.0, USB 2.0, USB 2.0, USB 3.2, 10/100/1000Base-T, USB 2.0
- **Interface (Wi-Fi)**: 802.11 b/g/n, 802.11 b/g/n

### BUNDLED SOFTWARE: Win. – Windows, Mac – Mac, Andr. – Android, iOS: d/f – Download

- CaptureOnTouch Standard: Win, Mac, d/f
- CaptureOnTouch Lite: Win, Mac, d/f
- CaptureOnTouch Pro: Win, Mac
- CaptureOnTouch Mobile: Andr, iOS
- ISIS / TWAIN: Win, Win, Mac, Mac, Win, Win, Mac, Win, Win, Mac, Win, Win, Mac, Win, Mac
- Kofax PDF: Win, via d/f, Win, via d/f, Win, via d/f
- Cardiris: Win, via d/f, Win, via d/f, Win, via d/f
- CapturePerfect: Win, Win
- Kofax VRS: Basic w/ APE Win, Basic w/ APE Win, Andr
- Utilities & Tools: Job Tool, Andr, iOS

### OPTIONS AND OTHER FEATURES

<table>
<thead>
<tr>
<th>Options</th>
<th>(c)</th>
<th>(c)</th>
<th>(c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPEAT Level</td>
<td>Silver</td>
<td>Silver</td>
<td>Silver</td>
</tr>
</tbody>
</table>

- **USB Cable Power, Plastic Cards**
- **Built-in flatbed**
- **Plastic Cards, Top Feed / Eject**
- **Plastic Cards, Passports, Plastic Cards, Passports, Color Touchscreen**
- **Options**: (a) Flatbed 102 (8.5" x 14") SKU: 2152C002 (5489) - (b) Flatbed 201 (11" x 17") SKU: 42488002 (8148) - (c) Extended Warranty SKUs / prices vary - (d) Rcan Kiosk Expansion Pack SKU: 2964C002 - (e) Scan Kiosk II Network Adapter SKU: 3435C002

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1 Based on LTR / portrait
2 Based on LTR / letter / A4
3 DR-C225W II only
4 DR-G2040 only
5 ScanGear 400 only
6 CAC/PV only

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DISCOVER the Difference with the ScanPro All-In-One

The ScanPro All-In-One microfilm scanners provide all the capabilities you need to get your work done quickly and efficiently. With an intuitive super-speed USB 3.1 interface, users can easily adjust live images, save and print to multiple file formats and automatically scan any film type for conversion. The All-In-Ones are the award-winning choice for any job.

SCANPRO ALL-IN-ONE INCLUDES:

- Base Model with Fiche Carrier — Choose the model that best fits your application needs (2500, 3500 or i9500)
- Motorized Roll Film Carrier —
  - 16/35 Combination roll film and fiche/aperture cards
  - 16/35/35M Cartridge combination roll film and fiche/aperture
- AUTO-Carrier™ — Automatic scanning of fiche and jackets

*ScanPro® Advantage Membership — Experience exclusive software features and hardware warranty. Enjoy the first 6 months of your membership for free! To retain these benefits, an active $249 yearly membership is required.

SCANPRO GIVES YOU MORE

- Small footprint | Desktop in size
- Intuitive interface | User-friendly including multiple language options
- Energy efficient | Built with the environment in mind
- Lifetime Value | 3-year product warranty, upgradeable

The All-In-One makes it so easy to quickly digitize microfilm and microfiche. We love the AUTO-Scan feature!

- Charlotte Kirby, Educational Testing Service, NJ

The copies are so crisp and clear. Images are very easy to edit. Our searchers love how simple it is to operate.

- Ruth Nutty, Fayette County Recorder, IN

Our All-In-One is a complete game-changer for reading, scanning, and digitizing micro images. The quality is unreal. Ease of use is a 10/10.

- Stuart Baker, City of St. Louis, MO

Our ScanPro All-In-One works fast, it does the scanning job without flaw, and done without a hiccup. It can scan to multiple locations with one click.

- Elizabeth Chan, Tamarac Branch Library, FL

DISCOVER the ScanPro Difference!
Schedule a free virtual or in-person demo today.
1-205-988-3300
Introducing Bookeye® 5

Full featured, production book scanners in three flexible models and two sizes

Fully reengineered, the Bookeye 5 family is a new generation of eco-friendly, ergonomic and easy to operate book scanners. Bookeye 5 book scanners are true scanner solutions, not just a digicam mounted on an expensive frame. Specifically designed for fast scanning and intuitive operation, all Bookeye 5 book scanners deliver professional image results.

Live Preview function uses a second matrix camera to present a live video view of the document position before scanning.

Dark mode operation, new to the Bookeye family enhances scan quality through less light reflection by reducing eye strain.

Multilingual operation, with over 20 languages unique Scan2Net and ScanWizard user interfaces to comply with corporate identity requirements.

Laser-assisted book fold correction effectively corrects shadows and distortions in the middle of a book when operators are scanning thick books resulting in a perfectly flat scanned image.

22 Bookeye® Book Scanners
Fully reengineered, the Bookeye® 5 V3 is a true scanner solution on an expensive frame. Specifically designed as a book scanner for formats 50% larger (15.3 x 18.9 inch), it delivers professional results. The Bookeye 5 V3 book scanner is fast and affordable, but with the power of a professional scanner.

- **Scanner Optics**: CCD camera, scans in color
- **Resolution**: 400 x 400 dpi scanner resolution, 600 x 600 dpi scanner resolution
- **Document Size**: 390 x 480 mm (15.3 x 18.9"
- **Fastest Speed**: A3+ @ 150 dpi: 0.8 second
- **Color Depth**: 48 bit color, 16 bit grayscale
- **Scan Output**: 24 bit color, 8 bit grayscale tone
- **Output Formats**: Multipage PDF (PDF/A), PNM, PNG, BMP, TIFF, AutoCAD DWF, JBIG, DJV, EPS, Raw data
- **Size H x W x D & Weight**: 720 x 510 x 540 mm (28 x 20" x 21"), 29 kg (64 lbs.)
- **Quality (min.)**: ISO 19264-1 level B, FADGI
- **Power Consumption**: < 0.5 W (Sleep), 1.5 W (Scan), < 110 W (Scanning)

- **Color book scanner for formats up to A3+, easily upgradable to 600 dpi professional version**
- **V-shaped magnetically coupled book cradle 120 - 180 degrees**
- **Book fold correction, automatic finger & thumb removal, automatic crop & deskew and anti-reflection mode**
- **Large 21" full HD multitouch screen, 2nd preview screen optional**
- **Fulfills all criteria of the FADGI*** and Metamorfoze Light guidelines and ISO 19264-1 level B
- **Scan Wizard for intuitive self service. Output to FTP, mail, SMB drives, USB 3.0 port**
- **Scan2Pad/Scan2Mobile—Wireless operation & storage (optional)**
- **Operation in dark mode, 20 languages supported**
- **Digital color balance, integrated ICC profile**
- **Easy installation via Scan2Net® technology**
The Bookeye® 5 V2 book scanner now scans faster and delivers the highest quality image results, while offering smart, new functionality. It is a true scanner solution, not just a digicam mounted on an expensive frame. Bookeye 5 V2 was specifically designed as a self-service book scanner for formats 14 % larger than A2 (460 x 620 mm or 18 x 24 inch), intuitive built in operating system. Its modular product concept enables an easy upgrade from the Basic model to the Kiosk version or to the Professional version, depending on your budget and scanning requirements.

<table>
<thead>
<tr>
<th>Scanner Optics</th>
<th>CCD camera, scans in color, grayscale, B&amp;W</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>400 x 400 dpi scanner resolution</td>
</tr>
<tr>
<td></td>
<td>600 x 600 dpi scanner resolution (optional)</td>
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<tr>
<td>Document Size</td>
<td>460 x 620 mm (18 x 24 inches)</td>
</tr>
<tr>
<td>Fastest Speed</td>
<td>A2+ @ 150 dpi: 0.9 seconds</td>
</tr>
<tr>
<td>Color Depth</td>
<td>48 bit color, 16 bit grayscale</td>
</tr>
<tr>
<td>Scan output</td>
<td>24 bit color, 8 bit grayscale, bitonal, enhanced half-tone</td>
</tr>
<tr>
<td>Output Formats</td>
<td>Multipage PDF (PDF/A) and TIFF, JPEG, JPEG 2000, PNM, PNG, BMP, TIFF (Raw, G3, G4, LZW, JPEG), AutoCAD DWF, JBIG, DjVu, DICOM, PCX, Postscript, EPS, Raw data</td>
</tr>
<tr>
<td>Size H x W x D &amp; Weight</td>
<td>720 x 655 x 645 mm (28 x 26 x 25 inches)</td>
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<tr>
<td></td>
<td>33 kg (73 lbs.)</td>
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<tr>
<td>Quality (min.)</td>
<td>ISO 19264-1 level B, FADGI ***, Metamorfoze Light</td>
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<tr>
<td>Power Consumption</td>
<td>&lt; 0.5 W (Sleep) / 1.5 W (Standby) / 40 W (Ready to Scan) / 110 W (Scanning)</td>
</tr>
</tbody>
</table>

- Color book scanner for formats up to A2 600 dpi Professional version
- V-shaped magnetically coupled book cradle
- Bookfold correction, automatic finger & crop & deskew and anti-reflection mode
- Large 21" full HD multitouch screen, 2nd generation
- Fulfills all criteria of the FADGI *** and Memorandum lines and ISO 19264-1 level B
- Scan Wizard for intuitive self service. Optional additional drives, two USB 3.0 ports
- Scan2Pad/Scan2Mobile—Wireless operation
- Operation in dark mode, 20 languages supported
- Digital color balance, integrated ICC profile
- Easy installation via Scan2Net® technology
WideTEK® 36CL-MF1

For Canon TX Series Printers

The WideTEK® 36CL-600-MF1 mounts on top of a Canon TX3100/4100 or iPF 4100(S) wide format printer. Together with the integrated 64bit Linux-PC and the 21 inch touchscreen, the result is an economical MFP solution, featuring the fastest and best scanning capabilities in the industry.

The WideTEK 36CL-600-MF1 includes the Canon TX stand, which was developed specifically for the TX series printers, to give this MFP solution the smallest footprint possible. It also features a built-in closed loop color calibration function, producing the best possible copies for your selected printer and paper combination. Select media type, printing quality and more and watch the ink levels via printer integrated functionality in ScanWizard. All required software option keys are factory installed, making this the simplest MFP solution to implement.

WideTEK® 36CL-MF5

For Canon TM Series Printers

The WideTEK® 36CL-600-MF5 mounts on top of a TM series printer. Together with the integrated 64bit Linux-PC and the 21 inch touchscreen, the result is an economical MFP solution, featuring the fastest and best scanning capabilities in the industry.

The WideTEK 36CL-600-MF5 includes the brackets for the TM series printers, to give this MFP solution the smallest footprint possible. Unlike the TX series model from Canon, this scanner is not limited. It comes standard with the printer and sends images to SMB, FTP, email, SANE and TWAIN. The WideTEK 36CL-600-MF5 includes a built-in closed loop color calibration function, producing the best possible copies for your selected printer and paper combination. Select media type, printing quality and more and watch the ink levels via printer integrated functionality in ScanWizard. All required software option keys are factory installed, making this the simplest MFP solution to implement.
WideTEK® 36 scans documents up to 950 mm. State of the art illumination guarantees long lifetime and allow low energy consumption. There are practically no consumables to be replaced in the product. Cutting edge camera technology, protected, fully sealed camera box helps to use a patented stitching procedure, delivering high quality results up to 1200 dpi optical. A recently developed 1280 dpi sensor allows for black or white background drum never to be seen on scans.

**Scanner Optics**
- CCD camera, scans in color

**Resolution**
- 1200 x 1200 dpi scanner resolution
- 1200 x 600 dpi optical resolution
- 9600 x 9600 dpi interpolated resolution

**Document Size**
- 950 mm (37.4 inch) width for lengths in "endless mode"
- Scans 915mm (36 inch) width

**Scanning Speed**
- 200 dpi - 22.9 m/min (15 inches)
- 600 dpi - 6 m/min (4 inches)

**Color Depth**
- 48 bit color, 16 bit grayscale

**Scan output**
- 24 bit color, 8 bit grayscale, 8 bit grayscale tone

**Output Formats**
- Multipage PDF (PDF/A and PDF/A-1b), PNM, PNG, BMP, TIFF, Revit, AutoCAD DWF, JBIG, DJVU, EPS, Raw data and more

**Size H x W x D & Weight**
- 228 x 1095 x 507 mm (9 x 43 x 20 inches)
- 41 kg (90 lbs.)

**Quality (min.)**
- ISO 19264-1 level B, FADOM

**Power Consumption**
- < 0.5 W (Sleep) / 5.2 W (Start scan) / < 95 W (Scanning)

- **Valid Features**
  - Face up scanning with on the fly rotation and modification of images without rescanning. Automated crop & deskew.
  - Scans 36 inch widths, feeds 37.4 inch widths, nearly unlimited lengths (scans in "endless mode")
  - Real time display of images and modification, no rescanning
  - Fastest color scanning at 200 dpi, 15 inches per second
  - Touchscreen enhanced versions of ScanWizard, PrintWizard and EasyScan
  - Scan2USB for walk up scanning to USB 3.0, Scan2Print for output to any connected printer, Scan2Network for output to network drives, Scan2FTP, Scan2Mail
  - 7” built-in 1280*800 color multitouch screen, optional 21" full HD touchscreen for simplified operation
  - Easy installation via Scan2Net® technology

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10  **WideTEK® Wide Format Scanners**
The WideTEK® 44 CCD scanner scans 44 inches wide (1118 mm) astonishingly upgradeable to a 48 inch scanner. Either ensures long lifetime and best quality. 44 gently scans due to special transport pressure points for safe document handling. The background drum protects the glass surface and stops document skew. For sepia and film based documents, the base plate is exchangeable with a white drum, with no tool required.

- **Scanner Optics**: CCD camera, scans in color
- **Resolution**: 1200 x 1200 dpi scanner resolution, 1200 x 600 dpi optical resolution
- **Document Size**: 1270 mm (50 inch width), 48 x 48 inches “endless mode”. Scans 11.2 inches per second at 200 dpi
- **Scanning Speed**: 200 dpi - 17 m/min (11.2 inches per second), 600 dpi - 4.6 m/min (3 inches per second)
- **Color Depth**: 48 bit color, 16 bit grayscale, 8 bit grayscale, 8 bit grayscale, 8 bit grayscale
- **Scan output**: 24 bit color, 8 bit grayscale, 8 bit grayscale, 8 bit grayscale
- **Output Formats**: Multipage PDF (PDF/A) and PDF/4, PNM, PNG, BMP, TIFF (RAW), AutoCAD DWF, JBIG, DJVu, EPS, Raw data and more
- **Size H x W x D & Weight**: 228 x 1425 x 507 mm (9 x 56 x 20 inches), 53 kg (117 lbs.)
- **Quality (min.)**: ISO 19264-1 level B, FADOM-A
- **Power Consumption**: < 0.5 W (Sleep) / 6.5 W (Scan) / < 120 W (Scanning)
The WideTEK® 25 flatbed scans the full b18½ x 25 inch) at 300 dpi color in less three times faster than the closest competition.

Material of all kinds with the WT25-BACKLIGHT glass negatives, 35 mm microfilm aperture stencils and film. The revolutionary 3D scanner new applications in the printing and industry. The new scratch resistant, non-reflective expanded to reach the edges of the scan protective of the documents laid on it.

<table>
<thead>
<tr>
<th>Scanner Optics</th>
<th>CCD camera, scans in color.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>1200 x 1200 dpi scanner res. 1200 x 600 dpi optical res.</td>
</tr>
<tr>
<td>Document Size</td>
<td>635 x 470 mm (25 x 18.5 in)</td>
</tr>
<tr>
<td>Fastest Speed</td>
<td>300 dpi, full bed &lt; 3 sec in 300 dpi, full bed &lt; 6 sec in</td>
</tr>
<tr>
<td>Color Depth</td>
<td>48 bit color, 16 bit grayscale tone</td>
</tr>
<tr>
<td>Scan output</td>
<td>24 bit color, 8 bit grayscale, tone</td>
</tr>
<tr>
<td>Output Formats</td>
<td>Multipage PDF (PDF/A) and PNM, PNG, BMP, TIFF (Raw, AutoCAD DWF, JBIG, DjVu, EPS, Raw data)</td>
</tr>
<tr>
<td>Size H x W x D &amp; Weight</td>
<td>225 x 760 x 795 mm (8.9 x 45 kg (100 lbs.)</td>
</tr>
<tr>
<td>Quality (min.)</td>
<td>ISO 19264-1 level A, FADG</td>
</tr>
<tr>
<td>Power Consumption</td>
<td>&lt; 0.5 W (Sleep) / 4.8W (Start scan) / 72 W (Scanning)</td>
</tr>
</tbody>
</table>

✓ Fits on any desktop: 31 inch depth, only 6 inches more than the scanning area.
✓ Captures 3D surfaces for industrial quality inspection: material weaves, patterns and textures, Braille print, etc.
✓ Optional backlight unit for transparencies, films, photos, X-rays
✓ Two LED lamps with diffusors, no warm up, IR/UV free
✓ 7" built-in 1280*800 color multitouch screen, optional 21" full HD touchscreen
✓ Scan2USB for walk up scanning to USB 3.0, Scan2Print for output to any connected printer, Scan2Network for output to network drives, Scan2FTP, Scan2Mail
✓ Automatic crop & deskew, on the fly rotation of images
✓ Real time display & modification of images without having to rescan
✓ Easy installation via Scan2Net® technology

8 WideTEK® Flatbed Scanners
The WideTEK® 12 flatbed scanner has a scanning speed of the WideTEK 25 in a highly competitive price. WideTEK 12 scans more than A3, 313 x 470 mm / 12.3 x 18.5 in, less than 3 seconds, twice as fast as the revolutionary 3D scanning mode opens rating and industrial inspection markets. The non-reflective glass plate has been extended in the scanner, making it 100% protective of:

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</tr>
<tr>
<td>Document Size</td>
<td>313 x 470 mm (12.3 x 18.5 in)</td>
</tr>
<tr>
<td>Fastest Speed</td>
<td>300 dpi, full bed &lt; 3 sec in</td>
</tr>
<tr>
<td>Color Depth</td>
<td>48 bit color, 16 bit grayscale</td>
</tr>
<tr>
<td>Scan output</td>
<td>24 bit color, 8 bit grayscale tone</td>
</tr>
<tr>
<td>Output Formats</td>
<td>Multipage PDF (PDF/A) and PNM, PNG, BMP, TIFF (Read), AutoCAD DWF, JBIG, DJVU, EPS, Raw data</td>
</tr>
<tr>
<td>Size H x W x D &amp; Weight</td>
<td>222 x 440 x 795 mm (8.7 x 17.3 x 31 in) / 28 kg (62 lbs.)</td>
</tr>
<tr>
<td>Quality (min.)</td>
<td>ISO 19264-1 level A, FADC</td>
</tr>
<tr>
<td>Power Consumption</td>
<td>&lt; 0.5 W (Sleep) / 2.5 W (Scanning) / 55 W (Scanning)</td>
</tr>
</tbody>
</table>

- Fits on any desktop: 79 cm / 31 inch depth, slightly more than the scanning area but scans 18% more surface area than A3.
- Captures 3D surfaces for industrial quality inspection: fabric weaves, patterns and textures, Braille print, etc.
- Optional backlight unit for transparencies, films, photos, X-rays
- Two LED lamps with diffusers, no warm up, IR/UV free
- 7" built-in 1280*800 color multitouch screen, optional 21" full HD touchscreen
- Scan2USB for walk up scanning to USB 3.0, Scan2Print for output to any connected printer, Scan2Network for output to any network drive, Scan2FTP, Scan2Mail
- Automatic crop & deskew, on the fly rotation of images
- Real time display & modification of images without having to rescan
- Easy installation via Scan2Net® technology
The WideTEK® 36ART was designed for the reproduction of works of art. Originals are scanned using CCD camera elements, protecting the art piece and making it possible to scan a painting that is too big to be placed on a scanner at once. In cooperation with large format printers from Mutoh, the WideTEK® 36ART provides the basis for high-quality art reproduction. A scan table extension can be used to scan originals up to a length of 2224 mm (87.6 inches).

- **Scanner Optics**: CCD camera, scans in color, grayscale, auto-
- **Resolution**: 600 x 600 dpi optical resolution
- **Document Size**: 914 x 1524 mm (36 x 60 inches) with optional scan table extension
- **Scanning Speed**: 300 dpi - 42.2 mm/s / 1.66 inch/s, 300 dpi - 21.1 mm/s / 0.83 inch/s
- **Color Depth**: 48 bit color, 16 bit grayscale
- **Scan Output**: 24 bit color, 8 bit grayscale, bitonal
- **Output Formats**: Multipage PDF (PDF/A) and TIFF, PNM, PNG, BMP, TIF (Raw), AutoCAD DWF, JPEG, JPEG2000, EPS, Raw data
- **Size H x W x D & Weight**: with runway: 1380 x 3275 x 131 mm (54.2 x 129 inches) without runway: 1380 x 690 x 131 mm (54.2 x 27 inches), Scan table: 1000 x 2100 mm (39.4 x 82.7 inches), 200 kg (440 lbs.) Scan table: 256 kg (566 lbs.)
- **Quality (min.)**: ISO 19264-1 level B, FADGI **A**
- **Power Consumption**: < 0.5 W (Sleep) / 5.2 W (Scan) / < 110 W (Scanning)

- Contact-free scanning of fragile material or even wet artwork
- Document thickness of 200 mm / 8 inches (Canvas up to max. 100 mm in a frame up to 200 mm thickness)
- Large 15" color touchscreen for simple, ergonomic operation and previews
- Single path 3D like texture scanning, stitching
- Dual LED lamps with integrated natural light diffusor, no warm up, IR/UV free
- Scan table can be moved manually or motorized, scans art or other material 914 x 1524 mm / 36 x 60 inches wide
- Fastest color scanning at 42.2 mm/s / 1.66 inch/s @ 300 dpi
- Easy installation via Scan2Net® technology
there's some data that is important to you prefer to be seen.

ASSURANCE

ON-PREMISE

AND

HYBRID CLOUD

IN THE CLOUD

SUPERIOR DATA PROTECTION

ASSURANCE

ACTIVE DATA VAULT OVERVIEW

NEXSAN
### ABOUT A STORCENTRIC COMPANY

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
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<tbody>
<tr>
<td>No Tape Required</td>
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<tr>
<td>tapeless</td>
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<tr>
<td>High Availability</td>
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<tr>
<td>Storage</td>
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<tr>
<td>Federal Compliant</td>
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### CLOUD EDITION SPECIFICATIONS

<table>
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<tr>
<th>Specification</th>
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<tbody>
<tr>
<td>Failover</td>
<td>Two Copies</td>
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<td>Replication</td>
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<td>Security</td>
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<td>Encryption</td>
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<td>Performance</td>
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<td>Scalability</td>
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<td>Flexibility</td>
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<td>Compliance</td>
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### DATA INTEGRITY

<table>
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### ENTERPRISE FEATURES

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SciLogics Family: www.nexsan.com
Virtual Cloud Storage

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

Storage, Archive and DR in one

According to IDC more than 80% of data on primary and cloud storage is unstructured and 60% of that is copy data. You don’t need even more copies in order to put it in the cloud.

- Save up to 80% of the cost of storing unstructured data in the cloud
- Access archive and backup repositories from any multi-cloud server
- Recoup wasted capacity on primary and backup storage
- Avoid costly upgrades to your storage infrastructure
- Recover from disasters or Ransomware in minutes vs. days
- Access copies of protected data without using more storage

Storage Savings
Up to 80% less primary, backup and cloud capacity required

More Protection
Tamperproof cloud storage with stringent retention policies

Faster Recovery
Full recovery with 80% less downtime than conventional backups

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, arbanes-Oxley, SEC 17A-4, PCI DSS), and Legal (FRCP, C/JIS).

restorVault exceeds the strictest requirements for data integrity, protection, privacy, security, retention and availability with full audit trails. Additionally, our automated process makes it effortless for organizations to adhere to internal and external compliance guidelines.
Reduce the cost of storing high-value and compliance data in the cloud with Virtual Cloud Storage

**Trusted Storage**
restorVault provides two ways to store compliance data and other high-value unstructured data in trusted cloud vaults. They differ in version control and retention policies they apply.

**Compliant Cloud Archive (CCA)**
CCA provides long-term retention and on-demand access to unstructured compliance data, that must be retained for long periods of time and 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

**Tamperproof Cloud Storage (TCS)**
TCS provides a daily sync to a tamperproof cloud vault that immunizes your data from Ransomware and allows for complete disaster recovery in mins or hours not days or weeks.
- 30-day version regression
- 500x faster DR than typical
- Impervious to Ransomware
- Secure real-time file access
- No data recovery fees

**Virtualized Access**
CCA or TCS data vaults are fully accessible from any server in the multi-cloud. So now you don’t need copies of files on cloud servers any more, especially not inactive ones. They are replaced by Tiny Virtual Data Files which fetch the original from a CCA or TCS vault on-demand as you use them.

**Offload Data Virtualization (ODV)**
ODV frees-up precious capacity on primary servers by offloading inactive files to a CCA or TCS vault, based on ageing policies.
- Only active files stay local
- Conserves primary capacity
- Allows on-demand access
- Prolongs system lifespan

**Data Integrity Assured**
Beyond using immutable WORM drives that are impervious to Ransomware, Virtual Cloud Storage employs a combination of techniques to assure data integrity, like no conventional cloud storage can.

- **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 verified every 90 days against their fingerprints, repaired using their copy if necessary, and retained per customer-defined policies.
- **Two Copies** – Each file and its fingerprint are kept twice on restorVault infrastructure, with each copy being stored in a different datacenter for redundancy.
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's Internet Connector solution is a powerful tool to add to your workflow process—what we like to call the magic behind the scenes. With a full range of customizable designs at your fingertips, combined with state-of-the-art security, the possibilities for automating your processes are endless!

**Portals**
- With iaInternetConnector, you can have an unlimited number of portals for different user bases. User roles are configured to determine what options the user sees when they log in.

**Self-Registration**
- Self-registration profiles can be used for external users to sign up for an account, or anonymous users can submit forms for instances in which an account is not available for registration.

**eForms and Workflow**
- eForms can be designed for use in the portal, accessible to both internal and external users to the network, for submission into a workflow process.

**Tasks with Rules**
- Users can perform various tasks, such as completing eForms and uploading documents. Rules can be configured to control what a user completes before submitting.

**Secure Access**
- iaInternet Connector sits outside the firewall to allow for public access, but securely interfaces with TEAM ia's core software through an API.

**ia Integration with iaFolder**
- The eForms can be pushed to iaFolder, TEAM ia's document management repository, or they can be decoupled from the repository. Specifically, TEAM ia's products can be integrated with Ellucian software offerings.
Document & Workflow Automation

Improve efficiency through end-to-end content and process automation

Upland's FileBound delivers document and workflow automation applications that improve the operation of any organization by connecting users with the information they need to work more efficiently and effectively.

With FileBound, customers can build automated workflow processes and centrally manage documents to improve compliance, collaboration and access to information. FileBound applications can be deployed locally or as a cloud-based service and have been implemented by organizations of all sizes around the world.

Benefits

Unlike legacy products, FileBound's simplified, flexible approach to usability, configurability and licensing delivers fast, game-changing results:

- **Easy-to-use configuration tools** give you greater control and agility by reducing reliance on IT when responding to changing business needs.

- **Device-agnostic mobile solutions** seamlessly support BYOD policies and remote users at no additional cost.

- **Analytics tools** provide meaningful, timely and actionable insights into all workflow processes to harness the full value of the data to make better business decisions.

- **Contemporary interface design** makes it easy to adapt to automation technology and controls what you see when logging on, making it easier to complete work.

- **Easy-to-understand, all-in-one licensing options** meet the needs of businesses of all kinds.

- **Strong integration capabilities** allow you to build end-to-end automation solutions that maximize productivity by eliminating "data silos".

"The product is clean and intuitive. After we bought FileBound, three of us went in for training and left less than an hour later — it was so simple."

— Keith Dey, IT Manager
Nebraska DMV

The Upland Product Family

Automating the flow of work, connecting people through technology and bringing visibility to all aspects of the organization.

Our family of products helps teams run their operations smoothly, adapt to change quickly and achieve more every day. Each product is built with a specific need in mind. See what you can do with Upland.
Workflow Automation
Automated workflow functionality allows your organization to reengineer and streamline work processes.

Decision-Making Intelligence
Turn workflow data into decision-making intelligence with analytics that deliver meaningful, timely, actionable business insights into all work processes.

Drag & Drop Electronic Form Creation
In just minutes, create forms with drag and drop ease to collect data from anyone, anywhere.

Mobile Support
Support BYOD with a superior user experience, however and wherever you want to access FileBound, including apps for Android and iOS.

About Upland Software
Upland is a leading provider of cloud-based enterprise work management software. With more than 1,200 enterprise customers around the globe, and over 200,000 users, Upland helps teams in IT, marketing, finance, professional services and process excellence run their operations smoothly, adapt to change quickly and achieve better results every day. Contact us at 855-944-7526 or info@uplandsoftware.com.

uplandsoftware.com
Delivering Agile, Secure Document and Workflow Automation in the Cloud

Cloud technology has become ubiquitous. Once seen only as an opportunity for SMB organizations to scale effectively and affordably, it has become a standard for enterprises of all sizes to become more agile and focus resources more effectively.

Long before most people had even heard the term cloud, Upland was developing cloud-native solutions, making Upland’s FileBound one of the most mature and robust on-demand information management applications.

Why Cloud?

- Not all work is done sitting at a desk in a central location. Cloud software is always available no matter where, when or how you want to work.

- Deploying traditional premises-based software often relies on the availability of internal resources, ranging from provisioning hardware to training administrators. Cloud Software is ready when you are, so you don’t have to wait to get the benefits of your software investment.

- Needs change quickly. You might need to add new projects, additional volumes of work or new users — or maybe even a whole new division if there is an acquisition or merger. With cloud software, you can respond quickly because you don’t have to wait for the system to be scaled to meet your need as it can grow to meet your needs.

- The traditional software licensing model can be a roller coaster ride of expensive upfront purchases, maintenance fees and upgrade cycles. Cloud software lets you take advantage of the economies of scale and pay a smaller, predictable fee incrementally. You realize even more savings by relying on product experts to administer the system, rather than having to train and hire additional IT resources.

Why FileBound’s Cloud?

- FileBound’s state-of-the-art data centers meet exacting standards for outstanding security, reliability and performance and are overseen by FileBound software experts.

- Software in the FileBound Cloud isn’t just a hosted version of a legacy solution. Because FileBound is cloud-native, you don’t have to compromise on functionality when you opt for a hosted solution.

- Based on your usage needs, FileBound’s flexible, predictable subscription pricing is easy to understand and doesn’t “nickel and dime” you by making you pay extra for every capability.
Concerned About Cloud Security? So are We!

Many studies show that despite the broad awareness and use of cloud solutions, security remains a major concern for most potential users. It's a major concern at FileBound too, as are performance, reliability and disaster recovery.

To safeguard our customers' critical data, FileBound has invested in best-of-breed products and services that meet the needs of customers in some of the most highly regulated industries:

- Daily vulnerability tests are performed by MacAfee, the world's largest dedicated security technology company.
- FileBound employs four independent monitoring systems, including uptime and responsiveness monitoring, from 10 locations worldwide.
- The FileBound Cloud is built using best-of-breed equipment for maximum performance and uptime, including industry-leading technology from companies like F5, Cisco, Dell, IBM and VMWare.
- Independent auditors conduct regular SSAE 16 SOC 1 Type II audits of FileBound processes ranging from product development to data center management. SSAE 16 is the standard for reporting on controls in service organizations.
- Quarterly third-party vulnerability assessments exceed industry security standards.
- Encryption capabilities are employed to ensure that in the unlikely event that that documents are accessed by an unauthorized person, s/he won't be able to view any data.
- IP-based access restriction ensures that the most sensitive data isn't shared in less secure environments, such as a mobile device connected via free airport or coffee shop Wi-Fi, by limiting the physical locations from which data can be accessed.
- Patented route control technology selects best routing path over 11 major bandwidth suppliers for optimal responsiveness.
- Data centers in Chicago, San Diego, Montreal and London backed up to secondary data centers in real time to ensure business continuity.
- Customer data stores are segregated to create a multi-tenant environment without having your data shared in the same logical location with someone else's.

About FileBound

Upland's FileBound delivers document and workflow automation applications that improve the operation of any organization by connecting users with the information they need to work more efficiently and effectively. With FileBound, customers can build automated workflow processes and centrally manage documents to improve compliance, collaboration and access to information.

About Upland Software

Upland is a leading provider of cloud-based enterprise work management software. With more than 1,600 enterprise customers around the globe, and over 225,000 users, Upland helps teams in IT, marketing, finance, professional services and process excellence run their operations smoothly, adapt to change quickly and achieve better results every day. Contact us at 855-944-7526 or info@uplandsoftware.com.
Scanning Services

**Paper to Digital**
Converting your paper-based records into electronic documents 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 documents.

**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 services 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.

P.205.988.3300 | www.bcsolutions.com/resources/free-document-scanning-services-offer | info@bcsolutions.com
Let BSC help address challenges that are allowing mail piling up in the mailroom while your team works remotely.

Mail is delivered every day, and while we work from home, no one is there to process it, which means you may be missing a lot: Bills, invoices, contacts, and more—accumulating while your employees go without access to the information they need.

BSC provides the profession services to transform your mail into an unstoppable digital workflow.

→ Capture and classify your mail
→ Process incoming documents faster than ever
→ Securely access critical information anywhere

We're experts in ECM, data and document capture, and records retention requirements.
How We Make It Happen

1. We use the latest scanners, optical character recognition tools, and workflow software to digitize your incoming mail.

2. We use our automation technology to categorize and classify your mail and route it to the right people in your team.

3. We scan and route documents digitally to the appropriate recipient(s).

How Will Digital Mailroom Services Help Your Business?

When you outsource and digitize your incoming mail, it frees up your team to focus on core business functions. Even once you’re back in the building, you can devote more time to:

- Value-added work
- Better customer experience
- Improved efficiency
- Faster turnaround times
- Ensuring compliance
- Automating your processes
- Gaining a competitive edge on the competition
- Reducing business costs
- Reclaiming your mailroom for reduced office space

Custom Solutions

We never take the “one size fits all” approach. The key to implementing efficient workflow solutions is a deep analysis of your business. At BSC, our expertise in system design, implementation, and workflow automation supports your unique information-centric applications.
About BSC

Delivering Digital Transformation Solutions and Content Services

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-opaque.

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 images to network drives are also standard Bookeye functions. Optional Growth If scanner requirements become more demanding over time, the Bookeye can be quickly and easily upgraded. This protects your investment while allowing you to add functionality, like software options or interfacing with BatchScanWizard or other capturing clients.
4) Large Format Scanners
WideTEK scanners scan documents up to sixty inches wide. It is quiet and compact, making it ideal for applications in any office or production environment. It is the fastest high-end color 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-premises. 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) **Enterprise Content Software (ECM)**

BSC is a reseller for TEAM ia ECM software. TEAM ia’s iaFolder solution includes full Ethos integration within the document repositior, 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 Elucian 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 your colleges that Banner is not able to assist with. We can fill a void that Banner can’t provide a solution.

FileBound is a document management and automated workflow software that helps you eliminate manual work, improve daily processes. Designed to help you locate, control, optimize and protect valuable information, FileBound’s powerful cloud based or on prem platform saves records to a central repository, integrating seamlessly with your existing business systems System provides unlimited user access, eliminating the need to buy user licenses. Access documents using any internet-enabled device with FileBound’s cloud-based platform. Smartphones, tablets, laptops, and desktops can be used to instantly access important and critical information wherever you are.

Electronic forms
- Create digital forms to collect data from internal users and external customers.
- Data capture
- Convert any physical document into a digital record for easy handling.
- Integrations
- Connect FileBound to your existing enterprise systems for convenience.
- Mobile access
- Access FileBound with mobile access capability.
Granular search
Conduct detailed metadata searches to quickly locate specific records.
User security rules
Configure user rules & security settings to control access and security.

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 all software and applications sold by BSC as well as any hardware. BSC offers on-going annual support service agreements.

The first step in the process 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.
Document / Microfilm Scanning Services

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
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 JPA-Notification@accs.edu. 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

**Quarterly Usage Report**

**First Quarter**

| Troy University | Document Scanner  | $5,000 |
|                | Book Scanner      | $10,000 |
|                | Document Scanning Services | $5,000 |
| Jacksonville State University | Microfilm Scanner | $7,000 |
| UAB | Scanning Services | $5,000 |
|     | Document Scanner  | $1,500 |

**Grand Total:** $33,500.00
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

JF Drake (Book Scanner in the Library)
Akeem Alexander Akeem.Alexander@drapestate.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.
SERVICES

BSC shall provide the following services for the digital conversion of paper documents and microfilm:

PICKUP SERVICE

1. BSC will perform pickup at customer site
2. Pickup will be coordinated between the BSC and customer primary contact
3. Optionally BSC will box up the records for the client

DOCUMENT PREPARATION

1. All paper is removed from boxes
2. Binding material is removed (ie: staples, paper clips, etc.)
3. Any post-it notes or items covering other information will be moved and taped to a clean area of the document (or back)
4. Creases, "dog ears", etc. will be straightened to the best of our ability
5. Tom documents will be taped if it will hinder the scanning process
6. Small documents will be taped either to the back of preceding document or on a clean sheet of copy paper to ensure they are not "lost" nor create a double feed for the scan operator.
SCANNING

1. Paper documents to be scanned in an industry-standard PDF or TIFF format.
2. Documents will be scanned as bi-tonal images, with a 300-dpi resolution.
3. All items within boxes will be scanned in the order received.
4. Documents scanned image counts recorded for volume.

QUALITY ASSURANCE

1. The purpose of the Quality Assurance (QA) step is to assure that the best quality image possible is produced.
2. Images are reviewed at the document level.
3. Applicable images will be rotated to correct and saved to ensure appropriate orientation.
4. Any documents found lacking in quality or having slight imperfections due to scanner errors, will be re-scanned for improved quality.
DATA ENTRY

1. Data Entry of appropriate index fields designed by client

OUTPUT

1. Upon completion of all above phases of the conversion process, the final step is Output
2. All output batches will be copied to thumb drive, hard drive or FTP for delivery

FILE REQUESTS

- Request records from BSC by contacting BSC during Normal Business Hours, Monday through Thursday 7:00 a.m. until 4:15 p.m. and Friday 7:00 a.m. until 12:00 p.m.
- Process all file requests within one (1) business day
- Requests should be emailed to stefanievickery@bscsolutions.com or may be called into BSC at (205) 988-3300. An authorized list of requestors will be presented to BSC.

STORAGE & SHREDDING

- Records shall be stored in a secure environment at 113 Little Valley Court, Birmingham, Alabama 35244. Upon the expiration of said 6-month storage period, BSC will shred all documents unless client wants them returned.
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.
Full State Coverage For Products and Services

Birmingham Headquarters
5 Technicians
3 Sales Reps

Pensacola
1 Sales Rep