



Proposal/SOW for



**Newport-Mesa Unified
School District**

Microfilm Conversion Services

Prepared for:
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Presented By:

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About GRM

GRM was founded in New York City in 1987 to provide a better, hands-on alternative for records storage than what was being offered by larger, more established vendors. Early on, this positioning resonated throughout the business community. Now with document storage facilities located in Atlanta, Baltimore, Boston, Chicago, Houston, Indianapolis, Los Angeles, Miami, New York/New Jersey, Philadelphia, San Francisco, Washington D.C. and China, customers in search of more attentive service and a commitment to cutting edge technology, look to GRM for cost effective solutions.

Transitioning from microfilm to digital records management requires careful planning, research, and selection of an experienced vendor that can support your migration and manage the entire lifecycle of your critical documents – imaging, storage, viewing, processing, and archiving. Implementing a strategic approach to electronic document management takes preparation, experience, and a versatile solution that provides easy access, secure archival and storage, and professional project management of your documents.

GRM has been a leading provider of information management solutions for over 30 years, effectively blending both electronic document management and traditional paper storage, creating the unique GRM Blended Solution. Our expertise in records management, coupled with premiere EDM solutions, enables organizations to have a single window into their documents and records, whether microfilm or electronic, active or inactive. We have a systematic approach that creates document storage, records retention and protection strategy that matches your requirements for archiving, accessing, securing, and managing your critical business data.

The GRM difference is its ability to listen to you, the customer. It is not about what we offer, it is about what you need, whether you have one hundred or one million documents. GRM provides tailored solutions in a complex marketplace, built around individual needs.

Compliance

GRM COMPLIANCE and PRIVACY CONTROLS

Software Development	<ul style="list-style-type: none"> • ISO 17990
Indexing & Coding	<ul style="list-style-type: none"> • ISO 9001:2000
Document Shredding Security and Privacy Controls	<ul style="list-style-type: none"> • SSAE 16 • SOC 2 • NIST 800.88 • DoD 5220.22-M
Business Continuity	<ul style="list-style-type: none"> • Disaster Recovery Plan
Cloud Data Protection	<ul style="list-style-type: none"> • HIPAA HITECH • European Union Directive 95/46/EC • International Safe Harbor Privacy Regulations
Networks, Infrastructure, Applications and Communications	<ul style="list-style-type: none"> • Disaster Recovery Plan
IT Security Audit	<ul style="list-style-type: none"> • Vulnerability Assessment • Intrusion Detection • Penetration Testing
GRM Financial Document Management Application	SEC 17a-4

Project Scope and Requirements:

Project Overview

To assist Newport Mesa Unified School District free up document storage space, speed up their document retrieval process and to provide a backup of their files digitally in case of disaster, GRM will perform microfilm conversion services including preparation, scanning, indexing and quality assurance. After scanning is complete, the multi-page TIFF files will be delivered electronically via an encrypted hard drive formatted for upload into On-Base system.

Newport Mesa Unified School District currently has the following specs (Microfilm):

1. Roll Film
2. 16mm
3. Newport Mesa Unified School District has about 823 rolls with on average 1,800 images per roll

Indexing:

Indexing at a document/student file level capturing Last Name, First Name, and DOB.

Box Preparation

Prior to shipment to GRM, Newport Mesa Unified School District will prepare the microfilms into boxes by affixing a GRM bar code label to the outside of each box for proper chain of custody. The bar code labels will be provided in advance by GRM. The bar code labels will insure that the microfilm/boxes are securely tracked throughout the entire project and so that the student files can be accessed during the project upon request.

GRM Document Imaging Process

Once the boxes arrive at GRM's imaging center, a dedicated team of skilled operators will prepare the rolls, scan, perform quality control review, and create an electronic file for delivery. Each rolls will be prepared for scanning, scanned in black & white at 300 dpi resolution and saved as multi-page TIFF files.

GRM will enter each index field twice and compare the results through software analysis to insure 100% accuracy.

Document Storage and Destruction

If Newport Mesa Unified School District needs access to a file during the project GRM will move the file to front of the production line, scan the file and deliver the TIFF file via secure email within 24 hours.



6/20/19

Once the project is complete, GRM will store the physical microfilms for up 90 days at no additional charge in our 180,000 sq-ft secured facility. This will allow Newport Mesa Unified School District time to perform a quality control review of the digital files to insure they are satisfied with the quality of the images. After 90 days the boxes will be returned to Newport Mesa Unified School District or stored at the GRM facility at a minimum charge. Should Newport Mesa Unified School District elect, the microfilms could be securely shredded once all final QC is confirmed.



Thanks for the opportunity and I look forward to working with you on this project in the near future. We would also like to invite you for a tour of our facility.

Sincerely,

Paul Son

Sr. Sales Executive
GRM Information Management Services
(562) 373-9015
pSon@GRMdocument.com
Visit us on the web @ www.GRMdocument.com

Confidential Price Quotation:

823 Rolls x 1,800 images = 1,481,400 total estimated images.

	DESCRIPTION	VOLUME	UNIT PRICE	TOTAL PRICE
1	<p>Microfilm (16mm):</p> <ul style="list-style-type: none"> 823 Rolls/1,800 Images per Roll Preparation, Scanning, Indexing and Quality Assurance at 300 DPI resolution in Black and White Each roll film will be converted to 1 Multi-Page TIFF file at a student level. Indexing will be at the document/student file level. Average 10 pgs per student file. 	1,481,400 Images	\$ 0.0345 Per Image	\$51,108.30
2	90 Days QC Storage	823 Microfilm rolls	Free	Free
3	Shredding Destruction (if requested)	823 Microfilm rolls	Free*	Free*
4	Transportation Pickup/Drop off (Up to 8 Trips)	823 Microfilm rolls	Free*	Free*
5	Estimated Project Total			\$51,108.30

*FREE Shredding Destruction and Transportation Pickup/Drop-off will be provided if the proposal is signed by 6/30/19.

6/20/19

Terms and Conditions

- 1.) Pricing is valid through June 30th 2019.
- 2.) Storage for 90 days is free. \$0.45/box/month storage fee will apply after 90 days if applicable.
- 3.) Invoice will be based on actual number of images scanned at \$0.0345 per image.
- 4.) 5 file requests during the project are provided at no additional charge. Additional file requests will be billed at \$10.00 each.
- 5.) Pick-Up/Delivery charges are \$40 per trip after initial 8 free trips.
- 6.) Images will be delivered securely via customer provided Hard Drive.

Acknowledgement

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed on the date for above written.

GRM Information Management Services, Inc.

Newport Mesa Unified School
District

By: _____

By: _____

Printed: Paul Son

Printed: _____

Title: Sr. Sales Executive

Title: _____

Date: _____

Date: _____