



Company: **Carteret County- Beaufort Airport Authority**

Project: Document Imaging Conversion Services

*Presented to:
Kristen Sanner
Airport Business Manager
Carteret County-Beaufort Airport Authority
Beaufort, NC 28516*

November 19, 2021



CARTERET COUNTY
North Carolina

CST Data based in Charlotte, NC, develops, markets and supports document management, image capture, Web-enabled, and COLD/ERM processing software. In addition, we sell and support CD/DVD/Blu Ray publishing/printing systems, electronic signature pads, tablet PC's, forms conversion software and services and remote deposit capture systems.

CST Data's philosophy is to create solutions that make document management so technologically advanced they are delightfully simple and architecturally flexible. Ease-of-use does not have to be sacrificed when providing power. The formula is simple and proven, the products tested and loved.

CST Data, in partnership with Kodak, Digitech Systems, CureMD™, Rimage, Topaz, Lenovo, Motion Computing, Fujitsu, Tablet Kiosk, Equus and Mi-Co have become a customer-centric organization. CST Data provides legendary customer care, customer-driven products, and value pricing. In essence, CST Data's emphasis on quality and service keeps the focus on customers because people do business with people they like and trust.

CST Data is a Certified Kodak Document Conversion Center. This is a certification that is only issued to service bureaus that have exceeded the highest levels of performance and efficiency. In addition, CST Data utilizes the most advanced techniques and technologies to offer customers the highest quality standards in the industry.

In summary, CST Data is committed to providing their customers a solution to their current document and data management needs. We will build a system that is robust enough to handle these needs, but open ended to handle all future growth, both planned and unexpected.

The CST Data proposition is to provide products and services that are so advanced they're simple.

CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY.

will receive the following benefits:

- A local provider offering the most advanced techniques in outsourced document conversion.
- Certified Kodak Document Conversion Center, assuring that all documents processed in our service bureau meet or exceed the set national requirements.
- Advanced Quality Control Software for all converted information to guarantee the original document integrity.
- 24-hour access to all your records in CST Data's possession, with individual Confidentiality Agreements signed for each customer.
- Employees that have been trained in HIPAA confidentiality, Identity Theft and Privacy Laws.
- Eliminate all risk of miss-files, lost documents, and wasted search times associated with paper storage.
- Reduction of valuable square footage occupied by box and file storage.
- Your paper records will be stored in our state of the art, climate controlled, sprinkler system equipped facility, before, during and after the scanning process.
- Disaster Recovery Process built in with CD-ROM duplication, server redundancy and off-site hard drive back-up
- Open ended architecture allowing each customer to migrate and grow as the needs of the system grow, and as technologies change.

Local vendor to provide **24 x 7**, unmatched service and support to

CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY

The deliverables for this project are listed in order of the CST Data Conversion Process. The Conversion Process is a set methodology that CST Data follows to assure that all documents converted meet the client's expectations and follow a detailed plan to meet all conversion goals.

Discovery Meeting

Upon signature of this document, CST Data and **CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY** will set a meeting to plan the conversion process.

The objectives of this meeting are as follows:

- **CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY's** goals are clearly understood by CST Data and the accepted conversion process will accomplish these goals.
- Each department associated will take part in this meeting providing information on the value and representation of each and every document that will be converted. One administrator from **CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY** will be chosen as the key contact.
- A timeline has been determined and technical specifications have been completed.

When this meeting is complete and agreed upon by both CST Data and **CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY**, The project will begin.

Project Process

- Completed Specification Sheet, detailing the guidelines of the conversion process along with any integration or special export requirements. The specifications are followed to the letter during the entire process.
- Completed documents downloaded to hard drive or system of choice for hosting and retrieval.
- Information is retrieved from the system by any assigned and authorized users utilizing a standard Windows Explorer Browser.

Cost per image	\$.07
The cost per image above is for any size up to 11" mx 17"	
Formats larger than 11 x 17 will be scanned on the blueprint scanner @ \$3.00 each	
Indexing per keystroke	Included
Document Preparation per hour	Included

CST Data performed an on-site count and observation sample of active charts provided by CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY. The following results were measured and then extrapolated.

Physical Measurement and Count Results

There are two projects under consideration. One is files in filing cabinets and the other is various blueprints stored in rolls and in blueprint boxes.

Pricing Details

Filing Cabinets

408 inches x 190 (ipi) = 77,520 images x .07 = \$5,426.40

Large Format Plans in the file cabinet at \$3.00 each- There is no real good way to estimate the number of large format as they were interspersed all through out each file.

For estimation purposes, we will use 1 plan per inch as an average for the filing cabinet area.

408 inches x 1 plan per inch = 408 plans x \$3.00 = \$1,209.00

The actual number of images scanned will prevail for billing purposes.

Blueprints

There were 100 rolls of blueprints with the rolls containing as few as 1 page and as many as 60.

For purposes of this estimate, we will assume an average of 20 pages per plan, knowing that the actual number may be more or less than this.

100 Plans x 20 pages per plan = 2000 pages of plans x \$3.00 per plan = \$6,000.00

The actual number of images scanned will prevail for billing purposes.

The documents and the plans will be scanned as a PDF and indexed according to customer specifications. They will then be transferred to a USB or Hard drive so they can be uploaded into the desired server area.

What is included in the all-inclusive scanning price?

The following processes/terms/conditions are also included in the proposed unit costs:

- Detailed Job Specification approved by client prior to beginning conversion process
- Document packing boxes for purging records and storing information not already in boxes
- Scheduled Pick Up of all boxes / records ready for conversion
- Monthly production may be increased or decreased depending on budget fluctuations, special needs or other projects desired to be scanned by CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY.
- CST will store the already scanned boxes of paper for 6 months after scanning at no charge while CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY performs QC audit functions. Once CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY is satisfied that the work has been captured to their satisfaction, CST will shred the paper using a NAID (National Association of Information Destruction) certified shredding company for \$2.00 per box. If CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY desires that the paper not be shredded at that time, CST will either return the paper or continue storing it at the rate of \$1.00 per box per month.
- 24 / 7 access to all customer information at CST Data. CST will provide either faxed copies or Fed-Ex service for record requests of files that are in CST's possession that have not yet been scanned and uploaded to the Laserfiche System or the repository system of choice. **CST will also provide log on access to their server so Carteret County staff can access the records as they are being scanned in the Document Mountain environment. Here, records can be viewed and printed so access to records in virtually uninterrupted during scanning.**
- Conversion of all records in a Kodak Certified Document Conversion Center
- Indexing of converted information based on customer specified index criteria
- Delivery of scanned data on an archival quality CD-ROM disc media with a 100-year written warranty on the disc and the direct to disc imprinted label.
- **100% Image by Image inspection of converted records, removing blank backs, checking for double feeds, image clarity, and overall scanned image quality.**
- CST normally stores all scanned projects on its servers for redundancy and disaster protection for no charge.
- It is the intent of CST Data to manage this relationship in such a way that a true partnership is realized and that an ongoing relationship is in the best interest of both organizations.



Client Acceptance

Company:	CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY
Project Name:	Document Imaging Conversion Services
Date:	<u>November 19, 2021</u>

Project Terms:

- Upon execution of this proposal, CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY will be billed upon the completion of each 600MB data group for scanning. This is the equivalent of one CD-ROM of data and it can contain approximately 20,000 images.
- The proposal is good for the duration of the job and any changes must be accepted in writing by both parties.

By signing below, CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY acknowledges and accepts the contents, terms and conditions of this document and proposal. *Please fax signed copy to 704.927.3287, attention Mark Rigsbee, or scan and e-mail to mrigsbee@cstdata.com*

Accepted by:

CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY

Signature

Name (Please Print)

Title

Date



Partners



North Carolina
Public Health Association

