D-M Information Systems, Inc.
Litigation Support Services and Software

Preliminary Proposal
For Preparation of An
Administrative Record
Regional Water Quality Control Board
San Diego
Cynthia Gorham-Test
858/467-2957

Assumptions / Analysis	Expected Volume
Number of Boxes	60
Pages per Box	2500
Total Pages	150000
Number of Pages per Document	4
Total Documents	37500
Scanning -- Color pages up to 11" x 17"	1500
Scanning -- Oversized pages at 24" x 36"	100
OCR (Y / N)	Y
Repository (Y / N)	N
CD	
DVD	Y
Special Needs: # of Microfiche cards	185
Color prints to 11" x 17"	0
Oversized prints at 24" x 36"	0

SCANNING and CONVERSION
Document preparation, imaging, reassembly, and image conversion services performed at D-M.

ACTIVITY	LINE ITEM	DESCRIPTION	PRICE / UNIT	Estimated Volume	Estimated Cost
Project Management	LA-3	Project Manager (Oversight, communication, managing confidential document issues)	$ 60.00 / hour	2.00	$ 120.00
	LA-5	Scanning Manager (Routine managment plus confidential document issues)	$ 50.00 / hour	4.00	$ 200.00
Setup	SC-1	Scanning Database Setup (one time charge)	$ 50.00 / hour	1.00	No Charge
Preparation	SC-5	Normal Document Preparation	$ 0.03 / page	150,000	$ 4,500.00
	SC-13	Litigation Scanning 300 DPI (up to 11"x17")	$ 0.08 / page	148,000	$ 11,840.00
	SC-14	Scanning Color	$ 1.00 / page	1,500	$ 1,500.00
Imaging	SC-15	Scanning Oversized	$ 7.00 / page	100	$ 700.00
	SC-16	Electronic Image Numbering	$ 0.01 / page	150,000	$ 1,500.00
	SC-17	Electronic Image Branding	$ 0.01 / page	150,000	$ 1,500.00
	SC-18	Inserting File Level Flags (Hot Key or Barcode)	$ 0.01 / flag		$ -
Reassembly	SC-23	Normal Document Reassembly	$ 0.03 / page	150,000	$ 4,500.00
Special Handling	SC-29	Complex Document Processing, Handling or Management	$ 50.00 / hour		$ -
Linking	SC-30, LA-10	Create Standard Image Linking Files	$ 50.00 / hour	4.00	$ 200.00
Subtotal					$ 26,560.00

CODING
Indexing documents to create fielded databases.

ACTIVITY	LINE ITEM	DESCRIPTION	PRICE / UNIT	Estimated Volume	Estimated Cost
Project Management	LA-3	Supervision and Oversight of Project Activities	$ 60.00 / hour	2.00	$ 120.00
	LA-4	Managing Project-Specific Activites	$ 50.00 / hour	4.00	$ 200.00
Setup	CD-1	Coded Database Setup	$ 50.00 / hour	1.00	No Charge
	CD-2	File Level Coding	$ 2.00 / file		$ -
	CD-3	Basic Document (**BID, EID, Date, Doc Type, Exact Re/Title**)	$ 1.05 / doc	37,500	$ 39,375.00
	CD-4	Each Additional Coded Field (**To, From) (2 @ 20 cents ea.**)	$ 0.40 / doc	37,500	$ 15,000.00
Key Entry	CD-5	Flagged Fields	$ 0.05 / entry		$ -
	CD-6	Other Identifier	$ 0.15 / entry		$ -
	CD-7	Global Fields (**Page count**)	$ 0.01 / entry	37,500	$ 375.00
	CD-8	Enhanced Re/Title	$ 0.50 / doc		$ -
	CD-9a	Logical Boundary Determination (Unitization)	$ 0.04 / page		$ -
QC	CD-13	Quality Control	$ 50.00 / hour	50.00	$ 2,500.00
Special Handling	CD-14	Complex Document Processing, Handling or Management	$ 50.00 / hour		$ -
Training		Necessary project specific training	$ 45.00 / hour	1.00	$ 45.00
Subtotal					$ 57,615.00

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OPTICAL CHARACTER RECOGNITION (OCR)
Converting images into text, including creation of word-searchable images.

ACTIVITY	LINE ITEM	DESCRIPTION	PRICE / UNIT		Estimated Volume	Estimated Cost
Setup	OC-1	OCR Database Setup (one time charge)	$ 50.00	/ hour	1.00	No Charge
Image to Text	OC-2	tiff Image to Text Conversion	$ 0.03	/ page	150,000	$ 4,500.00
Subtotal						$ 4,500.00

LABOR
Labor needed for managing, programming and providing technical support for any specific project.

ACTIVITY	LINE ITEM	DESCRIPTION	PRICE / UNIT	Estimated Volume	Estimated Cost
Technical Specialist	LA-1	Specialized Technical Assistance and Consulting **(Creating index as a spreadsheet from coded information)**	$ 150.00 / hour	4.00	$ 600.00
Project Management	LA-2	Program Manager	$ 95.00 / hour	10.00	$ 950.00
Technical Support	LA-9	Senior Technical Support Specialist **(Link spreadsheets and create DVDs)**	$ 75.00 / hour	6.00	$ 450.00
Subtotal					$ 1,400.00

PROJECT MATERIALS AND ODC's
Direct expenses for materials, supplies, travel needed to deliver products in accordance with work orders.

ACTIVITY	LINE ITEM	DESCRIPTION	PRICE / UNIT	Estimated Volume	Estimated Cost
Project Materials & Expenses	ME-1	Contract Specific Supplies **(Subcontracted conversion of estimated 12,950 microfiche images on 185 cards.)**	cost + 15%	$ 1,295.00	$ 1,489.25
Photocopies	ME-2	Copies Needed to Manage the Specific Project	$ 0.20 / copy		$ -
Shipping / Handling	ME-7	Delivery Fee, Shipping Charges, Postage or Delivery Service	cost + 15%	$ 30.00	$ 34.50
	ME-9	Packing and Labeling Boxes for Shipment	$ 45.00 / hour	2.00	$ 90.00
DM Delivery Service	ME-10	Delivery within 20 miles (downtown Sacramento)	no charge		
	ME-11	Delivery beyond 20 miles	$ 40.00 / hour		$ -
Subtotal					$ 1,613.75

DELIVERABLES
Materials required to deliver databases and image sets to recipients.

ACTIVITY	LINE ITEM	DESCRIPTION	PRICE / UNIT	Estimated Volume	Estimated Cost
DVD	DE-3	DVD Master + Archive **(RWQCB copy)**	$ 50.00 / CD	3	$ 150.00
	DE-4	Duplicate DVD **(Copies for Court and Plaintiff)**	$ 50.00 / CD	6	$ 300.00
	DE-4a	DVD in iPublish format	$ 65.00 / CD		$ -
	De-4b	DVD in Passport Reader format	$ 100.00 / CD		$ -
Subtotal					$ 450.00

Estimated Grand Total	$ 92,138.75

Assumptions, Specifications and Requirements

1. This project involves preparing an Administrative Record (AR) from an ordered set of documents containing approximately 150,000 pages.
2. The AR will be comprise a series of DVDs, each containing a copy of the index as a spreadsheet with links to images of document pages.
3. The index on each DVD will show page ranges for all documents, but will provide links only to images on that DVD.
4. The RWQCB will deliver all documents in order. D-M will scan the documents in the order provided.
5. The prefix for the project will be provided by the RWQCB.
6. All images will be scanned at 300 dpi.
7. Document level coding done at D-M will be used to create the index.
8. The specific form of the index will be negotiated with the REWQCB.
9. The delivery deadline is currently unknown by D-M.