



**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The internet address for GSA *Advantage* is: gsaadvantage.gov

Contractor:

Royal Imaging Services, LLC
6100 Corporate Drive, Suite 470
Houston, Texas 77036

Phone Number: 713-975-7453
Fax Number: 713-975-0603
Website: www.royalimaging.com

Point of Contact: Bill Taye
Phone Number: 212-253-1511 ext. 6035
Fax Number: 713-975-0603
Email Address: btaye@royalimaging.net

Business Size: Small

Contract Number: GS-03F-0134X
Contract Period: June 15, 2011 to June 14, 2016

Schedule Title: The Office, Imaging and Document Solution
Federal Supply Class: 36

INFORMATION FOR ORDERING ACTIVITIES:

1a. Awarded Special Item Numbers (SIN):
51-409 Network, Optical Imaging Systems and Solutions
51-501 Needs Assessment and Analysis Services
51-504 Records Management Services
51-506 Document Conversion Services
51-508 Litigation Support Services
733-1 Mail Room Administrative Support Services

1b. Lowest Prices: N/A



1c. Job Descriptions to Coincide With Hourly Rates

| Service Proposed | Job Title | Detailed Position Description and functional responsibilities | Min Yrs of Education | Min Years of Experience |
|--|--|---|------------------------------------|----------------------------|
| Professional Services - Onsite | Onsite Implementation and Support Specialist | Onsite professional services for consultation and implementation of electronic document management systems. The design, installation, set-up, and configuration of imaging and electronic document management solutions. | Bachelor's Degree in related field | 3 years related experience |
| Professional Services - Remote Access | Remote Implementation and Support Specialist | Remote access professional services for consultation and implementation of electronic document management systems. The design, installation, set-up, and configuration of imaging and electronic document management solutions. | Bachelor's Degree in related field | 3 years related experience |
| Professional Services - Software Application Development | Programmer | Professional services for developing customized software application | Bachelor's Degree in related field | 3 years related experience |
| Database Building | Network Administrator | Building a database structure in either an existing document management software system, or in a customly built system. | Bachelor's Degree in related field | 3 years related experience |
| Document Preparation | Document Prep Clerk | Specialty Handling Document Preparation including document organizing and culling - performed by a document prep clerk. | High School Diploma or Equivalent | 1 year experience |
| Imaging/Scanning | Scan Technician | Specialty Scanning including operation and maintenance of high-speed and specialty scanners. | High School Diploma or Equivalent | 1 year scanning experience |
| Indexing | Data Entry Tech | Specialty Indexing including keying and coding of scanned documents to customer specification. | High School Diploma or Equivalent | 1 year experience |
| Quality Control | QC Technician | Specializes in quality control of scanned images and keyed data and performs rework as necessary per QC protocols. | High School Diploma or Equivalent | 1 year scanning experience |

2. Maximum Order:

51-409 Network, Optical Imaging Systems and Solutions - \$350,000

51-501 Needs Assessment and Analysis Services - \$1,000,000

51-504 Records Management Services - \$1,000,000

51-506 Document Conversion Services - \$1,000,000

51-508 Litigation Support Services - \$1,000,000

733-1 Mail Room Administrative Support Services - \$1,000,000

3. Minimum Order: None

4. Geographic Coverage: Domestic (CONUS), Europe

5. Point(s) of Production:

8850 N. McArthur Blvd.
Suite 100
Irving, TX 75063



6100 Corporate Drive
Suite 470
Houston, TX 77036

2103 Coral Way
Suite 720
Miami, FL 33145

242 West 38th Street
8th Floor
New York, NY 10018

155 West Washington Blvd
Suite 660
Los Angeles, CA 90015

116 Rue Saint-Denis
75002 Paris, France

6. Basic Discount: 10% - 90% discount vs. commercial price list

7. Quantity Discount(s): N/A

8. Prompt Payment Terms: 2% 10 days Net 30; 1% 20 days Net 30

9a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD.

9b. GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.

10. Foreign Items: None

11a. Time of Delivery: 7 to 15 days after receipt of order (ARO)

11b. Expedited Delivery: Available

11c. Over-night and 2-day Delivery: Available

11d. Urgent:

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor



for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B: Destination

13a. Ordering Address:

Royal Imaging Services, LLC
6100 Corporate Drive
Suite 470
Houston, TX 77036

13b. Ordering Procedures:

For supplies and services, ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Home page (www.fss.gsa.gov/schedules).

14. Payment Address:

Royal Imaging Services
Attn: Accounts Receivable
6100 Corporate Drive
Suite 470
Houston, TX 77036

15. Warranty Provision: Standard Commercial Warranty

16. Export Packing Charges: N/A

17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro purchase level): None

18. Terms and Conditions of rental, maintenance, and repair: Standard Commercial Terms & Conditions Apply

19. Terms and conditions of Installation: Standard Commercial Terms & Conditions Apply

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A



20a. Terms and conditions for any other services: Standard Commercial Terms & Conditions Apply

21. List of service and distribution points: Same as production points/locations mentioned in #5 above.

22. List of participating dealers: N/A

23. Preventive maintenance: Available

24. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants): Green Business Bureau Platinum Member

25. Data Universal Number System (DUNS) number: 009972225

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered in SAM and the CCR database.



Royal Imaging Services LLC GSA Schedule Price List
Document Management & Conversion
Updated 02/24/2015

Document Conversion Services – Standard Paper Scanning
SIN 51 506

| Service | Services Description | Price | Unit of Issue |
|-----------------------|--|--------|---------------|
| Scanning A Size | Letter & Legal size @ 200 or 300 dpi b/w | \$0.03 | Per Image |
| Scanning A Size Color | Letter & Legal size @ 200 dpi color | \$0.05 | Per Image |

Document Conversion Services – Non-Standard Size Paper Scanning
SIN 51 506

| Service | Services Description | Price | Unit of Issue |
|------------------------------|---|--------|----------------|
| Scanning B Size | Scanning B size (11x17) @ 200 or 300 dpi b/w | \$0.06 | Per Image |
| Scanning B Size Color | Scanning B size (11x17) @ 200 dpi color | \$0.11 | Per Image |
| Scanning C-E Size | Scanning C-E size (17x22 - 34x44) @ 200 or 300 dpi b/w | \$1.25 | Per Image |
| Scanning C-E Size Color | Scanning C-E size (17x22 - 34x44) @ 200 dpi color | \$2.85 | Per Image |
| Scanning Oversize | Scanning larger than 44" and up to 52" @ 200 or 300 dpi b/w | \$3.60 | Per Image |
| Scanning Oversize Color | Scanning larger than 44" and up to 52" @ 200 dpi color | \$6.50 | Per Image |
| Scanning Well Logs | Scanning of Well Logs @ 200 or 300 dpi b/w | \$.75 | Per linear ft. |
| Scanning Books/ Glasswork | Scanning of bound books or scanning that requires glasswork (manual scanning on flatbed scanner), letter & legal size | \$0.39 | Per Image |



**Document Conversion Services – Scanning Slides/Negatives/Aperture Cards
SIN 51 506**

| Services | Services Description | Price | Unit of Issue |
|------------------------------|---|--------|---------------|
| Scanning Slides or Negatives | Scanning of standard size slides or negatives @ 200 dpi color | \$0.29 | Per Image |
| Scanning Aperture Cards | Scanning Aperture Cards @ 200 dpi b/w | \$0.29 | Per Card |

**Document Conversion Services – Scanning Microfilm
SIN 51 506**

| Services | Services Description | Price | Unit of Issue |
|---------------------------|--|--------|---------------|
| Microfilm Scanning – 16mm | Scanning 16mm microfilm 200 or 300 dpi b/w | \$.025 | Per Image |
| Microfilm Scanning – 35mm | Scanning 35mm microfilm 200 or 300 dpi b/w | \$.05 | Per Image |

**Document Conversion Services – Scanning Microfiche
SIN 51 506**

| Services | Services Description | Price | Unit of Issue |
|---------------------------------------|--------------------------------|--------|---------------|
| Microfiche Scanning - COM | Scanning at 200 or 300 dpi b/w | \$.035 | Per Image |
| Microfiche Scanning – Step and Repeat | Scanning at 200 or 300 dpi b/w | \$.05 | Per Image |
| Microfiche Scanning - Jacketed | Scanning at 200 or 300 dpi b/w | \$.06 | Per Image |



**Document Conversion Services – Document Prep Services
SIN 51 506**

| Services | Services Description | Price | Unit of Issue |
|-----------------------------------|--|--------|---------------|
| Document Prep | This process consists of removing staples, paperclips and all other types of bindings from paperwork in preparation for scanning | \$0.02 | Per Page |
| Cutting Bindings | Cutting binding off books in preparation for scanning | \$4.50 | Per Book |
| Envelope Removal | Removing documents from sealed envelopes in preparation for scanning | \$0.15 | Per Envelope |
| Document Post-Scan Reconstruction | Restoring files to their original state as received, including bindings, after scanning | \$0.04 | Per Page |

**Document Conversion Services – Document Indexing Services
SIN 51 506**

| Services | Services Description | Price | Unit of Issue |
|-------------------------------|--|--------|---------------|
| Indexing | Naming electronic files to customer specification after scanning | \$0.01 | Per Keystroke |
| Bookmarking | Creating and naming bookmark links in PDF documents to customer specification after scanning | \$0.50 | Per Bookmark |
| Hyperlinking | Creating live hyperlinks in PDF documents to customer specification after scanning | \$0.50 | Per Hyperlink |
| Optical Character Recognition | OCR – b/w images | \$0.01 | Per Image |
| Optical Character Recognition | OCR - color images | \$0.02 | Per Image |

**Document Conversion Services – Quality Control Services
SIN 51 506**

| Services | Services Description | Price | Unit of Issue |
|----------------------------------|---|--------|---------------|
| Quality Control | Verification of each scanned image on a computer screen as separate process after scanning – 95% or better accuracy. | \$0.02 | Per Image |
| Quality Control – Page to Screen | Verification of each paper document vs. the scanned image on a computer screen as separate process after scanning – 99% or better accuracy. | \$0.04 | Per Image |



Document Conversion Services – Database Building Services
SIN 51 506

| Services | Services Description | Price | Unit of Issue |
|-------------------|--|---------|---------------|
| Database Building | Building files to a document management system | \$60.00 | Per Hour |

Document Conversion Services – Electronic File Delivery Services
SIN 51 506

| Services | Services Description | Price | Unit of Issue |
|----------------------------|--|---------|-----------------|
| Output Media - CD | Record data to CD w/CD label – 700MB | \$25.00 | Per CD |
| Output Media - DVD | Record data to DVD w/DVD label – 4.2GB | \$65.00 | Per DVD |
| Output Media - Flash Drive | Record data to a Flash Drive – 8GB | \$85.00 | Per Flash Drive |
| Output Media - Portable HD | Record data to a portable Hard Drive – 1TB | \$395 | Per Hard Drive |
| Secure FTP Transfer | Transferring files to customer via SFTP | \$35.00 | Per GB |

Document Conversion Services – Onsite Scanning Services
SIN 51 506

| Services | Services Description | Price | Unit of Issue |
|---------------------------------------|---|-------|---------------|
| On-Site Scanning Setup Fee | Setting up and allocating equipment for scanning on-site at a customer's location. Price is a set fee for the duration of the project. | 2,995 | Per Scanner |
| On-Site Scanning Daily Production Fee | Managing and performing a scanning project on-site at a customer's location. This fee is in addition to the On-site Setup fee and is charged per day worked (This fee is additional to the normal per image scanning rates for on-site projects). | \$195 | Per Person |



**Mail Room Administrative Support Services/Automated AP Services
SIN 733 1**

| Services | Services Description | Price | Unit of Issue |
|-----------------|---|--------------|----------------------|
| Mailroom Setup | Daily setup for prepping, scanning, and data entry of incoming mail. Includes reporting and file formatting or database building. Normal prep, scan, and data entry fees, under SIN 51 506, apply in addition to daily setup fee. Price shown is for processing at one of Royal Imaging's production facilities (for on-site production at a customer's facility, the rate will increase to \$195/day). | \$85.00 | Per Day |
| PO Box Pickup | Picking up mail from a designated PO box or boxes (within 10 miles) on a regular basis for scanning and processing | \$45 | Per Pickup |

**Records Management/Storage Services
SIN 51 504**

| Service | Service Description | Price | Unit of Issue |
|--|--|--------------|-----------------------|
| Storage Boxes | Boxes for documents. | \$2.20 | Per Box |
| Records Inventory | Labeling and logging boxes for pickup and storage. | \$4.50 | Per Box |
| Document Pick-up and Delivery Services | Pick-up and drop-off of documents from the customer. | \$3.00 | Per Box + Per Mile |
| Box Storage | Climate controlled secure box storage, short or long term. | \$1.95 | Per cu. ft. Per Month |
| Document Shredding/Destruction | Certified Shredding of original paper documents. | \$4.50 | Per cu. ft. |



Document Cloud/Web Hosting Services
SIN 51 504

| Service | Service Description | Price | Unit of Issue |
|--------------------------------------|--|----------|---------------|
| Royal Imaging Online – Cloud Service | Royal Cloud - Unlimited read-only users - Monthly fee for storing files on Royal Imaging's server providing the user access via secure web portal. | \$695.00 | Per Month |
| Royal Imaging Online – Cloud Service | Royal Cloud – 1 read-only user - Monthly fee for storing electronic files on Royal Imaging's server providing the user access via secure web portal. | \$79.00 | Per Month |
| Royal Imaging Online – Cloud Service | Royal Cloud – 1 full-functional user - Monthly fee for storing files on Royal Imaging's server providing the user access via secure web portal. | \$129.00 | Per Month |

Litigation Support Services
SIN 51 508

| Services | Services Description | Price | Unit of Issue |
|------------------|--|--------|---------------|
| Imaging/Scanning | Scanning Legal work with mixed condition paperwork @ 200 or 300 dpi. Includes standard doc prep and quality control. | \$0.08 | Per Image |
| Bates Labeling | Electronically bates stamping scanned documents | \$0.01 | Per Image |
| Indexing/Coding | Naming or Coding documents to specification for query of docs after scanning. | \$0.01 | Per Keystroke |

Needs Assessment & Analysis Services/Professional Install & Implementation Services
SIN 51 501

| Service | Service Description | Price | Unit of Issue |
|---------------------------------------|--|----------|---------------|
| DMS Implementation & Support - Onsite | Onsite professional services for consultation and/or implementation of electronic document management systems. The design, installation, set-up, and configuration of imaging and electronic document management solutions including end user training. | \$225.00 | Per Hour |
| DMS Implementation & Support - Remote | Remote access professional services for consultation and/or implementation of electronic document management systems. The design, installation, set-up, and configuration of imaging and electronic document management solutions including end user training. | \$125.00 | Per Hour |



Software Products

Records Management Services – Dokmee Document Management System – Web Edition SIN 51 504

| Product | Part Number | Item Name/Description | Price | Unit of Issue |
|---------|-------------|---|--------------|---------------|
| Dokmee | 400.01 | Web Edition – Self Hosted. 1 Concurrent User (incl. Web Server License) | \$2,331.000 | Each |
| Dokmee | 400.02 | Web Edition – Self Hosted. 2 Concurrent Users (incl. Web Server License) | \$3,496.50 | Each |
| Dokmee | 400.03 | Web Edition – Self Hosted. 3 Concurrent Users (incl. Web Server License) | \$4,662.00 | Each |
| Dokmee | 400.04 | Web Edition – Self Hosted. 4 Concurrent Users (incl. Web Server License) | \$5,827.50 | Each |
| Dokmee | 400.05 | Web Edition – Self Hosted. 5 Concurrent Users (incl. Web Server License) | \$7,177.50 | Each |
| Dokmee | 400.10 | Web Edition – Self Hosted. 10 Concurrent Users (incl. Web Server License) | \$10,867.50 | Each |
| Dokmee | 400.15 | Web Edition – Self Hosted. 15 Concurrent Users (incl. Web Server License) | \$14,332.50 | Each |
| Dokmee | 400.20 | Web Edition – Self Hosted. 20 Concurrent Users (incl. Web Server License) | \$17,572.50 | Each |
| Dokmee | 400.30 | Web Edition – Self Hosted. 30 Concurrent Users (incl. Web Server License) | \$24,052.50 | Each |
| Dokmee | 400.50 | Web Edition – Self Hosted. 50 Concurrent Users (incl. Web Server License) | \$36,787.50 | Each |
| Dokmee | 400.75 | Web Edition – Self Hosted. 75 Concurrent Users (incl. Web Server License) | \$51,862.50 | Each |
| Dokmee | 400.100 | Web Edition – Self Hosted. 100 Concurrent Users (incl. Web Server License) | \$65,812.50 | Each |
| Dokmee | 400.150 | Web Edition – Self Hosted. 150 Concurrent Users (incl. Web Server License) | \$94,500.00 | Each |
| Dokmee | 400.200 | 200 Concurrent Users (incl. Web Server License) | \$121,500.00 | Each |
| Dokmee | 400U | Web Edition – Self Hosted. Unlimited Concurrent Users | \$135,000.00 | Each |



**Records Management Services – Dokmee DMS – Network Professional Edition
SIN 51 504**

| Product | Part Number | Item Name/Description | Price | Unit of Issue |
|---------|-------------|---|------------------|---------------|
| Dokmee | 301.01 | Professional Edition – Full Client. 1 – 4 Licenses | \$580.50 +OCR | Per Station |
| Dokmee | 301.05 | Professional Edition – Full Client. 5 - 9 Licenses | \$544.50 +OCR | Per Station |
| Dokmee | 301.10 | Professional Edition – Full Client. 10 – 24 Licenses | \$508.50 +OCR | Per Station |
| Dokmee | 301.25 | Professional Edition – Full Client. 25 – 49 Licenses | \$472.50 +OCR | Per Station |
| Dokmee | 301.50 | Professional Edition – Full Client. 50+ Licenses | \$437.40 +OCR | Per Station |
| Dokmee | 301RO | Professional Edition - Read Only Client. Individual Licenses | \$162.00 | Per Station |
| Dokmee | 301ROU | Professional Edition - Read Only Client. Unlimited Licenses | \$9,900.00 | License |
| Dokmee | 700 | IRIS OCR Engine. (Required per full client license) | \$135.00 | Per Station |

**Records Management Services – Dokmee DMS – Network Enterprise Edition
SIN 51 504**

| Product | Part Number | Item Name/Description | Price | Unit of Issue |
|---------|-------------|---|--------------------|---------------|
| Dokmee | 302.01 | Enterprise Edition – Full Client. 1 – 4 Licenses | \$1,030.50 +OCR | Per Station |
| Dokmee | 302.05 | Enterprise Edition – Full Client. 5 - 9 Licenses | \$972.00 +OCR | Per Station |
| Dokmee | 302.10 | Enterprise Edition – Full Client. 10 - 24 Licenses | \$913.50 +OCR | Per Station |
| Dokmee | 302.25 | Enterprise Edition – Full Client. 25 - 49 Licenses | \$855.00 +OCR | Per Station |
| Dokmee | 302.50 | Enterprise Edition – Full Client. 50+ Licenses | \$797.40 +OCR | Per Station |
| Dokmee | 302RO | Enterprise Edition - Read Only Client. Individual Licenses | \$162.00 | Per Station |
| Dokmee | 302ROU | Enterprise Edition - Read Only Client. Unlimited licenses | \$9,900.00 | License |
| Dokmee | 700 | IRIS OCR Engine. (Required per full client license) | \$135.00 | Per Station |



**Records Management Services – Dokmee DMS – Cloud/Hosted Edition
SIN 51 504**

| Product | Part Number | Item Name/Description | Price | Unit of Issue |
|----------------|--------------------|---|--------------|----------------------|
| Dokmee | 500.10 | Dokmee Cloud – Hosted. 10GB Storage Capacity + 1 User | \$17.95 | Per Month |
| Dokmee | 500.25 | Dokmee Cloud – Hosted. 25GB Storage Capacity + 1 User | \$26.95 | Per Month |
| Dokmee | 500.50 | Dokmee Cloud – Hosted. 50GB Storage Capacity + 1 User | \$44.95 | Per Month |
| Dokmee | 500.100 | Dokmee Cloud – Hosted. 100GB Storage Capacity + 1 User | \$80.95 | Per Month |
| Dokmee | 500.150 | Dokmee Cloud – Hosted. 150GB Storage Capacity + 1 User | \$116.95 | Per Month |
| Dokmee | 500.200 | Dokmee Cloud – Hosted. 200GB Storage Capacity + 1 User | \$152.95 | Per Month |
| Dokmee | 500.300 | Dokmee Cloud – Hosted. 300GB Storage Capacity + 1 User | \$224.95 | Per Month |
| Dokmee | 501 | Dokmee Cloud – Hosted. Additional Cloud User | \$9.00 | Per Month |

**Records Management Services – Dokmee Capture Scanning Software
SIN 51 504**

| Manufacturer | Part Number | Item Name/Description | Price | Unit of Issue |
|---------------------|--------------------|--|--------------------|----------------------|
| Dokmee Capture | 601 | Dokmee Capture – Stand Alone - Full Client License | \$630.00 +OCR | Per Station |
| Dokmee Capture | 602 | Dokmee Capture – Network - Full Client License | \$1,530.00 +OCR | Per Station |
| Dokmee Capture | 600 | Dokmee Capture – Custom Export Scripts. | \$445.50 | Per Script |
| Dokmee Capture | 701 | IRIS OCR Engine. (Required per full client license) | \$225.00 | Per Station |



**Records Management Services – Dokmee DMS – Professional Services
SIN 51 504**

| Product | Part Number | Item Name/Description | Price | Unit of Issue |
|----------------|--------------------|---|--------------|----------------------|
| Dokmee | 100.01 | Professional Services. Install and Training Online/Remote | \$112.50 | Per Hour |
| Dokmee | 100.02 | Professional Services. Install and Training Onsite (Minimum 20 hours required) | \$225.00 | Per Hour |
| Dokmee | 100.03 | Professional Services. Technical Support (no AMP) | \$85.50 | Per Hour |
| Dokmee | 100.04 | Professional Services. Database & Repository Recovery | \$250.00 | Per Hour |

**Records Management Services – Dokmee DMS – Annual Maintenance & Support Plan
SIN 51 504**

| Product | Part Number | Item Name/Description | Price | Unit of Issue |
|----------------|--------------------|--|--------------|----------------------|
| Dokmee | 200.01 | 1 st Year Support & Maintenance included at no cost with any Dokmee Software purchase. | Free | Year 1 |
| Dokmee | 200 | Annual Support & Maintenance. (% of total current list price for all software components owned) | 20% | Per year |
| Dokmee | 201 | SDK Developer Support. | \$1,500.00 | Per Year |



**Records Management Services – DocuWare Document Management System – Server Type
SIN 51 504**

| Product # | Item Name | Description | Price |
|------------------|------------------------------|---|--------------|
| DW BSERV | DocuWare BUSINESS Server | Entry-level Server for small businesses with one Server, one site and with no need for Add-On Modules or file cabinets of more than 4GB size. Add-On Modules for MFPs only. One Server License for usage on one server. Please contact DocuWare for Client License details. | \$495.00 |
| DW PSERV | DocuWare PROFESSIONAL Server | Flexible Server for mid-sized organizations. One End-User Organization per DocuWare System. Unlimited file cabinet size. Synchronization of file cabinets at remote sites (requires additional server license). Includes Web Client Server. Expandable with DocuWare's Add-On Modules. One Server License for usage on one server. | \$6,543.00 |
| DW ESERV | DocuWare ENTERPRISE Server | Scalable Server for large organizations. Supports unlimited number of Organizations per DocuWare System, which share the Server licenses. Supports clustering and load balancing, encryption of document files, and attaching of 3rd party storage solutions. Includes Web Client Server. Two Server Licenses for usage on up to two servers. Each Organization requires separate Add-On Modules and Client Licenses. | \$18,724.50 |

**Records Management Services – DocuWare DMS– User Licensing
SIN 51 504**

| Product # | Item Name | Description | Price |
|------------------|------------------------|--|--------------|
| DW CL 1 | 1-4 DW Client Licenses | User License for usage on PC-Workstation of DocuWare Windows and Web Client software, of Server software in single-user mode and of Add-On Modules which all are licensed for the End-User Organization. Price level depends on the total number of licenses purchased by one End-User Organization. Each license may be used as one Concurrent License or converted to two Named Licenses. The user has the option to use a DocuWare Concurrent or a DocuWare Named license either as a Windows Client or a Web client. Price is for each Concurrent License. | \$1,147.50 |



**Records Management Services – DocuWare DMS– User Licensing Continued
SIN 51 504**

| Product # | Item Name | Description | Price |
|------------------|--|---|--------------|
| DW CL 5 | 5-9 DW Client Licenses | See Above. | \$1,100.00 |
| DW CL 10 | 10-19 DW Client Licenses | See Above. | \$1,067.00 |
| DW CL 20 | 20-29 DW Client Licenses | See Above. | \$1,014.00 |
| DW CL 30 | 30-49 DW Client Licenses | See Above. | \$981.00 |
| DW CL 50 | 50-69 DW Client Licenses | See Above. | \$883.00 |
| DW CL 70 | 70-99 DW Client Licenses | See Above. | \$788.00 |
| DW CL 100 | 100-149 DW Client Licenses | See Above. | \$704.00 |
| DW CL 150 | 150+ DW Client Licenses | See Above. | \$652.00 |
| DW CL site | DW Client Site License | Unlimited number of Concurrent Client Licenses for use with PC-Workstations physically located within one site. A site is defined as a building or a group of buildings not divided by any public roads. License may not be used 63600-10% outside a site or converted to Named Licenses at any time. If individual Client Licenses are purchased in addition to a Site license, the price of such Client Licenses is calculated as if 50 Client Licenses had been purchased (Site License counts as 50 Client Licenses). | \$57,240.00 |
| DW CL serv WRO | DW Web Client Server License Read-Only | Unlimited number of Client Licenses for Read- Only access to DocuWare file cabinets via one Web Client instance on one server. | \$12,186.00 |



**Records Management Services – DocuWare DMS– Add-on Modules
SIN 51 504**

| Product # | Item Name | Description | Price |
|------------------|-----------------------------|---|--------------|
| DW SC | DocuWare Smart Connect | Fully automated retrieval and indexing of documents from third-party applications. By clicking a button, the document is displayed immediately on screen. One Add-on Module License, also available for DocuWare BUSINESS. | \$2,457.00 |
| DW C2OUTL | DocuWare CONNECT to Outlook | Structured storage of email integrated in Microsoft Outlook. Access to stored mail inside Outlook's user interface. One Add-on Module License. | \$2,457.00 |
| DW MOBIP | DocuWare Mobile | Document retrieval and display, task list and stamps for document approval with iPhone, iPad, Android Phones & Pads, Blackberry and Windows Phone. The apps can be downloaded for free from the respective stores. One Add-on Module License. | \$1,516.00 |
| DW TMGR | DocuWare Task Manager | Controlling of document workflow processes through Task Lists in Web Client. Email Notification for new documents or changed index values. One Add-on Module License. | \$4,891.00 |
| DW AIX2 | DocuWare AUTOINDEX | Automatic assignment of external database information to pre-indexed documents in DocuWare file cabinets. One Add-on Module License. | \$3,190.00 |
| DW WFMGR | DocuWare Workflow Manager | Structured workflows with out-of-office and escalation management. Definition in graphical workflow designer. One Add-on Module License. | \$12,186.00 |
| DW BCF | DocuWare Barcode & Forms | Automated Recognition of barcodes and page separation. Pre-indexing of documents based on zone templates. One Add-on Module License. | \$4,891.00 |
| DW IMP | DocuWare IMPORT | Automated Import of files to DocuWare baskets and file cabinets. Simple index enhancements. One Add-on Module License. | \$2,457.00 |
| DW C2MAIL | DocuWare CONNECT to Mail | Automated storing of emails with index enhancement from email headers. Supported Email Systems: Microsoft Exchange. | \$2,457.00 |



Hardware Products

Records Management Services – Wide Format Scanners SIN 51 409

| Part Number | Model | Description | GSA Price | Warranty |
|------------------|---|--|-------------|-----------------|
| SD36 5399A506 | Contex/ SD 3650+ (Trade Compliant) | 36" Color Scanner for CAD / Line Drawings, 1200dpi Optical Resolution, 10.0 ips Mono Scan Speed (200 dpi), 1.5 ips Color Scan Speed (200 dpi), USB Interface, Windows 8, 7, XP and Vista compatible. ENERGY STAR Certified. | \$5,890.00 | 2 Year Parts |
| SD36 5399A507 | Contex/ SD 3690+ (Trade Compliant) | 36" Color Scanner for CAD / Line Drawings, 1200dpi Optical Resolution, 10.0 ips Mono Scan Speed (200 dpi), 3.0 ips Color Scan Speed (200 dpi), USB Interface, Windows 8, 7, XP and Vista compatible. ENERGY STAR Certified. | \$6,590.00 | 2 Year Parts |
| IQ44 5200D514 | Contex/ IQ Quattro 4450 (Trade Compliant) | 44" Color Scanner for CAD / Line Drawings, 1200dpi Optical Resolution, 14.0 ips Mono Scan Speed (200 dpi), 7.0 ips Color Scan Speed (200 dpi), USB Interface, Windows 7, XP and Vista compatible. Includes 1GB push/pull network connection. ENERGY STAR Certified. | \$6,690.00 | 2 Year Parts |
| IQ44 5200D516 | Contex/ IQ Quattro 4490 (Trade Compliant) | 44" Color Scanner for CAD / Line Drawings, 1200dpi Optical Resolution, 14.0 ips Mono Scan Speed (200 dpi), 14.0 ips Color Scan Speed (200 dpi), USB Interface, Windows 7, XP and Vista compatible. Includes 1GB push/pull network connection. ENERGY STAR Certified. | \$8,690.00 | 2 Year Parts |
| HD42 6799G535 | Contex/ HD Ultra i4250s (Trade Compliant) | 42" Color Scanner for Photos / Renderings, 1200dpi Optical Resolution, 12.0 ips Mono Scan Speed (200 dpi), 4.0 ips Color Scan Speed (200 dpi), Ethernet/USB Interface, Windows 8, 7, XP and Vista compatible. Network ready. ENERGY STAR Certified. | \$11,690.00 | 2 Year Parts |
| HD42 6799G536 | Contex/ HD Ultra i4290s (Trade Compliant) | 42" Color Scanner for Photos / Renderings, 1200dpi Optical Resolution, 12.0 ips Mono Scan Speed (200 dpi), 8.0 ips Color Scan Speed (9200 dpi), Ethernet/USB Interface, Windows 8, 7, XP and Vista compatible. Network ready. ENERGY STAR Certified. | \$14,390.00 | 2 Year Parts |
| 6700E0060 58 | Contex/ HD 5450 Plus Scanner (Trade Compliant) | 54" Color Scanner for Photos / Renderings, 508dpi Optical Resolution, 12.0 ips Mono Scan Speed (400 dpi), 3.0 ips Color Scan Speed (400 dpi), Ethernet/USB Interface, Windows 7, XP and Vista compatible. ENERGY STAR Certified. | \$17,790.00 | 2 Year Parts |



LABOR DESCRIPTIONS

Professional:

Title: General Manager

Description: Plans, organizes, directs, and oversees all work at Royal Imaging Services. Responsible for implementing policies and procedures that ensure the overall quality of the company.

Education Requirements: College degree plus 5 years related experience.

Title: Production Manager

Description: Responsible for job production which includes setup, processing, quality control, and delivery/output.

Education Requirements: College degree plus 3 years related experience.

Non-Professional:

Title: Indexing Specialist

Description: Responsible for data entry and information processing to help ensure the smooth and efficient handling of information. Main duties include: keying in text, entering data into a computer, operating a variety of office machines, and performing other clerical duties.

Education Requirements: High School diploma plus 1 year related experience.

Title: Scanning Specialist

Description: Responsible for scanning documents and converting them to digital images on CD, DVD or the Internet. Required to pay close attention to detail, maintain up-to-date knowledge of scanner settings, as well as meet all deadlines and produce error-free results.

Education Requirements: High School diploma.



Title: Document Preparer

Description: Prepare documents such as file folders, brochures, pamphlets, and catalogs for scanning. Responsible for using staple pullers, paper cutters, photocopy machine, rubber stamps, and other work devices.

Education Requirements: High School diploma preferred.

Title: Quality Control Operator

Description: Responsible for reviewing scanned documents and evaluating mistakes made during the scanning process such as subpar images captured. Responsible for both flagging and rescanning poor images.

Education Requirements: High School diploma.