



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!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is: <http://www.fss.gsa.gov>.

FEDERAL SUPPLY SCHEDULE 36
OFFICE IMAGING AND DOCUMENT SOLUTIONS

FSC Classes

Special Item Number 51-506

Document Conversion Services

Contract Number: GS-25F-0111M

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Period Covered by Contract: November 9, 2006 through November 8, 2011

Contract Extension
REV 3

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Business Size: Small Business

TABLE OF CONTENTS

1A. SERVICES PRICES 3

1B. SERVICES DESCRIPTIONS..... 4

2. GENERAL SPECIFICATIONS..... 17

3. MAXIMUM ORDER..... 17

4. MINIMUM ORDER 17

5. GEOGRAPHIC COVERAGE 17

6. POINTS OF PRODUCTION..... 17

7. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE..... 17

8. QUANTITY DISCOUNT 17

9. PROMPT PAYMENT TERMS..... 17

10. GOVERNMENT COMMERCIAL CREDIT CARD ACCEPTANCE 17

11. FOREIGN ITEMS..... 18

12. TIME OF DELIVERY 18

13. EXPEDIATED DELIVERY..... 18

14. URGENT REQUIREMENTS..... 18

15. FOB 18

16. CONTRACTOR'S ORDERING ADDRESS..... 18

17. CONTRACTOR'S PAYMENT ADDRESS..... 18

18. WARRANTY PROVISION..... 18

19. EXPORT PACKING CHARGE..... 18

20. TERMS AND CONDITIONS OF GOVERNMENT CREDIT CARD 18

21. SERVICE POINT 18

22. YEAR 2000 (Y2K) COMPLIANT 19

23. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER..... 19

1A. SERVICES PRICES

ITEM	UNIT OF ISSUE	GSA PRICE
001 DOC PREP		
001A Doc Prep/Standard	Page	\$0.015
001B Doc Prep/Enhanced	Page	\$0.043
002 SCANNING/PAPER		
002A Scanning/Page/Bitonal/Standard QA	Image	\$0.089
002B Scanning/Page/Bitonal/Enhanced QA	Image	\$0.104
002C Scanning/Page/Bitonal/Oversize	Segment	\$0.193
002D Scanning/Page/Grayscale	Segment	\$0.375
002E Scanning/Page/Color	Segment	\$0.647
003 SCANNING/ENGINEER DRAWINGS		
003A Scanning/Paper/Eng. Drawings 200 dpi	Segment	\$0.279
003B Scanning/Paper/Eng. Drawings/300 dpi	Segment	\$0.299
003C Scanning/Paper/Eng. Drawings/400 dpi	Segment	\$0.359
003D Scanning/Paper/Eng. Drawings/600 dpi	Segment	\$0.479
004 SCANNING/MICROFILM and MICROFICHE		
004A Scanning/Film/Standard 16mm/200 dpi	Image	\$0.035
004B Scanning/Film/Standard 16mm/300 dpi	Image	\$0.038
004C Scanning/Film/Enhanced 16mm/200 dpi	Image	\$0.090
004D Scanning/Film/Enhanced 16mm/300 dpi	Image	\$0.095
004E Scanning/Film/Standard 35mm/200 dpi	Image	\$0.051
004F Scanning/Film/Standard 35mm/300 dpi	Image	\$0.057
004G Scanning/Film/Enhanced 35mm/200 dpi	Image	\$0.115
004H Scanning/Film/Enhanced 35mm/300 dpi	Image	\$0.128
004I Microfiche Handling	Fiche	\$0.260
004J Scanning/Microfiche/Standard Fiche	Image	\$0.082
004K Scanning/Microfiche/Standard Jacketed Fiche	Image	\$0.092
004L Scanning/Microfiche/Non-Standard Jacketed Fiche	Image	\$0.162
005 SCANNING/APERTURE CARD		
005A Scanning/Aperture Cards/200 dpi	Image	\$0.296
006 INDEXING/PAPER COLLECTIONS		
006A Indexing/Folders/Book Level I	Folder/Bk	\$0.135
006B Indexing/Doc Level I	Document	\$0.142
006C Indexing/Doc Level II	Document	\$0.170
006D Indexing/Document Type Level I	Document	\$0.014
006E Indexing/Document Type Level II	Document	\$0.019
006F Indexing/Document Type Level III	Document	\$0.022
006G Indexing/Enhanced Index & QA	Document	\$0.115
007 INDEXING ENGINEERING DRAWINGS		
007A Indexing/Drawing/Standard	Document	--
008 INDEXING/IMAGES PRODUCED FROM MICROFILM		
008A Indexing/Film/Document Level I	Document	\$0.156
008B Indexing/Film/Document Level II	Document	\$0.190
008C Indexing/Film/Document Type Level I	Document	\$0.016

008D	Indexing/Film/Document Type Level II	Document	\$0.022
008E	Indexing/Film/Document Type Level III	Document	\$0.025
008F	Indexing/Film/Enhanced Index QA	Document	\$0.125
009 INDEXING/IMAGES PRODUCED FROM APERTURE CARDS			
009A	Indexing/Aperture Cards/Standard	Image	--
009B	Indexing/Aperture Cards/Enhanced	Image	\$.450
010 MARKUP LANGUAGES			
010A	Markup Languages Level-I	Page	\$5.410
010B	Markup Languages Level-II	Page	\$6.355
010C	Markup Languages Level-III	Page	\$7.310
010D	Markup Languages Level-IV	Page	\$8.260
010E	Markup Languages Level-V	Page	\$9.250
011 ADDITIONAL INDEXING & KEY STROKING			
011A	Add'l Index/Key Stroking Level I	Keystroke	\$0.008
011B	Add'l Index/Key Stroking Level II	Keystroke	\$0.010
011C	Add'l Index/Key Stroking Level III	Keystroke	\$0.015
012 PDF CONVERSION			
012A	PDF/Image Only	Page	\$0.035
012B	PDF/Image plus Edited Text	Page	\$2.843
012C	PDF/Normal	Page	\$3.491
012D	PDF/Hyperlinking & Bookmarking	Link	\$0.249
013 MEDIA			
013A	CD-R	Each	\$9.227
013B	4mm Tape	Each	\$13.965
013C	8mm Tape	Each	\$16.958
013D	5.2 GB WORM	Each	\$84.788
013E	5.2 GB REW	Each	\$84.788
013F	2.6 GB WORM	Each	\$84.788
013G	2.6 GB REW	Each	\$84.788
013H	DVD 2.6 GB S/S	Each	\$32.918
013I	DVD 2.6 GB D/S	Each	\$47.880
013J	DVD-R 3.95 GB	Each	\$37.905
013K	DVD-R 4.7 GB	Each	\$43.890
014 PROFESSIONAL HOURLY RATES			
014A	Clerical	Hour	\$22.05
014B	On-Site Clerical (Clients Facility)	Hour	\$29.79
014C	Clerical Supervisor	Hour	\$26.04
014D	On-Site Clerical Supervisor (Clients Facility)	Hour	\$35.37
014E	Project Supervisor	Hour	\$34.34
014F	Project Supervisor (Clients Facility)	Hour	\$41.24
014G	Project Manager	Hour	\$51.83
014H	Project Manager (Clients Facility)	Hour	\$62.26
014I	Software Engineering	Hour	\$94.95

1B. SERVICES DESCRIPTIONS

001 Document Handling

001A Standard

Standard pre-conversion document handling includes:

- Removal of paper documents from standard bindings or file folders
- Minimal staple removal (not to exceed the average of one staple for every ten scanned images)
- Post conversion, the documents will be returned to the standard bindings or file folders
- The documents will not be re-stapled

001B Enhanced

Any document preparation required to make the collection ready for scanner processing, over and above the Standard Document Handling. May include such items as:

- Removing documents from non-standard bindings
- Removal of more than minimum staples
- Insertion of separator sheets and/or paper clips to augment re-stapling after conversion
- The handling of post-it notes and/or other non-standard size paper

002 Paper Scanning

002A Bitonal Standard QA

- For pages up to 8.5"x14" in size
- Pages will be scanned at 200/300 dpi
- Blank backsides will be removed
- Images are de-skewed at the page level
- Images are cropped to eliminate excess over scan
- 10% of the images are quality assured

002B Bitonal Enhanced QA

- For pages up to 8.5"x14" in size
- Pages will be scanned at 200/300 dpi
- Blank backsides will be removed
- Images will be de-skewed at the page level
- Images will be cropped to eliminate excess over scan
- Images are rotated to insure proper viewing
- 100% of the images are quality assured

002C Bitonal Oversize

- For pages over 8.5"x14" in size
- Pages will be scanned at 200/300 dpi
- Images will be de-skewed at the page level
- Images will be cropped to eliminate excess over scan

- Images are rotated to insure proper viewing
- 100% of the images are quality assured

002D Grayscale

- Pages will be scanned at a resolution not to exceed 300 dpi
- Images will be de-skewed at the page level
- Images will be cropped to eliminate excess over scan
- Images are rotated to insure proper viewing
- 100% of the images are quality assured

002E Color

- Pages will be scanned at a resolution not to exceed 300 dpi
- Images will be de-skewed at the page level
- Images will be cropped to eliminate excess over scan
- Images are rotated to insure proper viewing
- 100% of the images are quality assured

003 Engineering Drawing Scanning

003A Engineering Drawing Scanning – 200 dpi

003B Engineering Drawing Scanning – 300 dpi

003C Engineering Drawing Scanning – 400 dpi

003D Engineering Drawing Scanning – 600 dpi

The following applies to all of the above Engineering Drawing Scanning Clins:

- Paper drawings scanned at 200 dpi
- Drawing sizes C through E
- Images will be de-skewed at the page level
- Images will be cropped to eliminate excess over scan
- 100% of the images are quality assured
- Each drawing will be indexed by Drawing Number, Revision Number and Sheet Number
- The index data will be doubled key entered to ensure an accuracy level of 99% at a minimum
- The fee is on a per segment basis (segment = 8.5x11 or portion thereof)
- For additional indexing from the Title Block refer to Item 011 *Additional Indexing and Key Stroking*

004 Microfilm / Microfiche Scanning

004A 16mm - Standard – 200 dpi

This level of scanning is intended for film that is in good to excellent condition.

- Roll microfilm scanned at 200 dpi
- Film is scanned in a semi-attended mode based on optimal scanner settings

- Images will be cropped to eliminate excess over-scan
- 10% of the images will be quality assured

004B 16mm - Standard – 300 dpi

This level of scanning is intended for film that is in good to excellent condition.

- Roll microfilm scanned at 300 dpi
- Film is scanned in a semi-attended mode based on optimal scanner settings
- Images will be cropped to eliminate excess over-scan
- 10% of the images will be quality assured

004C 16mm - Enhanced – 200 dpi

This level of scanning is required for marginal quality film and/or enhanced image quality control.

- Roll microfilm scanned at 200 dpi
- Frames are scanned interactively and scanner operator views each frame during the scanning process
- Scanner settings are adjusted during scanning to yield the best image
- Images will be cropped to eliminate excess over-scan
- Images will be inspected for proper rotation and rotated as needed
- 100% of the images are quality assured

004D 16mm - Enhanced – 300 dpi

This level of scanning is required for marginal quality film and/or enhanced image quality control.

- Roll microfilm scanned at 300 dpi
- Frames are scanned interactively and scanner operator views each frame during the scanning process
- Scanner settings are adjusted during scanning to yield the best image
- Images will be cropped to eliminate excess over-scan
- Images will be inspected for proper rotation and rotated as needed
- 100% of the images are quality assured

004E 35mm - Standard – 200 dpi

This level of scanning is intended for film that is in good to excellent condition.

- Roll microfilm scanned at 200 dpi
- Film is scanned in a semi-attended mode based on optimal scanner settings
- Images will be cropped to eliminate excess over-scan
- 10% of the images will be quality assured

004F 35mm - Standard – 300 dpi

This level of scanning is intended for film that is in good to excellent condition.

- Roll microfilm scanned at 300 dpi
- Film is scanned in a semi-attended mode based on optimal scanner settings
- Images will be cropped to eliminate excess over-scan

- 10% of the images will be quality assured

004G 35mm - Enhanced – 200 dpi

This level of scanning is required for marginal quality film and/or enhanced image quality control.

- Roll microfilm scanned at 200 dpi
- Frames are scanned interactively and scanner operator views each frame during the scanning process
- Scanner settings are adjusted during scanning to yield the best image
- Images will be cropped to eliminate excess over-scan
- Images will be inspected for proper rotation and rotated as needed
- 100% of the images are quality assured

004H 35mm - Enhanced – 300 dpi

This level of scanning is required for marginal quality film and/or enhanced image quality control.

- Roll microfilm scanned at 300 dpi
- Frames are scanned interactively and scanner operator views each frame during the scanning process
- Scanner settings are adjusted during scanning to yield the best image
- Images will be cropped to eliminate excess over-scan
- Images will be inspected for proper rotation and rotated as needed
- 100% of the images are quality assured

004I Microfiche Setup and Handling

- To facilitate automated scanning, each microfiche sheet is pre-scanned to map the exact coordinates of each individual image frame on the sheet.
- Key entry of up to 14 characters of index data from the “eye readable” data located at the top of each microfiche sheet.
- Index Quality Assurance of 99.5% at a minimum as measured at the batch level.

004J Microfiche Scanning – Standard Fiche

This level of scanning is intended for microfiche that is in good to excellent condition.

- Microfiche scanned at a resolution up to 300 dpi.
- Microfiche is scanned in an attended mode based on optimal scanner settings.
- 10% of the images will be quality assured.

004K Microfiche Scanning – Standard Jacketed Fiche

This level of scanning is intended for jacketed microfiche that is in good to excellent condition.

- Microfiche scanned at a resolution up to 300 dpi.
- Microfiche is scanned in an attended mode based on optimal scanner settings.
- 10% of the images will be quality assured.

004L Microfiche Scanning – Non-Standard Jacketed Fiche

This level of scanning is intended for jacketed microfiche that is in good to excellent condition, but exhibits image overlapping due to shifting film clips within the jackets.

- Overlapping film clips within each microfiche jacket will be physically corrected before the scanning process.
- Microfiche scanned at a resolution up to 300 dpi.
- Microfiche is scanned in an attended mode based on optimal scanner settings.
- 10% of the images will be quality assured.

005 Aperture Card Scanning

005A Aperture Card Scanning

- Cards are scanned at 200 dpi
- Images will be de-skewed at the page level
- Images will be cropped to eliminate excess over scan
- Images will be inspected for proper rotation and rotated as needed
- 100% of the images are quality assured
- Hollerith Data from each card is captured during the scanning process and delivered as the index in a delimited ASCII format

006 Indexing - From Paper Based Document Collections

006A Folder/Book Level - I

- Three (3) fields or up to 20 characters of alphanumeric data captured from file folder cover or tab
- Data to be captured must be clearly available on the outside of each file folder
- Data capture will be double key entry to ensure accuracy
- Optionally match key entry against customer provided
- The index database is delivered in a delimited ASCII format
- Index Quality Assurance of 99% at a minimum as measured at the batch level

006B Document Level - I

- Two (2) fields or up to 12 characters of alphanumeric data captured from individual documents
- Data to be captured must be consistently located on the first page of each document, clearly identifiable and legible
- Key entry is single pass
- The index database is delivered in a delimited ASCII format
- Index Quality Assurance of 95% at a minimum as measured at the batch level

006C Document Level - II

- Three (3) fields or up to 20 characters of alphanumeric data captured from individual documents

- Data to be captured must be consistently located on the first page of each document, clearly identifiable and legible
- Key entry is single pass
- The index database is delivered in a delimited ASCII format
- Index Quality Assurance of 95% at a minimum as measured at the batch level

006D Document Type Level - I

Add additional intelligence to the image index database by including a Document Type Identifier.

- As part of the indexing process, identify 1-5 unique document types
- Definitive examples of each Document Type supplied by the customer
- Document types must be clearly unique and identifiable by a Title or Form Number
- A Document Type with multiple versions (i.e. revised or re-designed forms) may be considered as multiple Document Types if not clearly similar
- Accuracy level of Document Types is 95% at a minimum as measured at the batch level

006E Document Type Level - II

Add additional intelligence to the image index database by including a Document Type Identifier.

- As part of the indexing process, identify 6-10 unique document types
- Definitive examples of each Document Type supplied by the customer
- Document types must be clearly unique and identifiable by a Title or Form Number
- A Document Type with multiple versions (i.e. revised or re-designed forms) may be considered as multiple Document Types if not clearly similar
- Accuracy level of Document Types is 95% at a minimum as measured at the batch level

006F Document Type Level - III

Add additional intelligence to the image index database by including a Document Type Identifier.

- As part of the indexing process, identify 11-15 unique document types
- Definitive examples of each Document Type supplied by the customer
- Document types must be clearly unique and identifiable by a Title or Form Number
- A Document Type with multiple versions (i.e. revised or re-designed forms) may be considered as multiple Document Types if not clearly similar
- Accuracy level of Document Types is 95% at a minimum as measured at the batch level

006G Enhanced Index QA

Perform additional index quality assurance checks to achieve accuracy level of 99% or better as measured at the batch level.

007 Indexing - From Engineering Drawings

007A Standard

Title Block information to include:

- Revision Number and Sheet Number
- The index database is delivered in a delimited ASCII format
- Index Quality Assurance of 99% at a minimum as measured at the batch level
- This indexing is included in the Engineering Drawing scanning fee
- For additional index fields from the Title Block refer to Item 011 - *Additional Indexing and Key Stroking*

008 Indexing - Images Produced From Microfilm

008A Document Level - I

- Two (2) fields or up to 12 characters of alphanumeric data captured from individual documents
- Data to be captured must be consistently located on the first page of each document, clearly identifiable and legible
- Key entry is single pass
- The index database is delivered in a delimited ASCII format
- Index Quality Assurance of 95% at a minimum as measured at the batch level

008B Document Level - II

- Three (3) fields or up to 25 characters of alphanumeric data captured from individual documents
- Data to be captured must be consistently located on the first page of each document, clearly identifiable and legible
- Key entry is single pass
- The index database is delivered in a delimited ASCII format
- Index Quality Assurance of 95% at a minimum as measured at the batch level

008C Document Type Level - I

Add additional intelligence to the image index database by including a Document Type Identifier.

- As part of the indexing process, identify 1-5 unique document types
- Definitive examples of each Document Type supplied by the customer
- Document types must be clearly unique and identifiable by a Title or Form Number
- A Document Type with multiple versions (i.e. revised or re-designed forms) may be considered as multiple Document Types if not clearly similar
- Accuracy level of Document Types is 95% at a minimum as measured at the batch level

008D Document Type Level - II

Add additional intelligence to the image index database by including a Document Type Identifier.

- As part of the indexing process, identify 6-10 unique document types
- Definitive examples of each Document Type supplied by the customer
- Document types must be clearly unique and identifiable by a Title or Form Number

- A Document Type with multiple versions (i.e. revised or re-designed forms) may be considered as multiple Document Types if not clearly similar
- Accuracy level of Document Types is 95% at a minimum as measured at the batch level

008E Document Type Level - III

Add additional intelligence to the image index database by including a Document Type Identifier.

- As part of the indexing process, identify 11-15 unique document types
- Definitive examples of each Document Type supplied by the customer
- Document types must be clearly unique and identifiable by a Title or Form Number
- A Document Type with multiple versions (i.e. revised or re-designed forms) may be considered as multiple Document Types if not clearly similar
- Accuracy level of Document Types is 95% at a minimum as measured at the batch level

008F Enhance Index QA

Perform additional index quality assurance checks to achieve accuracy level of 99% or better as measured at the batch level.

009 Indexing Images Produced From Aperture Cards

009A Standard

- Hollerith punched data, if present, captured at scan time
- The index database is delivered in a delimited ASCII format
- Included in the scanning fee
- For additional indexing from the converted image, refer to Item 011 – *Additional Indexing and Key Stoking*

009B Enhanced

- Each index value generated from punched Hollerith data is compared against it's imaged counterpart to ensure accuracy.
- Incorrect or missing index values will be corrected

010 Markup Languages

Supported output formats: SGML, HTML & XML

010A Level - I

The following defines Level-I document characteristics.

- Exhibits uniformly labeled content
- May average no more than 30 tags per page

The following defines Level-I processing assumptions.

- Provide converted data in accordance with a single markup specification
- Paper documents scanned at 300 dpi

- Textual data will be converted to ASCII utilizing OCR technology
- All free standing, standard character text larger than 6 point will be proofed and edited to insure accuracy of 99.8% or greater at the document level
- All tagged data will be quality assured to provide 100% parsing against the provided markup specification
- Intact internal references will be tagged
- Graphic entities will be 100% quality assured, accurately labeled to match their placeholder tag embedded within the converted textual instance, and subsequently delivered along with the converted textual instance

010B Level - II

The following defines Level-II document characteristics.

- May exhibit content that is not uniformly labeled (i.e., manufacturer/commercial inserts)
- May average no more than 60 tags per page

The following defines Level-II processing assumptions.

- Provide converted data in accordance with a single markup specification
- Paper documents scanned at 300 dpi
- Textual data will be converted to ASCII utilizing OCR technology
- All free standing, standard character text larger than 6 point will be proofed and edited to insure accuracy of 99.8% or greater at the document level
- All tagged data will be quality assured to provide 100% parsing against the provided markup specification
- Intact internal references will be tagged
- Graphic entities will be 100% quality assured, accurately labeled to match their placeholder tag embedded within the converted textual instance, and subsequently delivered along with the converted textual instance

010C Level - III

The following defines Level-III document characteristics.

- May exhibit content that is not uniformly labeled (i.e., manufacturer/commercial inserts)
- May average no more than 90 tags per page

The following defines Level-III processing assumptions.

- Provide converted data in accordance with a single markup specification
- Paper documents scanned at 300 dpi
- Textual data will be converted to ASCII utilizing OCR technology
- All free standing, standard character text larger than 6 point will be proofed and edited to insure accuracy of 99.8% or greater at the document level
- All tagged data will be quality assured to provide 100% parsing against the provided markup specification
- Intact internal references will be tagged

- Graphic entities will be 100% quality assured, accurately labeled to match their placeholder tag embedded within the converted textual instance, and subsequently delivered along with the converted textual instance

010D Level - IV

The following defines Level-IV document characteristics.

- May exhibit content that is not uniformly labeled (i.e., manufacturer/commercial inserts)
- May average no more than 120 tags per page

The following defines Level-IV processing assumptions.

- Provide converted data in accordance with a single markup specification
- Paper documents scanned at 300 dpi
- Textual data will be converted to ASCII utilizing OCR technology
- All free standing, standard character text larger than 6 point will be proofed and edited to insure accuracy of 99.8% or greater at the document level
- All tagged data will be quality assured to provide 100% parsing against the provided markup specification
- Intact internal references will be tagged
- Graphic entities will be 100% quality assured, accurately labeled to match their placeholder tag embedded within the converted textual instance, and subsequently delivered along with the converted textual instance

010E Level - V

The following defines Level-V document characteristics.

- May exhibit content that is not uniformly labeled (i.e., manufacturer/commercial inserts)
- May average no more than 150 tags per page

The following defines Level-V processing assumptions.

- Provide converted data in accordance with a single markup specification
- Paper documents scanned at 300 dpi
- Textual data will be converted to ASCII utilizing OCR technology
- All free standing, standard character text larger than 6 point will be proofed and edited to insure accuracy of 99.8% or greater at the document level
- All tagged data will be quality assured to provide 100% parsing against the provided markup specification
- Intact internal references will be tagged
- Graphic entities will be 100% quality assured, accurately labeled to match their placeholder tag embedded within the converted textual instance, and subsequently delivered along with the converted textual instance

011 Additional Indexing and Key Stroking

011A Level - I

- Capture additional index values from paper based collections
- Data to be captured must be legible and consistent in nature
- The accuracy level of keystroke data will be 95% at a minimum
- The Fee is on a per keystroke basis

011B Level - II

- Capture additional index values from image based collections
- Data to be captured must be legible and consistent in nature
- The accuracy level of keystroke data will be 95% at a minimum
- The Fee is on a per keystroke basis

011C Level - III

- Enhanced Quality Assurance of keystroke data to achieve an accuracy level of 98.5%
- Accuracy rate is measured at the batch level

012 PDF Conversion

012A Image Only

- Scanned TIFF images are converted to an image only PDF format

012B Image Plus Edited Text

- Paper documents scanned at 300dpi
- Textual data will be converted to ASCII utilizing OCR technology
- All free standing, standard character text larger than 6 point will be proofed and edited to insure accuracy of 99% or greater at the document level
- Graphics will be 100% quality assured and provided as 300dpi raster graphics
- This service is available for paper based collections only

012C PDF Normal

- Paper documents raster scanned at 300dpi
- Textual data will be converted to ASCII utilizing OCR technology
- All free standing, standard character text larger than 6 point will be proofed and edited to insure accuracy of 99% or greater at the document level Graphics will be 100% quality assured and provided as 300dpi raster graphics
- The original fonts and format of the document will be maintained
- This service is available for paper based collections only

012D Hyper-Linking and Book-Marking

- Automated methods will be utilized to create hyperlinks and bookmarks for each entry in the Table of Contents and other Content Reference Pages
- Automated methods will be utilized to create internal references

013 Delivery Media

Converted data will be written to specified media for delivery to the customer. File structure and format will be as specified by the customer. The following media types are available:

013A CD-R

013B 4mm Tape

013C 8mm Tape

013D 5.2 GB WORM

013E 5.2 GB REW

013F 2.6 GB WORM

013G 2.6 GB REW

013H DVD 2.6 GB S/S

013I DVD 5.6 GB D/S

013J DVD-R 3.95 GB

013K DVD-R 4.7 GB

2. GENERAL SPECIFICATIONS

- a. Prices, except aperture card scanning prices, are based on an 8.5" X 11" page size. Prices for oversize pages will be based on the number of whole or partial 8.5" X 11" segments.
- b. All material provided by the customer can be returned with the converted data, if the customer so requests.
- c. Production reports will be provided with each delivery media that describe the data contained on the media.
- d. A backup copy of all delivered data will be maintained by Docucon Imaging Services for a minimum of three months.
- e. The prices shown are for processing of unclassified documents. Docucon Imaging Services does process classified information at its San Antonio facility and classified processing is available at negotiated rates.

3. MAXIMUM ORDER

The maximum dollar value of orders to be issued is \$1,000,000.00.

4. MINIMUM ORDER

\$2,200.00

5. GEOGRAPHIC COVERAGE

The geographic scope of the contract is worldwide

6. POINTS OF PRODUCTION

San Antonio, Bexar County, Texas

7. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE

Prices shown herein are NET (discount deducted)

8. QUANTITY DISCOUNT

None

9. PROMPT PAYMENT TERMS

Net 30 Days

10. GOVERNMENT COMMERCIAL CREDIT CARD ACCEPTANCE

Docucon Imaging Services does accept the Government credit card

11. FOREIGN ITEMS

N/A

12. TIME OF DELIVERY

Delivery date of completed documents will be negotiated with the ordering agency for each delivery

13. EXPEDIATED DELIVERY

Items available for expedited delivery are noted in this price list.

14. URGENT REQUIREMENTS

Negotiated

15. FOB

Destination within the 48 contiguous states, Washington, DC, and inland carrier port of exportation to Alaska, Hawaii and Puerto Rico

16. CONTRACTOR'S ORDERING ADDRESS

Docucon Imaging Services, Inc.
508 W. Rhapsody
ATTN: GSAORD
San Antonio, TX 78216

17. CONTRACTOR'S PAYMENT ADDRESS

Docucon Imaging Services, Inc.
508 W. Rhapsody
ATTN: GSAPAY
San Antonio, TX 78216

18. WARRANTY PROVISION

Data that does not conform to the formatting specifications or minimum accuracy levels as measured at the batch levels, stated herein, may be returned to Docucon Imaging Services within 30 days of delivery for error correction at no charge

19. EXPORT PACKING CHARGE

Export packing charges for completed documents will be negotiated with the ordering agency for each delivery, when the order is OCONUS.

20. TERMS AND CONDITIONS OF GOVERNMENT CREDIT CARD

Docucon Imaging Services will comply with the terms and conditions

21. SERVICE POINT

Docucon Imaging Services, Inc.
508 W. Rhapsody
San Antonio, TX 78216

22. YEAR 2000 (Y2K) COMPLIANT

23. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER
12-775-1662