

Exhibit “A”



Statement of Work

**Township of
West Orange
66 Main Street
West Orange, NJ**



Unit Pricing from ESCNJ Co-Op (Year 1) for
Document Management for Records Retention and Disposal
NJ State Approved Co-Op #65MCESCCPS

02/21/2023

Prepared by:
Scott D. Fliegel

	Township of West Orange
Project Advocate(s)	John Gross, Mauricio Garcia, Peter Smeraldo Jr.
Project Title	Back-File Conversion of Construction / Planning / Zoning Placed within an Approved Migration Path as determined by the state of New Jersey
Project Timeline	3 to 6 Months
Begin date	(15-30) upon receipt of Purchase Order
End date	(90-180) days after Contract

Summary

The Township of West Orange, N.J. – ("Client") would like to digitize their archived Construction / Planning / Zoning records. The respective archived (paper) records have been identified within the departments and storage areas upon the second floor of the municipal building. **Please note : Foveonics has inventoried each individual area of focus within the building for each respective department. Each individual file cabinet/storage container (bankers' box Large or Small) have been identified within the departments. Maps have been estimated as well as noted in the body of this estimate. Please confirm that I have identified any / all the potential areas of storage.*

This current employed method of storage is not desirable due to the following reasons:

1. The Client is running out of space.
2. The Client is **not compliant with NJ State procedures** for business continuity and disaster recovery preparedness. The records stored are the only copy and thus the Client is susceptible to fire, flooding, or other unforeseen incidents that would result in the permanent loss of these records. The potential loss of these records is a substantial liability to the Client. If West Orange loses that critical data, access to that information will be unrecoverable. Digitization of these records will ensure that the client meets NJ Dore's requirements and preserve the integrity of said records. The digital images will be stored within a digital annex vs. the present day physical location (annex).
3. All Images prepared by Foveonics will represent the legal image moving forward and eliminates the required storage of said physical document.
4. While Foveonics has possession of your archives within our facility, Foveonics will process all OPRA request and scan on demand the pertinent information directly to the (Requestor) department within 24 hours from your request. (see Foveonics Protocol identified below)

Inventory – Construction / Planning / Zoning

Estimates are based on the following:

- Any / All pre boxed Small banker boxes are estimated with an average of 2500 images.
- Any / All pre boxed Large banker boxes are estimated with an average of 6250 images.
- Miscellaneous Books, Paperwork/Documents will also be converted into the visual equivalent of small box size or a 2500 image count and noted by department.
- All / Any cabinet drawers are inventoried at an average of 6250 images on average.
- Onsite physical inventory determined that a typical 6" inch round roll equates to 60 individual maps. Foveonics will thereby use a pro rata basis in determining the inventory for estimating purposes.

Please Note: Client will only incur ACTUAL expense for the completed / prepared images that Foveonics produces (not the estimated amount) in accordance with the published ESCNJ Cooperative pricing.

Construction Department * Underlined box # denotes deliberate repeat box # (not a duplicate)

Defined Inventory Area - (Plan Review Room) Cabinets #1,2,3,4,5,6,7,8,9,10,11,12,13,14

Rolls Large Format Maps 15,700

Defined Inventory Area - (Margaret Schoenebaum's Station)

Cabinets 15,16,16A,17,18,19,20,21,22,23,24,25,26,27,28,29,30,

Large Boxes#1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,18A,19,20,21,22,23,24,25,26,27,28,29,31,32,33,34,38,39,40,41

Small Boxes# 35,36,37

Defined Inventory Area - (Construction Official's Office) Large Boxes #42,43,44,45,46,47

Defined Inventory Area - (Vault #1 with Restroom & Roof Access)

Cabinets 31,32,33,34,38,39,40,41,42,43,44,45,46,47,48,49,50,51

Large Boxes #RA 5,6,9,10,11,12

Small Boxes #RA 1,2,3,4,7,8

Defined Inventory Area (Vault #2 near Plan Review Room) **Rolls Large Format Maps 24,700** in wooden shelving area

10 Large Green Drawers on Right wall Large Format Maps 1,700

Planning Department

Defined Inventory Area - (Board Room / Conference Room)

Cabinets 1,2,3,4,5,6,7,8

Miscellaneous Unboxed item 20 Boxes

Defined Inventory Area - (Closet near Peter's office)

Cabinets 1,2,3

Miscellaneous Unboxed items 12 Boxes

Defined Inventory Area - (Transition area near floor elevation change)

Cabinets 1,2,3

Miscellaneous Unboxed items

Zoning Department

Defined Inventory Area - (Board Room / Conference Room)

Cabinets 1,2,3,4,5,6

Miscellaneous Unboxed items 30 Boxes

Defined Inventory Area - (Closet near Peter's office)

Cabinets 1,2

Miscellaneous Unboxed items 10 Boxes

Defined Inventory Area - (Transition area near floor elevation change)

Cabinets 1,2,3,4,5,6,7

Mixed Departments from 1967 - 1999?

Defined Inventory Area - ~~(Vault near Blue Print Review)~~

Cabinets M1,M2,M3,M4,M5,M6,M7,M8,M9,M10,M11,M12,M13,M14

Code Enforcement and Historical Records

Defined Inventory Area - ~~(Departmental office)~~

Cabinets 1,2,3,4 *Partially filled totaling 10 drawers within all labeled cabinets

Foveonics Protocol prior to any Mass Departmental Digitization process

- 1) Indexing fields will be identified directly within each given departmental **Proof of Concept** (provided by Foveonics) **EXAMPLE - CONSTRUCTION** would normally have - Permit #, Block / Lot / Street Address / Street # / Qualifier.
- 2) Reconciliation by Department. Please review itemized areas to ensure that Foveonics has identified all documents/archives/cabinets/boxes that are presently being considered for digitization.
- 3) All department templates will be enhanced with **OCR Optical Character Recognition** search capability.
- 4) A dedicated "seasoned" specified single user (1) within each department would be given **Super User Status**. This associate would be able to reclassify documents that may have been misfiled within the original archive folder / jacket. This user can add documents to the template (scanned @ 330 DPI) with drag and drop technology from their desk top device. *All future images must be scanned at 300 Dots Per Inch to enable future OCR capabilities. * Typeface characters are searchable using OCR and "new" images added by client must adhere to the scanning at a level no less than 300 DPI to ensure that the new images will be included within global repository searches.
- 5) Each individual department (and all respective users within that given department) will receive access to the preliminary sample repository for review/evaluation/customization prior to any mass digitization.
- 6) Each individual user will receive access to the specific functions / areas as determined by the department head. Emailing, Redaction, OCR Searches capabilities or "Only" Premise base access restrictions will be developed for all Proof of Concept repositories (by user) and customized / modified as needed. Periodic evaluation of all users rights within any given User group is recommended to ensure that associates access is still viable. ***NO USERS SHOULD EVER SHARE THEIR RESPECTIVE PASSWORDS WITHIN ANY GIVEN DEPARTMENT REPOSITORY*** If there is a situation that an associate needs access to cover for a team member (within a different department) , Foveonics can set up the individual for a specified amount of time (as prescribed / determined by client via email to Foveonics). There is **no limit to the number of users** permitted within any given departmental template. Additionally, Foveonics will supply a departmental user's lists (as needed) for client when necessary to facilitate client's individual security review / software access practices.
- 7) Upon approval of any / all departmental repositories, All future digitized images / user access configuration will adhere to the final demonstrated / delivered forementioned approved **Proof of Concept**.
- 8) Finally, Foveonics will assist West Orange with any / all State required paperwork for the registration of all digital images with the State of New Jersey. All departmental retrievals onsite will be documented (by department) and identified within Foveonics' Chain of Custody spreadsheets. All OPRA requests should be sent directly to DocReq@Foveonics.com which will reference Box/Bin # that Foveonics has possession of during the Digitization process. All OPRA requests will be completed within 24 hours of our receipt of said request from West Orange.
- 9) Destruction of the original archived documents will be completed only after West Oranges has officially expressed (via email to Foveonics) notification upon completion of the DORES/ARTEMIS process. Proof of destruction will accompany the process executed by Foveonics. West Orange will need to process all DORES/ARTEMIS state paperwork in a timely manner so that Foveonics does **not exceed 90 days of**

possession/ownership of original archives from the initial retrieval date. (As determined by the original Chain of Custody documentation)

Professional Services Agreement

Back-File Conversion Services

Records Inventory & Barcoding

- Foveonics will inventory each box by Document
- Foveonics will generate barcodes for the individual by Document type

Document Preparation

- Documents will be prepared for scanning - staples and other bindings will be removed, barcode stickers will be affixed to the first page of the appropriate files, and pages will be aligned in such a way conducive for scanning.

Document Scanning

- Small and large format documents will be scanned in duplex at **300 DPI** as Group IV B&W TIFFs.
- Scanner operators will rescan double feeds, skewed images, and any other images which do not accurately represent the original source.

Blank Page Removal

- Blank pages will be manually removed by sorting the images according to size and deleting any blank images less than 10 KB.

Barcode Processing

- Foveonics will utilize their barcode processing software to read the barcodes and create multipage TIFFs for each document.
- The multipage TIFFs will be named by the barcode's alphanumeric characters with large format TIFF file names having a "_PLAN" suffix and small format TIFF file name having a "_PERMIT" suffix.

Quality Assurance

- The multipage TIFF files will be reconciled to the inventory thus ensuring all documents were scanned and all barcodes were accurately processed.
- Images will be inspected post-scan and rescans will be performed as necessary.

Import to DocumentSync

- The TIFF image files will be imported into Foveonics DocumentSync EDMS.
- The Client will be able to search for the files via the World Wide Web.

Document Destruction

- The permit applications will be destroyed upon approval from the State of New Jersey and the Client records custodian.
- Foveonics will send a Records Destruction Authorization Form to the Client. Upon receipt of the signed Records Destruction Authorization Form Foveonics will destroy the files using cross shredding document shredders.

- A certificate of destruction will be supplied to the Client once the destruction has been completed.

Project Management

All project correspondence, documentation, and timelines will be available through Foveonics' Basecamp project management tool.

Client Responsibilities

The Client will review deliverables in a timely manner and alert Foveonics of any concerns should they arise.

Change management process

Any changes to the terms or specifications in this Statement of Work must be accepted by both parties in writing as an addendum to this document.

Based on unit pricing from ESCNJ NJ State Approved Co-Op #65MCESCCPS

Construction Dept (per volume identified)

Service	Unit	Unit Cost	Estimated Volume	Total
Pickup and Delivery (per box)	Per Pickup or Delivery	\$1.00	758	\$ 758.00
Preparation of Files	Hourly	\$18.00	9833	\$ 176,994
Indexing of Files	Per File	\$0.05	223,085	\$ 11,514.25
Boxing and Labeling	Per Hour	\$18.00	2444	\$ 43,992
Imaging of Files (Small Format)	Per Image	\$0.039	1,900,000	\$ 74,100
OCR Word Search	Per Image	\$0.005	1,900,000	\$ 9,500
Quality Assurance	Per Hour	\$18.00	5278	\$ 95,004
Imaging of Files (Large Format)	Per Image	\$0.49	42,100	\$ 20,629
Total				\$432,491.25

SOFTWARE CHARGES (per year)				
Web Based (Yearly Charge)	Per Repository	\$360.00	2	\$ 720
Off Site Web Based Storage (Yearly Charge) 230G	Per GB \$7.5 X \$ 42.50 G X12 months	\$7.50	\$ 42.50	\$ 3,825
Yearly Software Cost				\$ 4,545
Set-up & Training (one time fee)	Hourly	\$350.00		\$ 350
Software and Training	Per Box	\$NC	\$NC	\$ N/C

Planning Department (per volume identified)

Service	Unit	Unit Cost	Estimated Volume	Total
Pickup and Delivery (per box)	Per Pickup or Delivery	\$1.00	239	\$ 239.00
Preparation of Files	Hourly	\$18.00	2873	\$ 51714
Indexing of Files	Per File	\$0.05	71003	\$ 3,550.15
Boxing and Labeling	Per Hour	\$18.00	718	\$ 12,924
Imaging of Files (Small Format)	Per Image	\$0.039	597500	\$ 23,302.50
OCR Character Search		\$0.005	597500	\$ 2,987.50
Quality Assurance	Per Hour	\$18.00	1538	\$ 27,684
Imaging of Files (Large Format)	Per Image	\$0.49	7250	\$ 3,552.50
Total				\$ 125,953.65

SOFTWARE CHARGES (per year)				
Web Based (Yearly Charge)	Per Repository	\$360.00	N/A	\$ 360.00
Off Site Web Based Storage (Yearly Charge) 230G	Per GB \$7.5 X \$9.56 G X 12 months	\$7.50	\$9.56	\$ 860.40
Yearly Software Cost				\$ 1220.40
Set-up & Training (one time fee)	Hourly	\$350.00		\$ N/A

Zoning Department (per volume identified)

Service	Unit	Unit Cost	Estimated Volume	Total
Pickup and Delivery (per box)	Per Pickup or Delivery	\$1.00	222	\$ 222.00
Preparation of Files	Hourly	\$18.00	2680	\$ 48,240
Indexing of Files	Per File	\$0.05	62952	\$ 3,147.60
Boxing and Labeling	Per Hour	\$18.00	670	\$ 12060
Imaging of Files (Small Format)	Per Image	\$0.039	555000	\$ 21,645
OCR Character Search		\$.005	555000	\$ 2,775
Quality Assurance	Per Hour	\$18.00	1435	\$ 25,830
Imaging of Files (Large Format)	Per Image	\$0.49	7200	\$ 3,528
Total				\$ 117,447.60

SOFTWARE CHARGES (per year)				
Web Based (Yearly Charge)	Per Repository	\$360.00	3	\$ 1080
Off Site Web Based Storage (Yearly Charge) 230G	Per GB \$7.5 X \$8.88 G X 12 months	\$7.50	\$8.88	\$ 799,20
Yearly Software Cost				\$ 1879.20
Set-up & Training (one time fee)	Hourly	\$350.00		\$ N/A

Mixed Departments Pre 2000 Planning, Zoning, Construction / Code Enforcement*

Service		Unit	Unit Cost	Estimated Volume	Total
Pickup and Delivery (per box)		Per Pickup or Delivery	\$1.00	170	\$ 170.00
Preparation of Files		Hourly	\$18.00	2147	\$ 38646
Indexing of Files		Per File	\$0.05	47533	\$ 2,376.65
Boxing and Labeling		Per Hour	\$18.00	536	\$ 9648
Imaging of Files (Small Format)		Per Image	\$0.039	462500	\$ 18,037.50
OCR Character Search			\$0.005	462500	\$ 2,312.50
Quality Assurance		Per Hour	\$18.00	1205	\$ 21,690
Imaging of Files (Large Format)		Per Image	\$0.49	4780	\$ 2,342.20
Total					\$ 95,222.85

SOFTWARE CHARGES (per year)				
Web Based (Yearly Charge)	Per Repository	\$360.00	N/A	\$ 360.00
Off Site Web Based Storage (Yearly Charge)	Per GB \$7.5 X \$6.80 G X 12 months	\$7.50	6.8	\$ 612.00
*EXCLUDES ANY ALL PICTURE STORAGE from CE				
Yearly Software Cost				\$ 972.00
Set-up & Training (one time fee)	Hourly	\$350.00		\$ N/A