



Statement of Work

**Department of Health and Welfare
Township of West Orange
66 Main Street
West Orange, NJ 07052**



Unit Pricing from ESCNJ Co-Op (Year 2) for
Document Management for Records Retention and Disposal
NJ State Approved Co-Op #65MCESCCPS

4/17/2024

Prepared by:
Scott D. Fliegel

	WEST ORANGE DEPARTMENT OF HEALTH AND WELFARE
Project Advocate(s)	MICHAEL FONZINO
Project Title	Back-File Conversion of Archives/Vital statistics
Project Timeline	3 to 4 Months
Begin date	(15-30) days after Contract
End date	(90-120) days after Contract

Summary

The West Orange Health and Welfare Department – (“Client”) would like to digitize their Paper archives. Items include **Burial/Death/Birth/Marriage/Still Birth** archives throughout the department. (itemized below) All the Archived Records are being stored onsite within the municipal building. This current method is not desirable due to the following reasons:

Please note: These archives will be reassembled / returned to client upon completion of the digitization process.

The Client is running out of space.

1. 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 said records. The potential loss of these records is a substantial liability to the Client. Foveonics has an **Approved Migration Path** established with the State of New Jersey. All / any digital items will become the legal article moving forward. If the Client loses that critical data, then access to that information will be lost forever. All these records will be returned to the client upon completion of the digitization process.
 2. **During the Digitization Process** : While Foveonics has possession of the client’s Archives (within our facility), Foveonics will process all OPRA request(s) and scan on demand the pertinent information directly to the department within 24 hours from the request.
 3. **Proof of Concept** : (**PENDING APPROVAL**) Foveonics has taken samples of documents within the department and will provide the client with a proposed solution for evaluation to ensure that our software adheres to their direct needs. Modification and/or customization will be completed as directed by client. (**OCR**) Optical Character Recognition, **Email** directly from template , and **Redaction** are all present within this software solution. Upon acceptance of the **Proof-of-Concept**, Foveonics will adhere to the finalized software template that the department approves / agrees to. All future imports will be loaded into said template demonstrated and agreed upon.
 4. ****All image are developed utilizing “OPEN” Architecture which allows the client to apply said images to any existing/future migration Path within the State of New Jersey.** ****If** the client desires to change vendors (at any time), Foveonics will prepare / deliver a hard drive copy within 7 business days from the client’s original written request.
- Itemized Inventory by Document Type (Provided by Client)

Totals by Document Type (Approx.200 indiv. books/classifications)			
	<u>Double Sided</u>	<u>Single Sided</u>	<u>Totals</u>
Burial Permits		80350	80350
Deaths	33488	10152	43640
Births	20788		20788
Marriage Lic. Applications	58164		58164
Still Births	122		122
Marriages		0	0
			203064

Indexing fields by each document type – Has been developed with the Department head and staff and will demonstrated on the software template delivered.

Foveonics has provided/constructed a preliminary sample repository (by document type) for the key associates within the department to review/consider. Upon the final approval/acceptance of the layout of this repository, all future digitized records will adhere to the configuration displayed and approved by the client.

Professional Services Agreement Back-File Conversion Services

Records Inventory & Barcoding

- Foveonics will inventory each book by First / Last / Name , Date
- Foveonics will generate barcodes for the Records

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.

Quality Assurance

- The multipage TIFF files will be reconciled to the inventory thus ensuring all documents 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

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 Department Archives

Service	Unit	Unit Cost	Estimated Volume	Total
Pickup and Delivery (per box)	Per Pickup or Delivery	\$1.00	75	\$ 75
Preparation of Files	Hourly	\$19.00	1545	\$ 29,355
Indexing of Files	Per File	\$0.06	457	\$ 8,683
Reassemble and Labeling	Per Hour	\$19.00	286	\$ 5,434
Imaging of Files (Small Format)	Per Image	\$0.047	406,128	\$ 19,088.02
OCR Optical Character Recognition	Per Image	\$0.005	406,128	\$ 2,030.64
Sorting of Blueprints		\$19.00	N/A	\$ 0
Quality Assurance	Per Hour	\$19.00	572	\$ 10,868
Imaging of Files (Large Format)	Per Image	\$0.55	N/A	\$ 0
Total				\$ 75,533.66

Reoccurring Software Expense

SOFTWARE CHARGES (per year)				
Web Based (Yearly Charge)	Per Repository \$35 per repository X 1 for Large/Small Format	\$35.00	12 Months	\$ 420.00 per year
Off Site Web Based Storage (YearlyCharge) 230G	Per GB 10.0 X 6.0 Gig amount X 12 months	\$10.00	3.9	\$ 468.00 per year
Yearly Software Cost				\$ 888 per year
Set-up & Training (one time fee)	Hourly	\$ 350		\$ 350 per session

Acceptance of this Proposal

Name _____

Title Mayor

Email mayor@westorange.org

Date _____

\$ 75,533.66 One Time Digitization Expense

\$ 888.00 Annual software charges

\$ 350.00 Per each session

\$76,771.66 Purchase Order Amount

Purchase Order Assigned for total amount of One time Digitization/Annual software costs including storage and training (per session)

Purchasing Department Contact

Name _____

Title _____

Email _____

Purchase Order # _____