



BMI Imaging Systems, Inc.
1115 E. Arques Avenue
Sunnyvale, CA 94085

Cost Proposal

Student Transcript Scanning Project

Submitted To

MVLA

HIGH SCHOOL DISTRICT

Submitted:

March 4, 2022

Prepared For:

Grace Icasiano
Educational Services

Prepared By:

Jim Detrick; Vice President
jdetrick@bmiimaging.com
800.359.3456 Ext. 212



March 4, 2022

Grace Icasiano
Mountain View-Los Altos UHSD
Educational Services
1299 Bryant Ave
Mountain View, CA 94040

Grace:

Thank you for giving BMI Imaging Systems the opportunity to submit the attached cost proposal for the scanning/archiving of the District's paper-based student transcripts to a PDF file format.

The following information is included:

- A brief overview of BMI Imaging's history and facilities/security;
- A description of the proposed document conversion methodology;
- A Schedule of Fees that provides unit pricing for the required document scanning/conversion services

Since 1958, BMI Imaging, an MVLA vendor for over 20 years, has been a leading Northern California-based provider of high-volume document scanning, data entry and document hosting services, and has an unrivaled record for providing exceptional quality and service. We complement our service offerings with turnkey document management system solutions incorporating state-of-the-art software and award-winning implementation, integration and support services.

Again, thank you for the opportunity to present this proposal. Should there be any questions of interpretation, please don't hesitate to contact me at the number below.

Regards,

A handwritten signature in blue ink that reads 'Jim Detrick'.

Jim Detrick
408.736.7444 Ext. 212

Company Overview

History

BMI Imaging Systems (originally Bay Microfilm Incorporated) began as a microfilm service bureau, working with county government agencies in the 1950s on the microfilming of land records. In the early '60s, we expanded our archiving services to include the preservation microfilming of the rare books and manuscripts of some of California's leading universities. A Library Microfilms Division was also established, working with over 200 newspapers in preserving California local history for libraries and publishers.

A reputation for service, precision, and reliability led to steady expansion of our government, education and commercial clients over the next two decades. By the early 1990's, the records management industry had entered the digital age and BMI was at the forefront of this evolution. Clients were meeting their electronic document management needs by digitizing their microfilm and paper records with BMI installing on- premise document management software solutions. Like many of the companies that started in Silicon Valley in the early '50s, BMI's growth was fueled by the spirit of innovation and partnering with customers who were looking for better ways to preserve and secure their data.

What BMI Offers Today

Today, BMI's production staff, a team of over 60 highly trained technicians, creates an average of 3 million digital images per month. We serve a customer base of over 800 organizations, many of whom have been clients for over 20 years. This customer loyalty stems from our steadfast commitment to providing consistent, high-quality and customized service. As part of BMI's operational capabilities, BMI developers have written over 2,000 unique software tools to address almost every conceivable image and data processing requirement.

In addition to providing document/microfilm conversion and data capture services of the highest standard, BMI is both an application service provider, enabling secure access to client data via the Web, and a systems integrator, implementing turnkey document capture, management and workflow solutions. BMI employs an in-house development staff, a project management customer support staff, along with IT professionals that support our internal and Web hosting operations.

Our Facilities and Security

BMI maintains two comprehensive 16,000 square foot production facilities located in Sunnyvale (our headquarters and one of two data centers) and Sacramento, California. Both of these free-standing, single-tenant facilities are protected by heat-activated sprinkler systems and electronic security systems (Sonitrol) that are monitored 24/7. All external doors are secured with programmed key code locks that record the date, time and user of each entrance event. Video (CCTV) surveillance cameras capture all entrances, inside production and server areas and each building's exterior. There are no wireless networks at either facility and all BMI servers are located within locked server rooms, which are redundantly secured with cipher locks. Cell phone use is prohibited within the production areas.

BMI's employees, facilities, data processing systems and data management procedures are SOC 2 Type II certified and HIPAA compliant. Comprehensive security-related training is provided to all new employees at hire or within a reasonable time after joining BMI's workforce. Training is focused on these key areas:

- Defining PII and PHI
- Overview of HIPAA/HITECH Privacy provisions
- Minimum necessary disclosure requirements
- Penalties for misuse of PII and PHI
- Overview of best practices for workstation use; virus protection; password integrity and facility security.

Additional BMI security-related measures include:

- A corporate security officer and team
- All guests are escorted at all times while they are in the facility
- Regular security audits
- Personal items, including mobile phones are not permitted within production areas

Also noteworthy with regard to security, BMI passed a Federal Government Audit/ Certification in order to perform microfilm conversion services. As a result, BMI is in compliance with the National Institute of Standards and Technology Special Publication (NIST SP) 800-53 guidelines covering Federal Government Policies for Structural Security, Physical Access, Media Protection, NPI Security and Safety.

BMI's facilities are located at:

1115 E. Arques Avenue
Sunnyvale, CA 94086
Phone: 408.736.7444

749 West Stadium Lane
Sacramento, CA 95834
Phone: 916.924.6666

RagingWire, a BMI colocation data center in Sacramento, California, maintains both BMI production backups and synchronized/replicated sets of customer-hosted data. The data sets hosted at the RagingWire and BMI Sunnyvale data centers are both active; user requests are serviced using a "load-balancing" methodology between the sites for performance.

Key specifications for the RagingWire data center environment are provided below:

- 180,000 sq. ft., with 70,000 sq. ft. of raised floor space in a seismically safe location
- 8 feet tall perimeter fence with no public access
- Multifactor identification and multi-level security zones
- 24x7 manned security with centralized electronic access control systems
- Digital zoom cameras that monitor all secure areas, parking lots, entrances and roof
- 29 MW of backup generator power
- Patented 2N+2@ electrical infrastructure design and 100% availability SLA
- SSAE 16, PCI DSS, LEED Gold, EPA ENERGY STAR certified

Schedule of Work

BMI Imaging is proposing a secure, best practice-based document processing/conversion methodology that will ensure Mountain View-Los Altos UHSD (hereinafter "the District") receives data deliverables that will meet its stated requirements. Under this methodology, BMI Imaging will:

- Maintain the security and integrity of the physical records while they are under its custody, care and control;
- Implement a tuned scanning process that will accommodate the size and characteristics/quality of the transcript document/page types;
- Capture index data (metadata) that will be used to name the PDF file generated for each transcript batch;
- Ensure the District receives data deliverables of acceptable quality/completeness in the specified format, and in accordance with a mutually agreed upon delivery schedules.

The high-level document processing tasks are as follows:

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|--------------------------------------|---|
| 1) Pre-production Activities | 7) Document Indexing |
| 2) Document Pick-up | 8) PDF File Creation & Naming/Foldering |
| 3) Shipment Receipt & Reconciliation | 9) Final QA Check |
| 4) Document Preparation | 10) Document and Data Delivery |
| 5) Document Scanning | 11) Scan-on-Demand Requests |
| 6) Document Reassembly | |

Each of the processing tasks is described briefly below:

1) Pre-Production Activities

Through these activities, the criteria for the subsequent production effort will be established and agreed upon, and procedures will be implemented to ensure compliance with Insidesource's stated processing requirements. BMI will work closely with the Insidesource project manager to complete the following tasks:

- a) Examine representative sample hard-copy records to assess the document preparation requirements and determine the configuration settings and process flows that will be used during the document conversion processes;
- b) Define the transmittal/shipment documentation requirements;
- c) Define the document pick-up and delivery schedule. BMI will work with the District to implement a schedule that will allow the records to be efficiently and accurately processed within a reasonable time period following the District's approval of the Milestone 1 deliverable (see item d below);
- d) Complete a "Milestone 1" processing phase, during which a small portion of the submitted records will be fully-processed for the District's review and approval prior to transitioning to full-production status on the project.

2) Document Pick-Up

BMI provides a high level of care for its client's physical records and takes responsibility for maintaining the security and integrity of the materials while they are in its possession. BMI will utilize its own vehicles and personnel to pick up the boxed transcript records from the District's Mountain View and Los Altos High School campuses, located at 3535 Truman Ave in Mountain View and 201 Almond Ave in Los Altos, respectively.



Please note that, by facilitating the shipping, handling and/or transportation of Insource's hard-copy records, BMI shall not be deemed a contract or commercial carrier. Insource agrees not to provide BMI with any documents, either individually or in groups, whose total replacement value exceeds \$200,000.

3) Shipment Receipt, Reconciliation and Tracking

The received boxes will be reconciled with Insource-furnished transmittal documentation and logged into Unity, a BMI-developed production workflow and control/reporting system that utilizes barcode technology to closely track each box through the various production process flows.

4) Document Preparation

BMI will prepare the documents as necessary for the scanning process. The preparation will, at a minimum, include the following tasks:

- a) Unfolding of any folded transcript documents;
- b) Removal of any page fasteners that would prevent the transcripts from being scanned via an automatic document feeder;
- c) Repair torn pages in instances where the tear would affect either the feeding process or the completeness of the image produced from the page;

5) Document Scanning

BMI will utilize workstations configured with best-in-class Opex Falcon or Kodak production scanners for the 300 DPI color/duplex capture of the transcript records in 5" (or so) batches. Any blank back-sides captured during the scanning process will be deleted using an automated (software-based) blank page deletion process.



6) Document Reassembly

Following the scanning process, the documents will be placed back within the boxes in which they were submitted. Per the District, the replacement of any BMI-removed page fasteners is not required.

7) Document Indexing

In preparation for the PDF file creation and naming effort, the images generated for each transcript batch during the scanning process will be indexed by the full name of first and last student in each bundle (e.g., "Aana, Jeff - Atteberry, Jacob E").

8) PDF File Creation and Naming/Foldering

The indexed images will be converted to a searchable PDF file format (1 PDF file per transcript batch). The PDF files created for each high school will be named using the student name information captured during the document indexing process (e.g., "Aana, Jeff - Atteberry, Jacob E.pdf") and foldered by student status (Graduate, Withdraw, or Drop).

9) Final Quality Assurance Check

Prior to delivery, a final quality assurance check will be made to verify the PDF files are in the proper format and named/foldered as requested.

10) Document and Data Delivery

The processed hard-copy transcripts will be returned to the District's high school campuses via BMI delivery vehicles and personnel. Appropriate shipping documentation will accompany all deliveries. BMI will work with the District to establish a delivery schedule that minimizes any impact on its normal business activities.

The PDF file data will be saved to an encrypted hard drive and delivered to the District's Administration Offices located at 1299 Bryant Avenue in Mountain View by BMI delivery vehicles and personnel.

11) Scan-on-Demand Transcript Requests

Should the District require urgent access to transcript records in BMI's possession, the designated BMI project manager will work with production staff to pull, process and upload the requested records on a "scan-on-demand" basis. The standard turnaround time for scan-on-demand file requests is 24 hours from receipt-of-request.

Fee Schedule

Description	Est. Volume	Unit Price	Ext. Cost
One-Time Project Setup Fee (Level 3 Secure):	1 Fee	\$1,500.00	\$1,500.00
Document Preparation: Based on an estimated throughput of 3 hours/box	330 Hours	\$45.00	\$14,850.00
Document Scanning: Based on an estimated 2,200 images/box	242,000 Images	\$0.095	\$22,990.00
Document Indexing:	Unknown	Included	Included
Document Pick-up/Delivery Via BMI Truck:	6 Trips	\$150.00	\$900.00
Fulfill Scan-on-Demand Transcript Requests:	Per Request	\$25.00	TBD
Estimated Total Project Cost:			\$40,240.00