

# Docucon Imaging Services, Inc.

CISV VID # 1113661422601

## Vendor Contact Information

### CISV Contact Information

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### CMBL Contact Information

(same)

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## Document Conversion Services

## Product / Services Information

Class-Item Available	Commodity Description
920	DATA PROCESSING, COMPUTER, AND SOFTWARE SERVICES
920-19	QComputer Digitizing Services
920-24	QData Conversion Services
920-38	QOptical Scanning Services

Commodity items shown for class 920 are available statewide.

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## Catalogue Information

# Catalogue Products / Services

### **Maintenance, Repair, Support Plan**

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

A backup copy of all delivered data will be maintained by Docucon Imaging Services for a minimum of three months.

Our normal Sales Office hour are 8 a.m. to 5 p.m., Monday – Friday excluding holidays.

Contact: Carolyn Sullivan [csullivan@docucon.com](mailto:csullivan@docucon.com)

or 800/899-2072 ext. 255

### **Warranty**

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

A backup copy of all delivered data will be maintained by Docucon Imaging Services for a minimum of three months.

## 1A. SERVICES PRICES

Some Services have pre-requisite requirements, these are indicated by an “\*”. For a complete description of each Service and/or its pre-requisites use the link in the right-hand column next to the Service or go to Detailed [Service Descriptions](#).

Also see [General Specifications](#)

OUR SERVICE and ORDER #	PRE-REQ.	UNIT OF ISSUE	LIST/STATE PRICE	DETAILS
<b>001 DOC PREP</b>				<a href="#">DocHand</a>
001A Doc Prep/Standard		Page	\$0.015	
001B Doc Prep/Enhanced		Page	\$0.043	
<b>002 SCANNING/PAPER</b>				<a href="#">Scan Paper</a>
002A Scanning/Page/Standard		Image	\$0.089	
002B Scanning/Page/Enhanced		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	
<b>003 SCANNING/ENGINEER DRAWINGS</b>				<a href="#">Scan Drwgs</a>
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	
<b>004 SCANNING/MICROFILM/MICROFICHE</b>				<a href="#">Scan Film</a>
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	

OUR SERVICE and ORDER #	PRE-REQ.	UNIT OF ISSUE	LIST/STATE PRICE	DETAILS
0004I Microfiche Handling		fiche	\$0.260	
004J Scanning/Microfiche/Standard		Image	\$0.082	
004K Scanning/Microfiche/Standard Jacketed		Image	\$0.092	
004L Scanning/Microfiche/Non-Standard Jacketed		Image	\$0.162	
Fiche				
<b>005 SCANNING/APERTURE CARD</b>				<a href="#">Ap Crds</a>
005A Scanning/Aperture Cards/200 dpi		Image	\$0.296	
<b>006 INDEXING/PAPER COLLECTIONS</b>				<a href="#">Indx Paper</a>
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	
<b>007 INDEXING ENGINEERING DRAWINGS</b>				<a href="#">Indx Drwgs</a>
007A Indexing/Drawing/Standard		Document	--	
<b>008 INDEXING/IMAGES PRODUCED FROM MICROFILM</b>				<a href="#">Indx Film</a>
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	
<b>009 INDEXING/IMAGES PRODUCED FROM APERTURE CARDS</b>				<a href="#">Indx ApCrds</a>
009A Indexing/Aperture Cards/Standard		Image	--	
009B Indexing/Aperture Cards/Enhanced		Image	\$0.450	
<b>010 MARKUP LANGUAGES</b>				<a href="#">Mark Lang</a>
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	
<b>011 ADDITIONAL INDEXING &amp; KEY STROKING</b>				<a href="#">Indx Other</a>
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	
<b>012 PDF CONVERSION</b>				<a href="#">PDF</a>
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	

OUR SERVICE and ORDER #	PRE-REQ.	UNIT OF ISSUE	LIST/STATE PRICE	DETAILS
<b>013 MEDIA</b>				
013A CD-R		Each	\$9.227	<a href="#">Media</a>
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	
<b>014 PROFESSIONAL HOURLY RATES</b>				
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 Engineer		Hour	\$94.95	

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## **1B. SERVICES DESCRIPTIONS**

### **001 Document Handling**

[Catalog](#)

#### **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**

[Catalog](#)

#### **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**

[Catalog](#)

### **003A Engineering Drawing Scanning – 200 dpi**

- 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 double 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

[Catalog](#)

### 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 determine 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.

#### **004J Microfiche Scanning – 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**

[Catalog](#)

##### **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**

[Catalog](#)

##### **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

*Requires Enhanced Paper Scanning 002B*

**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**

[Catalog](#)

**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 and Microfiche**

[Catalog](#)

**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

[Catalog](#)

### 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.

## 10 Markup Languages

Supported output formats: SGML, HTML & XML

[Catalog](#)

### 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
- Graphics 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 will be scanned at 300 dpi
- Textual data will be converted to text 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 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
- 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% 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% 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**

[Catalog](#)

### **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**

[Catalog](#)

**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

[Catalog](#)

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

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## 2. GENERAL SPECIFICATIONS

[Catalog](#)

- 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 Services in this Catalogue is Statewide.
- 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**  
Quantity discounts may be negotiated.
- 9. PROMPT PAYMENT TERMS**  
Net 30 Days
- 10. GOVERNMENT COMMERCIAL CREDIT CARD ACCEPTANCE**  
Docucon Imaging Services does accept the Government credit cards.
- 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**  
Expedited delivery may be negotiated with an increase in price.
- 14. URGENT REQUIREMENTS**  
Negotiated
- 15. FOB**  
Destination within the State of Texas.
- 16. CONTRACTOR'S ORDERING ADDRESS**  
Docucon Imaging Services, Inc.  
508 W. Rhapsody  
ATTN: TXMAS - ORD  
San Antonio, TX 78213

**17. CONTRACTOR'S PAYMENT ADDRESS**

Docucon Imaging Services, Inc.  
508 W. Rhapsody  
ATTN: TXMAS - PAY  
San Antonio, TX 78213

**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. 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 78213

**22. YEAR 2000 (Y2K) COMPLIANT**

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

127751662

[Catalog](#)

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