

Document Management and Imaging System

Presented by:

CASNET

*You Manage Your Business.
We Manage Your Documents.*

Presented to:

***State of West Virginia Purchasing Division
For
Division of Juvenile Services***

April 25, 2007

RECEIVED

2007 APR 26 A 9 35

PURCHASING DIVISION
STATE OF WV



CASNET

*You Manage Your Business.
We Manage Your Documents.*

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800.882.7500 • 330.848.8800 • fax: 330.848.8866
947 W. Waterloo Rd. • Akron, OH 44314-1529

April 25, 2007

Mr. John Abbott
Purchasing Division
State of West Virginia
2019 Washington Street, East
Charleston, WV 25305

Dear Mr. Abbott,

CASNET is pleased to provide the attached response to the State of West Virginia, Division of Juvenile Services for a Document Imaging System.

We would like to thank you for your time and interest in reviewing our response, and encourage you to contact me at 330-848-8800 or email to bbowers@gotocasnet.com with any questions or clarifications that will help you obtain a clear vision of our proposal and your solution.

Respectfully,

Brad Bowers
CEO / President

BDB:ksc

Enclosure



Capture.



Manage.



Deliver.



Store.



Preserve.



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

RFQ NUMBER
DJS010228

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT 304-558-2544

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

OFFICE

DIVISION OF JUVENILE SERVICES
 SECOND FLOOR
 1200 QUARRIER STREET
 CHARLESTON, WV
 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
03/07/2007				

BID OPENING DATE: 03/29/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		205-09		
<p>REQUEST FOR QUOTATION</p> <p>THE PURCHASING DIVISION IS SOLICITING BIDS FOR THE DIVISION OF JUVENILE SERVICES TO PROVIDE A SINGLE USER IMAGING SYSTEM.</p> <p>ATTACHMENTS: 1. SPECIFICATIONS 2. AFFIDAVIT</p> <p>MANDATORY PRE-BID: LOCATION: PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305 DATE & TIME: 3/20/2007; 10:30 AM</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
	330-848-8800	4-25-07	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
CFO COO	34-1700062		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DJS010228

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
**JOHN ABBOTT
 304-558-2544**

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES
 SECOND FLOOR
 1200 QUARRIER STREET
 CHARLESTON, WV
 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/07/2007				

BID OPENING DATE: **03/29/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UQP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
CERTIFICATION; OR <input type="checkbox"/> BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR <input type="checkbox"/> BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION. B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED: <input type="checkbox"/> BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID; OR <input type="checkbox"/> BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 330-848-8800	DATE 4-25-07
TITLE CFO / COO	FEIN 34-1700062	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER:
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PAGE:
3

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 304-558-2544**

RFQ COPY

TYPE NAME/ADDRESS HERE

RFQ COPY

**DIVISION OF JUVENILE SERVICES
 SECOND FLOOR
 1200 QUARRIER STREET
 CHARLESTON, WV
 25301 304-558-6029**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/07/2007				

BID OPENING DATE: **03/29/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 330-848-8800	DATE 4-25-07
TITLE CFO/COO	FEIN 34-1700062	ADDRESS CHANGES TO BE NOTED ABOVE

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4

ADDRESS CORRESPONDENCE TO ATTENTION OF
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VENDOR

RFQ COPY
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SHIP TO

DIVISION OF JUVENILE SERVICES

SECOND FLOOR
1200 QUARRIER STREET
CHARLESTON, WV
25301 **304-558-6029**

DATE PRINTED 03/07/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **03/29/2007** **BID OPENING TIME 01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>BIDDER: <u>High Line Corporation</u></p> <p>DATE: <u>April 25, 2007</u></p> <p>SIGNED: <u></u></p> <p>TITLE: <u>CFO/COO</u></p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <u></u>	TELEPHONE 330-848-8800	DATE 4-25-07	
TITLE CFO/COO	FEIN 34-1700062	ADDRESS CHANGES TO BE NOTED ABOVE	

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State of West Virginia
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 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
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5

ADDRESS CORRESPONDENCE TO ATTENTION OF
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304-558-2544

RFQ COPY
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CHARLESTON, WV
25301 **304-558-6029**

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
03/07/2007				

BID OPENING DATE: **03/29/2007** **BID OPENING TIME 01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER:				JOHN ABBOTT-----		
RFQ. NO.:				DJS010228-----		
BID OPENING DATE:				3/29/2007-----		
BID OPENING TIME:				1:30 PM-----		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
				330-848-8866-----		
CONTACT PERSON (PLEASE PRINT CLEARLY):						
				Brad Bowers-----		
					Software Total	\$27,000.00
					Hardware Total	\$29,970.37
					Professional Serv.	\$ 9,000.00
					Maintenance S/W	\$ 5,400.00
					Maintenance H/W	\$ 2,565.00
***** THIS IS THE END OF RFQ DJS010228 *****					TOTAL:	\$73,935.37
					Media (Not inc.)	
					SDLT 600 600 GB	\$ 111.58 ea.
					Cleaning Tape	\$ 93.68

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 330-848-8800	DATE 4-25-07
TITLE CFO/COO	FEIN 34-1700062	ADDRESS CHANGES TO BE NOTED ABOVE

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AFFIDAVIT

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING:

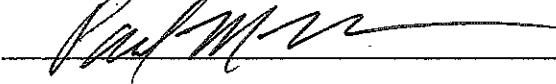
Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: High Line Corporation dba CASNET

Authorized Signature:  Date: 4-25-07

**COTS-BASED SINGLE USER IMAGING SYSTEM
REQUEST FOR QUOTE
WEST VIRGINIA DIVISION OF JUVENILE SERVICES
RFP #: DJS010228**

GENERAL INFORMATION

The central office for the Division of Juvenile Services (DJS) is located at 1200 Quarrier Street, Charleston, WV 25301.

DJS is seeking a cots-based, single user imaging system to for archiving and retrieving resident and eventually personnel files. DJS is interested in a solution which will allow the central site to store all records and via a secure internet connection, transmit files to their external facilities as required.

Each resident file is made up of approximately 100 pieces of paper, some double-sided, some multi-copy and various paper weights and sizes, including card stock, ranging in size from 5 x 7 to 8-1/2 x 11.

There are approximately 1000 intakes and 100 re-entries into the system files per year, equating to an average of 1,000,000 pages, or images, which will need to be scanned.

SPECIFICATIONS

1. Only COTS Application Solutions will be considered.
2. Vendor shall quote an ODBC compliant, COTS solution that will accommodate the requirements for a system providing real-time access for up to five (5) users, but shall be scalable to allow for future expansion.
3. The system shall have the ability to include electronic documents from other applications such as Word, WordPerfect or Excel. The vendor shall describe the method by which electronic documents are associated with imaged DJS files.
4. At a minimum, DJS needs to have all files indexed by name, social security number and date of birth (DOB), DJS#, MMIS# and Intake Facility name. The vendor should propose additional indexing schemes for consideration.
 - a. With regard to personnel records, the vendor should propose separate indexing scheme. This indexing scheme should include Name, DOB, SSN, Title, and Work Facility.

5. The system shall have the ability to perform frequent queries using these indexing fields for the purpose of locating specific resident records. The system shall also be flexible, allowing the user to add additional index fields, as required.
6. The system shall have security access capabilities, including, but not limited to: HIPPA compliance and agency authorization levels, with regard to resident records.
7. The system shall have the ability to apply temporary redaction of the document, e.g. strike sensitive information.
8. The system must be capable of storing images on media that meets legal governance regarding evidence in a court of law. (WORM)
9. The system shall be capable of sharing resident files with external DJS facilities, via a secure web-based server.
10. The vendor shall list and quote costs associated with ALL hardware required implementing a single user imaging system.
11. DJS intends to purchase a separate server to house the active, searchable imaging system. The vendor must include the specifications recommended for any hardware needed for this project, including, but not limited to: the central server, the recommended storage device, the imaging workstation and attached scanner.
12. Vendor shall quote all costs associated with a proposed storage solution which is appropriate to the volume of documents anticipated over a five year period. At a minimum this shall include consideration for storage on CD-R media.
13. The system shall provide a backup mechanism for both data and indexes. The vendor shall describe how their system will meet this requirement.
14. The system shall be capable of providing print on demand functionality as well as full record printing, as well as the ability to fax or e-mail documents.
15. The vendor must indicate any additional costs of hardware required to expand the initial system to accommodate multiple users.
16. *M* The vendor must provide a detailed Project Plan, describing milestones, and timelines associated with each portion of this project.
17. *off site* DJS requests that the successful vendor's Project Leader be available, on a weekly basis to meet with the DJS staff, to provide updates and progress reports on the implementation.
18. The vendor shall propose necessary services and costs required for training of DJS personnel on the imaging system. This shall include at least eight hours of train-the-trainer training, for a minimum of three (3) DJS employees.

19. The vendor shall quote costs associated with all necessary services required for the installation of the imaging system. The vendor shall include any costs associated with modifications needed to customize system for DJS' specific needs.
20. The quote shall include any on-going maintenance cost necessary.
21. The vendor shall provide a minimum of three client references. The references shall be for systems of similar configuration. One of these references shall be for a system implemented in a similar government facility environment. References shall include a contact name, telephone number, company name, address and description of system, software, hardware, number of users, etc.
22. All costs associated with implementation, customization or installation shall be inclusive of travel, as required by West Virginia Purchasing Guidelines.
23. Vendor shall provide a detailed project proposal and description of system and elements being proposed.

Q's
H



State of West Virginia
Department of Administration
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Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER: DJS010228

PAGE: 1

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RFQ COPY
TYPE NAME/ADDRESS HERE

VENDOR

VENDOR

DIVISION OF JUVENILE SERVICES
SECOND FLOOR
1200 QUARRIER STREET
CHARLESTON, WV 25301 304-558-6029

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
03/29/2007				

BID OPENING DATE: 04/19/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	LOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #01						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE TO 4/19/2007; 1:30 PM.						
ADDENDUM #02 WILL FOLLOW AT A LATER DATE, BUT BEFORE THE NEW BID OPENING DATE.						
***** END OF ADDENDUM #01 *****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	330-848-8800	4-25-07
LE CFO/COO	FEIN 34-1700062	ADDRESS CHANGES TO BE NOTED ABOVE

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1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
JOHN ABBOTT
304-558-2544

A U T H O R I Z E D

CASNET
947 W. WATERLOO ROAD
AKRON, OH 44314

S H I P T O

DIVISION OF JUVENILE SERVICES
SECOND FLOOR
1200 QUARRIER STREET
CHARLESTON, WV
25301 **304-558-6029**

DATE PRINTED 04/16/2007	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **04/26/2007** **BID OPENING TIME 01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #02 THIS ADDENDUM IS ISSUED TO PROVIDE CLARIFICATIONS AS A RESULT OF THE PRE-BID MEETING HELD ON 3/20/07, AND TO EXTEND THE BID OPENING DATE. ATTACHMENT: 1. ADDENDUM #02 - CLARIFICATIONS 2. ADDENDUM ACKNOWLEDGEMENT NEW BID OPENING DATE: 4/26/2007; 1:30 PM ***** END OF ADDENDUM #02						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 330-848-8800	DATE 4-25-07
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ADDENDUM
DJS010228 Imaging System

Clarifications

1. Change Single User System to Five (5) User System.
50ppm/black & white/3 stations. Data and image backup.
2. Servers will be needed. Possibly two (2). One server for storage of data and one a Web Server. Provide minimum specification for capabilities discussed. Storage of approximately an average of seven (7) years on resident files, before purging.
3. WEB-based Secure Access.
4. Delete item #12.
5. (#3) No revision or alterations allowed for original documentation. Additional documentation can be added to show revision/changes.
6. No requirement for OCR abilities.
7. Indexing capabilities via manual code for unique identifiers.
8. Database preference of SQL. Vendor installation.
9. Secure off-site storage at the Divisions discretion. (Hard-drive Backup at CTO office.)
10. Scanner with minimum specification to meet scan ability of approximately 5,000 documents per day. One (1) Heavy Duty and Two (2) Medium Duty.
11. Black & White document and image formats only.
12. Average document size will be 8-1/2 x 11. Nothing smaller.
13. Ongoing support charges/fees and/or costs per year. I.e., service agreements, updates, license, maintenance, consumables, trainings on any updates, upgrades or changes to software, etc.
14. Minimum costs of future expansion capabilities.
15. Compatibility with Purchasing/Auditors imaging systems.
16. WORM cache is approved.
17. Minimum requirement needed for on demand printing and/or e-mailing.

WV-35a STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET	Buyer:	Page	Req. or P. O. No.: DJS010228
--	--------	------	---------------------------------

Vendor: High Line Corporation dba CASNET	Spending Unit:
--	----------------

Requisition No.: DJS010228

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

No. 1 x

No. 2 x

No. 3 --

No. 4 --

No. 5 --

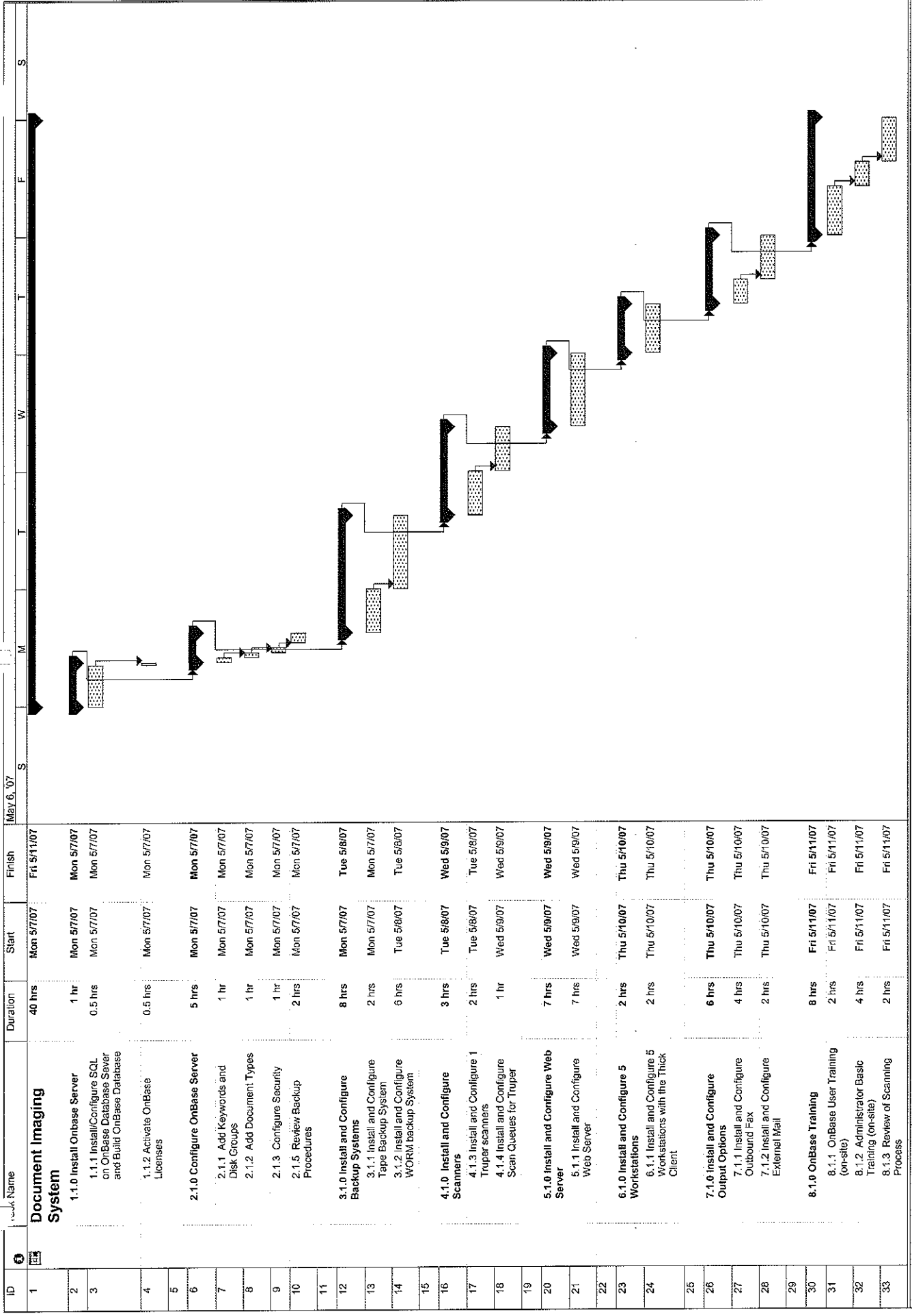
I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.



 Signature

High Line Corporation dba CASNET
 Company

April 25, 2007
 Date



Project: State of West Virginia - DOJIS
 Date: Wed 4/25/07

Summary
 Project Summary
 External Tasks
 External Milestone
 Progress
 Milestone
 Deadline

Page 1



CASNET
*You Manage Your Business.
We Manage Your Documents.*

ELECTRONIC DOCUMENT MANAGEMENT SYSTEM

STATEMENT OF WORK FOR

**State of West Virginia
Division of Juvenile Services**

CASNET
947 W. Waterloo Road
Akron, Ohio 44314
(330) 848-8800
Fax (330) 848-8866

April 25, 2007

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I. Statement of Work

This section contains the Project definition.

- Background
- Objectives
- Scope
- Constraints
- Assumptions and Prerequisites
- Change Reporting
- Deliverables

A. Background

Pursuant to our Hardware & Software Quotation and Sales Agreement dated April 25, 2007 and subsequent to discussions with representatives of State of West Virginia regarding scope of services and as a part of an agreement (Agreement) entered into between CASNET and State of West Virginia, CASNET hereby submits this Statement of Work (SOW).

B. Objectives

The objective of this Project is to install an Image Capture and Storage System and conduct knowledge transfer to State of West Virginia personnel in accordance with the Project Plan (Scope).

C. Scope

The following items are within the Scope of the Agreement and are included in the Cost Proposal:

C.1. In Scope

- Install the OnBase System – This includes building the OnBase Database and activating licenses purchased.
- Configure the OnBase Server – This includes:
 1. Add Keywords (5 Keywords for each Document Type).
 2. Modify Job and Family Services (Income Maintenance) Document Types.
 3. Verify and adjust Security.
- Install and configure the Scan Station and Scan Queue for the Bell & Howell Truper (3) 3600 Scanner at State of West Virginia Division of Juvenile Services.
- Install and Configure Web Server.
- Install and Configure Quantum Tape Backup System.
- Install and Configure the Quantum DLTSage™ WORM System.
- Install and configure 5 Workstations with OnBase Thick Client.
- Install and configure the Outbound FAX and Outbound Mail options.
- Provide training which includes:
 1. OnBase 6.2 User Training (On-Site)
 2. OnBase 6.2 Administrator Training (On-Site)
 3. Review Scan Processes (On-Site)

C.2. Out of Scope

The following items are not within the scope of the Agreement, but may be added in the future by amendments and change orders if desired:

- Workstation configuration of operating systems, or connectivity to the network.
- Security or network configuration involving firewalls, VPN, Remote Access, etc. to any of the servers.
- Determination of document file structure or indexing fields.
- Maintenance or upgrades to servers, network, workstations and their component hardware or software necessary to optimize system performance.
- Any custom interfaces

D. Constraints

- All necessary hardware including servers, workstations, storage devices and scanners must be in place and connected to the network before the scheduled install dates.

Facilities required by CASNET are:

1. An area for two people with a table and chairs.
 2. Internet access via a network port for a laptop connection.
- A system configuration and design for all Document Types, Type Groups and Keywords must be completed before any configuration of any imaging servers or workstations can be performed.
 - An Application Enabler test must be performed before the Application Enabler Module can be ordered from Hyland Software.

E. Assumptions and Prerequisites

- All workstations are to be installed on the network and the operating system installed by State of West Virginia personnel before the installation and configuration of the applicable software by CASNET.
- The OnBase File Server is to be installed on the network by State of West Virginia personnel and be ready for use before the installation of the applicable OnBase Software by CASNET.
- The OnBase Web Server is to be installed on the network by State of West Virginia personnel and be ready for use before the installation of the applicable OnBase Software by CASNET.
- The backup of the server is the sole responsibility of State of West Virginia personnel.

F. Change Reporting

Any requirements for changes to the project Scope, Constraints, or Assumptions will be evaluated and reported to the appointed State of West Virginia representative as they occur.

G. Deliverables

- Configure OnBase Server Software
- OnBase User Training Manuals
- Install and configure 5 Workstations with the OnBase Thick Client.
- Install and configure the Scan Stations and Scan Queue for the Bell & Howell Truper (3) 3600 Scanner at State of West Virginia Division of Juvenile Services.
- OnBase Standard Software Maintenance as set forth in the Hardware & Software Quotation and Sales Agreement.
- OnBase Imaging Server with tape drive.
- OnBase Web Server
- Quantum DLTSage™ WORM Backup system

II. Cost Proposal**A. Professional Services:**

Services rendered under this contract will be charged at the following rate as outlined in the Hardware & Software Quotation and Sales Agreement:

Category	Estimated Hours	Rate	Price
Application Development, Installation and Training	40 Hours	\$195.00 Per Hour	\$7,800.00
Travel Expenses	Estimated Cost	\$1,500.00	\$1,500.00
		Total	\$9,300.00

B. Subcontractors

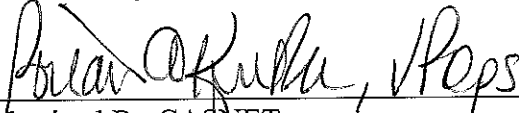
CASNET does not plan to use subcontractors at this time. Should, in the course of performance of the work another subcontractor become necessary, e.g., a contract programmer, CASNET will immediately inform State of West Virginia of the circumstances and need to request an amendment to the contract to include that change.

C. Payment Schedule

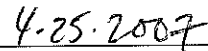
Payment Schedule shall be as set forth under Item 4, Terms and Conditions of the Hardware & Software Quotation and Sales Agreement referenced herein.

D. Acknowledgement

This Statement of Work, including the Agreement, constitutes the entire agreement between the parties with respect to the subject matter of this Statement of Work. This Statement of Work and the Agreement merges and supersedes all prior oral or written agreements, discussions, negotiations, commitments, writings or understandings. This includes without limitation any representations contained in any sales literature, brochures or other written descriptive or advertising material and is the complete and exclusive statement of the terms of the parties' Agreement. Each of the parties acknowledges and agrees that, in executing this Statement of Work and the Agreement, it has not relied upon, and it expressly disclaims any reliance upon, any representation or statement not set forth herein or in the Agreement.

Authorized By State of West Virginia

Authorized By CASNET

Date

Date



APPENDIX A – Project Sign Off Sheets

1.1.0 Install OnBase Server

Scheduled Start Date		Actual Start Date	
----------------------	--	-------------------	--

CASNET

State of West Virginia

Project Description	Completed	Date	Approved	Date
1.1.1 Install/Configure SQL on OnBase server				
1.1.2 Build OnBase Database				
1.1.3 Activate OnBase Licenses				

CASNET

State of West Virginia

Additional Work/Comments/Exceptions	Completed	Date	Approved	Date

2.1.0 Configure OnBase Server

Scheduled Start Date		Actual Start Date	
----------------------	--	-------------------	--

CASNET

State of West Virginia

Project Description	Completed	Date	Approved	Date
2.1.1 Add Keywords and Document Types				
2.1.2 Modify Job and Family Services Document Types				
2.1.3 Configure Security				
2.1.5 Review Backup Procedures				

CASNET

State of West Virginia

Additional Work/Comments/Exceptions	Completed	Date	Approved	Date



APPENDIX A – Project Sign Off Sheets (Continued)

3.1.0 Install and Configure Backup Systems

Scheduled Start Date		Actual Start Date	
----------------------	--	-------------------	--

CASNET

State of West Virginia

Project Description	Completed	Date	Approved	Date
3.1.1 Install / Configure Tape Backup System				
3.1.2 Install / Configure WORM backup System				

CASNET

State of West Virginia

Additional Work/Comments/Exceptions	Completed	Date	Approved	Date



APPENDIX A – Project Sign Off Sheets (Continued)

4.1.0 Install and Configure Scan Station and Scan Queue

Scheduled Start Date		Actual Start Date	
----------------------	--	-------------------	--

CASNET

State of West Virginia

Project Description	Completed	Date	Approved	Date
4.1.1 Install / Configure (3) B+H Truper 3600 Scanner				

CASNET

State of West Virginia

Additional Work/Comments/Exceptions	Completed	Date	Approved	Date



APPENDIX A – Project Sign Off Sheets (Continued)

5.1.0 Install and Configure Web Server

Scheduled Start Date		Actual Start Date	
----------------------	--	-------------------	--

CASNET

State of West Virginia

Project Description	Completed	Date	Approved	Date
5.1.1 Install / Configure Web Server				

6.1.0 Install and Configure 5 Workstations

Scheduled Start Date		Actual Start Date	
----------------------	--	-------------------	--

CASNET

State of West Virginia

Project Description	Completed	Date	Approved	Date
6.1.1 Install and Configure 5 Workstations				

CASNET

State of West Virginia

Additional Work/Comments/Exceptions	Completed	Date	Approved	Date



APPENDIX A – Project Sign Off Sheets (Continued)

7.1.0 Install and Configure Output Options

Scheduled Start Date		Actual Start Date	
----------------------	--	-------------------	--

CASNET

State of West Virginia

Project Description	Completed	Date	Approved	Date
7.1.1 Install and Configure Outbound Fax				
7.1.2 Install / Configure External Mail				

8.1.0 OnBase Training

Scheduled Start Date		Actual Start Date	
----------------------	--	-------------------	--

CASNET

State of West Virginia

Project Description	Completed	Date	Approved	Date
8.1.1 OnBase User Training				
8.1.2 OnBase Administer Training				
8.1.3 Review Scan Processes				

CASNET

State of West Virginia

Additional Work/Comments/Exceptions	Completed	Date	Approved	Date



APPENDIX A – Project Sign Off Sheets (Continued)

9.1.0 Deliver Software and Documentation

Scheduled Start Date		Actual Start Date	
----------------------	--	-------------------	--

CASNET

State of West Virginia

Project Description	Completed	Date	Approved	Date
9.1.1 Deliver OnBase Software and Manuals				
9.1.2 Deliver Scanner Software and Manuals				

CASNET

State of West Virginia

Additional Work/Comments/Exceptions	Completed	Date	Approved	Date

APPENDIX B

Image Server

HP ML150 G3 DC 5120 4MB 512MB Mfg#: CPR-416770-001
HP 512MB PC2-5300 Mfg#: CPR-413507-B21
HP 72GB 3G PLUG SAS 15K LFF HD Mfg#: CPR-375870-B21
HP 146GB 3G PLUG SAS 15K LFF HD Mfg#: CPD-375872-B21
HP SMART ARRAY E200/128 CONTROLLER Mfg#: CPR-411508-B21
QUANTUM SDLT 600 INT KIT SCSI BARE MFG# QTN-TR-S34AX-BR
MS MBL SQL SRV STD 2005 Mfg#: MBL-228-04455
MS MBL SQL USER CAL 2005 Mfg#: MBL-359-01822
MS WWF SQL SRV STD 2005 32 MED Mfg#: MWF-228-05236
MS MBL W2003 SRV STD R2 Mfg#: MBL-P73-01972
MS MBL W2003 CAL PER USER
MS WWF W2003 SRV STD R2 32/64 MEDIA Mfg#: MWF-P73-01780
Software for WORM Tape Drive
Quantum DTLsage WORM
MS SQL Server with 5-CALS

Web Server

HP ML150 G3 DC 5120 4MB 512MB Mfg#: CPR-416770-001
HP 512MB PC2-5300 Mfg#: CPR-413507-B21
HP 72GB 3G PLUG SAS 15K LFF HD Mfg#: CPR-375870-B21
MS MBL W2003 SRV STD R2 Mfg#: MBL-P73-01972
MS MBL W2003 CAL PER USER

Hardware & Software Quotation And Sales Agreement

Customer	Department of Administration, Purchasing
Address	2019 Washington Street, East
City, State, Zip	Charleston, WV 25305-0130

Attention	John Abbott
Date	April 25, 2007
Contract No.	2007-030024

A. Hardware/Professional Services

Item	Quantity	Unit Cost	Extended
Bowe Bell+Howell Truper 3600 Standard VRS 4.x Scanner	3	\$5,283.00	\$15,849.00
1 Year B+H Truper 3600 Next Day, On-Site Warranty Uplift & 1 PM (By Kodak)	3	\$855.00	\$2,565.00
HP Imaging/Database Server	1	\$10,672.75	\$10,672.75
HP Web Server	1	3,448.62	3,448.62
Media - SDLT 600 600 GB	1	\$111.58	\$111.58
Media - Cleaning Tape	1	\$93.68	\$93.68
Installation	5	\$1,500.00	\$7,500.00
Estimated Travel and Expenses	1	\$1,500.00	\$1,500.00
Total Hardware and Software			\$41,740.63

B. Software

Task	Units	Rate	Extended
OnBase Multi-User Software	1	\$4,500.00	\$4,500.00
OnBase Concurrent Client	5	\$1,080.00	\$5,400.00
OnBase Production Document Imaging (Kofax or TWAIN) (1)	1	\$4,500.00	\$4,500.00
OnBase Production Document Imaging (Kofax or TWAIN) (2+)	2	\$1,800.00	\$3,600.00
OnBase Web Server	1	\$9,000.00	\$9,000.00
1 Year OnBase Software Maintenance	1	\$5,400.00	\$5,400.00
Total Professional Services			\$32,400.00

ESTIMATED Project Cost

\$ 74,140.63

TERMS AND CONDITIONS

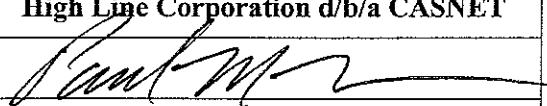
- Scope of Services. CASNET agrees to provide CUSTOMER with the professional services, hardware and software (the "Deliverables") as described herein.
- Installation and Training. Rate is estimated based upon a system survey and/or CUSTOMER supplied information billed in ½ day increments plus out of pocket expenses. This estimate may vary depending on the availability of client personnel and status of the equipment on the day of the installation. If, during the course of installation, it becomes apparent that additional time is required to complete the installation, we will immediately notify you of these requirements and of the estimated additional cost, which will require your approval before we proceed.

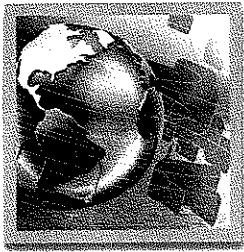
(Terms and Conditions Continued on Back)

TERMS AND CONDITIONS (Continued)

3. Delivery and Security Interest. Delivery for all Systems will be made FOB CASNET's point of shipment. Title to the Equipment (but not the software) and risk of loss or damage to the System, shall pass to CUSTOMER upon arrival at customer site. Upon completion of the installation and testing of the application software by CASNET for the System, CASNET shall give notice to CUSTOMER that the application software has been installed and testing has been completed. The application software shall be deemed accepted by CUSTOMER on the date of CASNET's notice, unless CUSTOMER sends a written notice specifically stating each and every reason why the application software is not acceptable, to CASNET within 15 days of CASNET's notice of completion. In all instances, CUSTOMER hereby grants and conveys to CASNET a security interest in the System and any proceeds therefrom until the purchase price of and all other charges relating to the System are paid in full. CUSTOMER will execute, upon request, financing statements necessary to perfect CASNET's security interest in the System, and CUSTOMER authorizes CASNET to file such financing statements and to file this Agreement as a financing statement.
4. Payment. The price of the system and, if applicable, the application software, is set forth herein and is based upon the CASNET price list in effect upon CUSTOMER's execution of this agreement. The price is exclusive of any applicable sales, use, property, excise or like taxes, or freight, insurance or similar charges, all of which foregoing taxes and charges shall be borne by CUSTOMER. CUSTOMER shall pay to CASNET the total purchase price set forth herein in the following increments: Fifty percent (50%) at time of order and fifty percent (50%) upon installation. In the event payment is not received by CASNET within the time specified, a late charge of 1.5% of the past due amount may be assessed for each 30 days outstanding, prorated on a daily basis.
5. Limitation of Liability. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS) EVEN IF A PARTY HAS BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Accepted For	
Signature	
Title	Date

Offered By	High Line Corporation d/b/a CASNET		
Signature			
Title	COO/CFO	Date	4/25/07



CASNET
*You Manage Your Business.
We Manage Your Documents.*

References

1. Jenny Gerhart
City of Cleveland; Division of Water
1201 Lakeside Avenue
Cleveland, OH 44114
216-664-2444
System: OnBase 100 Concurrent Users

2. Michelle Atkinson
Emergency Medicine Physicians
4535 Dressler Road NW
Canton, OH 44718
330-493-4443
System: OnBase 33 Concurrent/Named Users

3. Linda Scott
Williams County Record Center
107 West Butler Road
Bryan, OH 43506
419-636-8253
System: OnBase 40 Workstation Client / 6 Concurrent Users

GOVERNANCE, RISK AND COMPLIANCE



engage. empower. evolve.™

OnBase®

a Hyland Software solution



"GRC platforms are specifically aimed at managing risk and compliance across the business — creating a centralized hub of risk and compliance documentation, assessment, analysis, and loss information from every part of the business. Providing the functionality in these four areas requires that solutions in this product category have excellent content management and workflow capabilities."

- Michael Rasmussen,
Forrester Research¹

BECAUSE GOVERNANCE, RISK AND COMPLIANCE IS EVERYONE'S RESPONSIBILITY

Governance, risk and compliance (GRC) responsibilities permeate every layer of an organization. That's why OnBase®, the award-winning enterprise content management (ECM) software suite from Hyland Software, is not simply a compliance point solution; it is an enterprise solution for quickly and cost effectively building a flexible and reliable GRC framework from the ground up.

OnBase is a fully integrated ECM suite that includes core capabilities in document imaging and management, COLD/ERM, workflow and records management as well as specialized solutions for Sarbanes-Oxley, ISO, HIPAA and other regulatory compliance and risk mitigation initiatives. Hyland also offers database validation and recovery services to ensure integrity of an OnBase system and support disaster recovery/business continuity.

¹ from "Will the Real Risk and Compliance Vendor Please Step Forward? Defining the Risk And Compliance Market Landscape," a Forrester Research market overview, November 28, 2005

BUILDING YOUR GRC FRAMEWORK WITH ONBASE

Using OnBase to improve segregation, auditing and disclosure of corporate information assets, organizations of all sizes can create secure frameworks for protecting accountability of documents, processes and human interactions ranging from granular departmental activities to an enterprise-wide view of the policies, controls and testing.

OnBase delivers the tactical functionality to meet immediate day-to-day business needs as well as the strategic vision for building holistic business solutions

that can be readily adapted to changing requirements. Recognized for its ease of use, OnBase will meet the technology requirements of the most exacting IT departments, as well as the functionality needs of the business user.

Unlike many point solutions, the OnBase GRC framework helps organizations meet multiple regulatory and procedural demands. As a front-end compliance management solution, OnBase offers views of procedures, activities and controls, including human interactions. Business

process improvement and automation capabilities verify that these policies are enforced while consistency and accountability are protected. At the back end, OnBase provides a centralized repository and core capabilities in document and content management to ensure the security, integrity and availability of information assets from virtually any source, including scanned images, desktop documents, e-mail, text-based reports and even physical assets.

BENEFITS OF A SINGLE-PLATFORM SOLUTION

Low Total Cost of Ownership: Because a single instance of OnBase can be quickly configured to manage multiple business processes and provide an enterprise view of all identified risks and compliance efforts, the need to acquire, integrate and support multiple point solutions is eliminated. Deployment usually requires little or no custom programming even when OnBase is integrated with complementary software. OnBase doesn't require the high professional services costs or lengthy implementation periods of some competing solutions. Its ease of use minimizes training costs and business disruption.

Ease of Integration: OnBase is designed to enhance existing infrastructure investments, not displace them, so it provides multiple options for interacting with other systems such as ERP or accounting applications. The point-and-click configurable OnBase Application Enabler™ rapidly integrates OnBase with text-based, Java™, Windows®, Web-based and host applications without the need for custom coding, providing agile content management functionality to integral line-of-business applications.

For more complex integrations, OnBase uses Visual Basic® scripting and robust application programming interfaces (APIs). In addition, OnBase provides

certified interfaces for complementary third-party applications such as forms processing software, report mining applications, geospatial information systems and compliant storage solutions. An integration particularly useful for compliance-monitoring efforts is OnBase Web Parts for Microsoft SharePoint®, which allows SharePoint administrators and users to quickly configure personalized views of OnBase content and processes.

Centralized Management of Data and Processes: In addition to creating a single repository for content from virtually any source, organizations can define relationships between various documents and automate processes to ensure consistency with corporate policy. For instance, users can move from a requisition to a PO to an invoice with a few mouse clicks. These documents can be moved through a review and approval process according to business rules using automated workflow, regardless of whether they entered the system as EDI, a scanned image, e-mail, fax, e-form or word processed document. OnBase provides a single interface from which to search and retrieve all content and view business processes as well as to apply complex security rights and centrally manage control steps.

Process Efficiency: While most organizations are struggling to control the cost of risk and compliance solutions, OnBase supports process improvements that deliver ROI. Not only do organizations using OnBase have better insight into potential areas for improvements, they also drive down labor requirements, improve accuracy and reduce cycle times.

User Acceptance: Because it is so configurable and easy to use, OnBase helps organizations avoid change management and training issues. What an employee sees when s/he logs on to OnBase can be determined by the administrator or the user and adapted to the task at hand. In fact, a user may not need to use the OnBase interface at all. OnBase integrates with line-of-business applications, ranging from tier one software from SAP®, Oracle® or Lawson™ to boutique vertical solutions and common e-mail programs, such as Outlook®, Lotus Notes® and GroupWise®. Because of the seamless integration, users can access documents in the OnBase repository directly from within the familiar applications they currently use. The point-and-click configurability of OnBase also allows business users with no programming expertise to create solutions that are molded to their needs.



**ONBASE ADDRESSES COMPLIANCE
REQUIREMENTS RELATED TO:**

- Sarbanes-Oxley Act
- Bill 198
- HIPAA
- ISO
- NASD
- SEC 17a-4
- Check 21
- Bank Secrecy Act
- OMB Circular A-123
- Gramm-Leach-Bliley Act
- Basel II
- USA PATRIOT Act
- FDICIA
- OHSA
- NAIC
- Internal Policy Management

A HOLISTIC VIEW OF DOCUMENTS, PEOPLE AND PROCESSES

Providing a consolidated view of documents, people and processes helps mitigate risk and foster accountability. However, monitoring and recording critical activity often excludes human interactions on which decisions are based.

OnBase WorkView is used to build applications for managing a wide range of interactions whether they are case based (all interactions based on a person's case file), project based (all interactions related to a group of people working to complete a common task) or process based (all interactions related to a group of people participating in a process).

For example, a company may receive a control-related telephone call regarding a high-value invoice. The user can create a WorkView case record and enter summary information about the call. The user may then attach associated documents to that case record (e.g., estimates or requisitions related to the purchase).

Because OnBase WorkView can be used to track issues, it is particularly valuable for organizations facing rigorous scrutiny from initiatives such as internal auditing, implementing ISO-compliant corrective actions or documenting internal controls as required by Section 404 of the Sarbanes-Oxley Act.

OnBase Collaboration enables users to create virtual workspaces for sharing documents, ideas, conversations and even WorkView objects. By centralizing resources and generating threaded conversation strings, groups divided by geography or other factors can work in a disconnected environment. Collaboration also can be preserved as a record of the decision-making process. Integration with the Citrix® GoToMeeting™ online conferencing service allows designated users to extend Collaboration workspaces not only to OnBase users outside the office but also to non-system users, such as customers and suppliers.

OnBase Document Knowledge Transfer (DKT) provides a way to broadcast decisions and related documents to groups of employees. For instance, an administrative team may use Collaboration to define a new policy. DKT can then be used to publish the policy to users assigned to various reading groups. Users can be required to acknowledge that they have read and understand the assigned item and may be asked to digitally sign it.

Another tool for monitoring performance is OnBase Report Services, a Microsoft® Smart Client application. Preconfigured reports covering both business and system activity are included with Report Services so that organizations can immediately gain valuable statistics about processes driven by OnBase.

IMPOSE BUSINESS PROCESS INTEGRITY

The benefits of business process automation are twofold. As part of a GRC framework, it can verify that content is complete and handled in accordance with prescribed policies. From a business perspective, process automation often means accomplishing more work in less time with fewer employees. Faster processing leads to competitive advantages in securing new business, collecting early pay vendor discounts, signing the most qualified applicants and ensuring customer satisfaction.

OnBase Workflow is often used by administrators to facilitate business process automation. Because administrators can view both work in progress and the audit trail of past actions, Workflow also can serve as a record of corporate accountability when documenting controls for compliance purposes. For example, a document requiring approval by a specific individual can be forwarded via OnBase

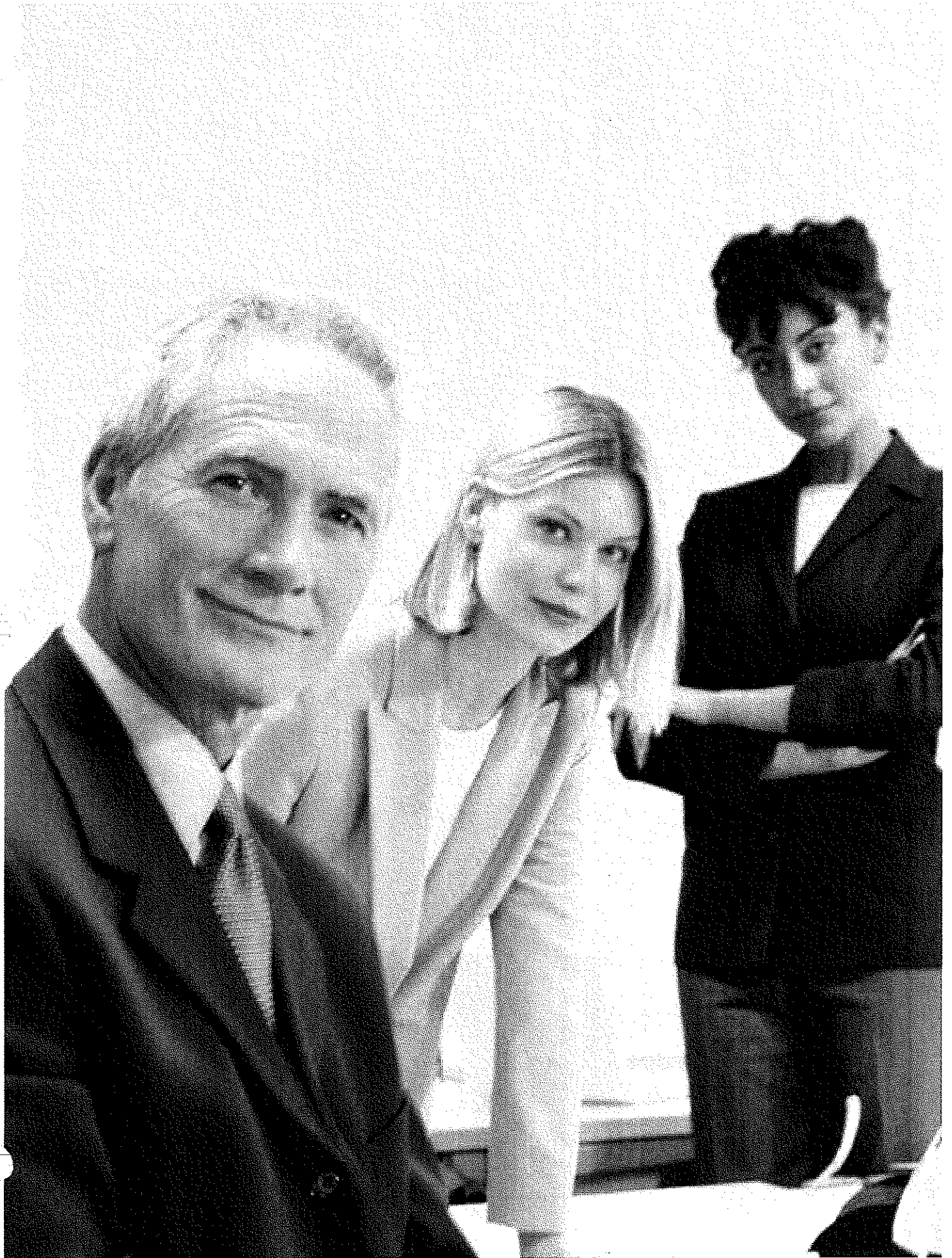
Workflow and supplemented with an e-mail or pager notification.

Depending on the requirements, an approver may be able to indicate an approve/reject action simply by completing an ad hoc task from the Workflow interface. The approver may also be required to affix a digital signature. This additional level of approval uses third-party validation to identify which documents have been signed and verify that no changes were made after the signing.

OnBase Workflow also can reduce manual intervention and the potential for human error. For example, PO-driven invoices that match the designated amount can be automatically posted to an accounting system. Automation frees employees to focus only on exceptions that might negatively impact operations. Using Workflow to handle tedious tasks, such as auditing files to verify that all required

documents have been received, also frees employees to focus on higher value tasks. In the processing of permit applications, for instance, Workflow can be relied on to ensure that all necessary reports have been filed.

Not only does OnBase Workflow ensure that even the most complex sets of business rules are followed, it also supports the sharing of information among departments. For instance, Workflow can be configured to manage the hiring process for new employees. Once an employee has been hired, Workflow can send notifications to activate payroll, set up e-mail accounts, issue proximity cards and deliver employee welcome packages. Conversely, Workflow can be used to rescind rights when an employee is terminated. OnBase Document Retention can automate the event-driven retention plan associated with this kind of file.



AUTOMATE POLICIES AND PROCEDURES

OnBase enhances accountability by making it less likely an employee will be able to act outside of a prescribed process. For instance, OnBase E-Forms provide a standard means of initiating requests, notifications and other business processes by allowing users to complete and submit HTML forms that become available for retrieval and routing. E-Forms can play a central role in workflows, allowing users to create electronic documents that initiate, supplement, forward or complete a business process, whether the task is automated, performed ad hoc or launched from a line-of-business application.

By using interactive e-forms that guide users through a process and automatically gather data, organizations increase user productivity, while enhancing data accuracy and process integrity. Fields within the e-form can be validated against or automatically populated from data hubs or other databases. Forms can be configured to provide feedback, set parameters and generate complementary processes based on users' responses.

Additional automation can be applied to the document purging process, an important element of a risk mitigation strategy. OnBase supports both static document retention based on a stated period and event-driven retention based on another action being taken first (e.g. an employee resigns or a mortgage is paid off). Document purging can be set to run automatically or with human verification and can accommodate legal holds that prevent destruction of documents because of factors such as pending litigation.



A SECURE CONTENT REPOSITORY: THE IDEAL FOUNDATION FOR GRC

Even the most complex and sophisticated GRC framework is only as reliable as the content on which it is built. OnBase provides sophisticated mechanisms for the production, capture, indexing, storage and retrieval of virtually any type of document, whether originating on paper, in electronic form or even as a physical asset such as an original deed. Once those documents are in OnBase, their integrity and security are protected and verifiable.

OnBase provides numerous options for converting paper documents to a variety of standard electronic image formats and for assigning keyword values with speed, accuracy and minimal user intervention. OnBase Document Imaging includes options for virtually any document imaging scenario, from high volume centralized scanning operations to ad hoc remote scanning at a disconnected site using a multifunction peripheral. A single enterprise-wide OnBase solution can also accommodate a hybrid approach to imaging and indexing, supporting organizations in which scanning operations include low volume as well as production environments.

Additionally, through an open and configurable Document Import Processor (for high-volume, batch input) and OnBase Archival API (for real-time input), OnBase stores documents and indexes generated by third-party imaging and forms processing applications. Images may also be imported from fax servers.

Using OnBase OCR, images can be converted to text files. Both the original image and the text rendition can be saved for different uses. This conversion allows the resulting text rendition to be internally searched and edited, with revisions tracked and stored in OnBase. The document also can be made available for full-text indexing, which allows users to search entire document collections for the occurrence of a word or phrase.

The increasing volume of documents originating in electronic format, such as e-mails, Web pages, PDFs and HTML

forms, also can be managed in a manner consistent with other content. For example, individual users may use the OnBase e-mail integration solutions for Outlook, GroupWise or Lotus Notes to import e-mails and/or their attachments into OnBase. Working from within the familiar e-mail interface, users simply drag and drop the desired document into OnBase, which prompts them to select the document type and enter the appropriate keywords.

OnBase is equally adept at processing internally produced documents, including those from desktop applications such as Microsoft Word® or Excel®. OnBase COLD/ERM captures and preserves text-based records such as invoices, purchase orders, statements and reports by processing print streams generated by transactional mainframe or client/server applications. OnBase COLD/ERM offers optional multi-threaded processing for high performance, add-on modules for natively handling PCL, AFP and DJDE data streams and built-in support for report mining.

When working with OnBase documents, users decide how to display the search results list and what descriptive information is provided. Once a document has been retrieved and opened, OnBase provides an array of options for viewing (forms overlay, thumbnails, zoom), annotating (markup, redaction, notes, digital signatures), revising and distributing (e-mail, fax, remote or local printing, CD/DVD creation) the document according to a worker's defined rights.

To protect the integrity of OnBase documents, OnBase EDM Services provides document management and library services (e.g., long-term/persistent checkout, check-in) for application documents such as spreadsheets and word processed documents. It also allows users to reference or revise documents when they are disconnected from OnBase.

Despite the fact that OnBase can support better decision making by allowing multiple users to access documents simultaneously, regardless of their locations, it also gives administrators

the ability to easily configure strict user privileges. An employee can be completely unaware of documents not relevant to completing his/her work. Alternately, a user may be able to view only a redacted document or may not have rights to print or e-mail a document to anyone else.

For organizations facing more stringent compliance and retention requirements, OnBase Records Management allows organizations to manage the retention policies at a folder level once a set of documents has been designated as a record. Both active and closed records can be searched through the same interface as other OnBase content. Records can be checked in/out, and an audit trail can be maintained to document that policies or regulations were followed.

Complementing records management initiatives, the OnBase E-Mail Archive works in conjunction with Microsoft® Exchange Journaling to create a searchable collection of all e-mails. OnBase Subscription Server automatically indexes and stores e-mails and corresponding attachments into the OnBase repository, based upon characteristics such as sender, recipient, subject, date, message ID and return path.

The same records management policies assigned to digital content also can be applied to physical assets using OnBase Physical Records Management, which tracks the actual location of items that simply can't be exclusively stored electronically such as signed contracts, equipment or evidence. Like electronic records, physical records also can be tied to retention policies.

As long as documents exist in OnBase, they also can be managed and stored using industry-standard mass storage hardware and software applications that support compliance initiatives. Proven integration solutions are available for WORM (write once, read many), content-addressed devices and other options.

THE ONBASE DIFFERENCE

OnBase combines the specialized functionality of niche solutions with the flexibility, scalability and power of an enterprise application built on a unified code base. Customers from organizations of all sizes across numerous industries have been equally successful deploying OnBase on an enterprise-wide basis for thousands of users or within a department to address a specific business need, depending on their unique goals. Each OnBase customer, often in consultation with an OnBase Authorized Solution Provider, decides how, when and where to deploy OnBase to realize the maximum return on investment in the near term while preserving the flexibility to evolve as needs change or new OnBase solutions are added.

These benefits set OnBase software apart from other applications marketed as complete GRC platforms:

Configurability: OnBase utilizes a single relational database, configuration utility and customizable user interface for all processing and retrieval. This enables OnBase to provide extensive, out-of-the-box functionality to support sophisticated content management and workflow solutions. Organizations can configure OnBase using point-and-click functionality, giving business users, not just trained programmers, the ability to easily design, deploy and modify sophisticated compliance, workflow or other solutions without being locked into a rigidly coded solution.

Secure, Scalable and Reliable Architecture: The OnBase security model allows organizations to manage user access to specific OnBase product functions. OnBase attains this high level of security by creating a custom set of product rights and privileges for each user group. The OnBase architecture provides scalable and reliable access to OnBase content repositories, and it offers backward compatibility with existing OnBase content, security, user group, database and file storage configurations.

Comprehensive, Modular Solution: By supporting incremental deployment, OnBase's scalable architecture addresses the budgetary and change management challenges organizations face and lets them implement solutions at their own pace. Though its organically developed code base makes OnBase easier, faster and less expensive to deploy on an enterprise basis than many solutions, numerous organizations do not have the upfront funding or mindshare for such a comprehensive undertaking. OnBase accommodates the need such organizations have for making gradual changes to processes.

Rapid Deployment: OnBase was designed to be deployed in less time and require fewer resources than other ECM software. Because OnBase automates the configuration of data models to the unique structure of the customers' existing content repositories, many OnBase customers deploy the software with little or no custom programming. This rapid deployment allows organizations to realize a return on their investments sooner than would be possible with ECM software requiring lengthy, labor-intensive implementation cycles.

Outstanding Customer Service and Support: Hyland Software consciously fosters a corporate culture in which a commitment to the needs of OnBase customers is the highest priority. From creating new functionality based on feedback from customers to providing educational services, events and user forums, Hyland Software provides professional, timely and appropriate service. Also providing outstanding customer service and support are the many OnBase Authorized Solution Providers.

Vertical and Application Expertise: Whether calling for technical support or asking a question about how OnBase can be used for a particular business process, OnBase customers deal with trained employees who know the specific business application. Dedicated subject matter

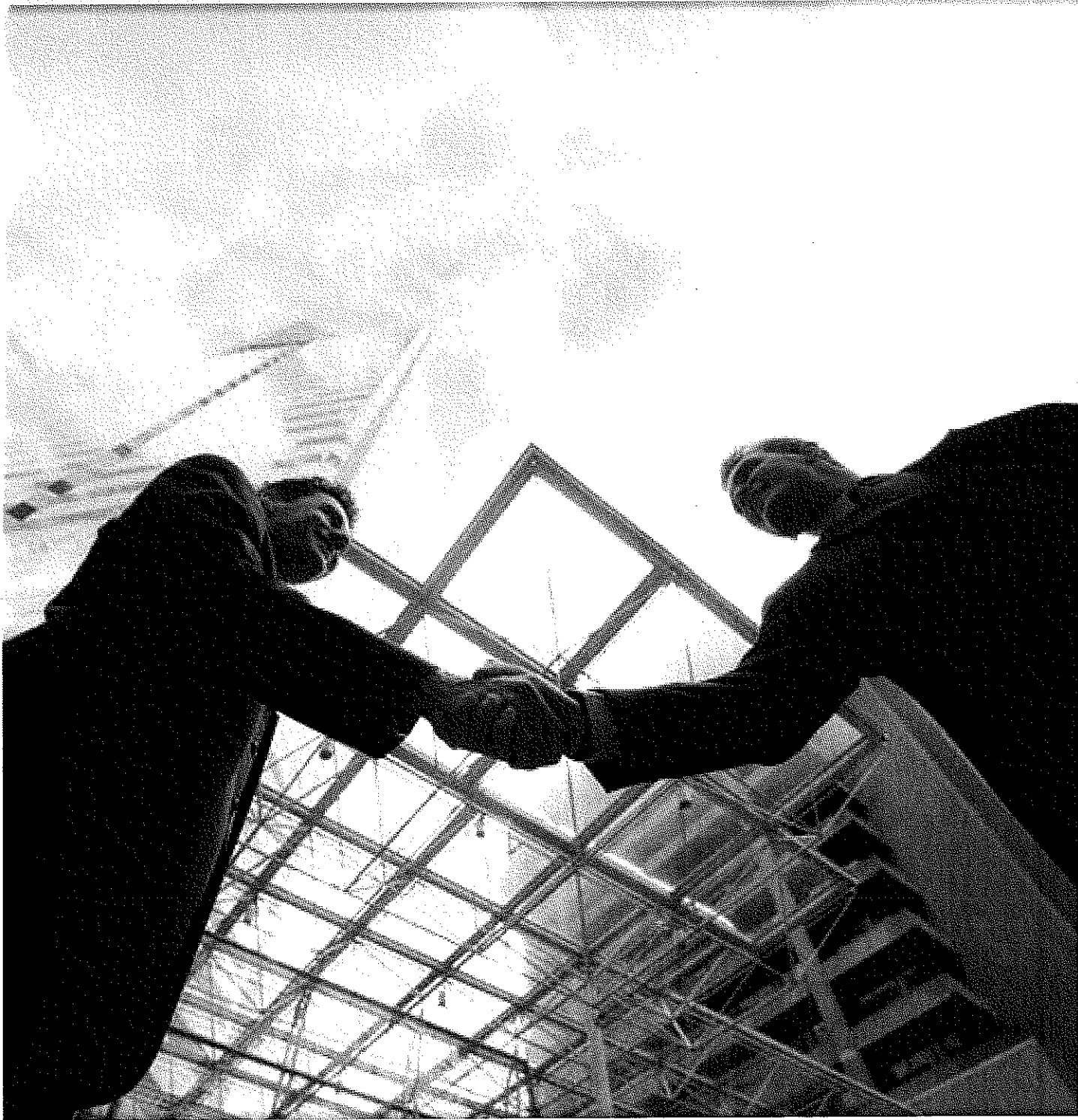
experts with experience and education in the vertical markets OnBase serves and in common business needs (e.g., Accounts Payable, Accounts Receivable and Human Resources) work with customers on a daily basis.

Backup and Recovery Services: Hyland Software offers an additional level of peace of mind through BackStop Database Verification and Recovery Services. Organizations can submit their OnBase databases and backup media for testing and validation, receiving immediate notification of database flaws or non-recoverable backups, as well as a statistical report that can identify potential problems and suggest methods for optimizing performance. Business continuity can be supported with recovery services including media storage and hosted hot sites.

ABOUT HYLAND SOFTWARE

Established in 1991, Hyland Software Inc. is the developer of OnBase, a rapidly deployable suite of enterprise content management (ECM) software applications. OnBase is a modular suite of ECM applications that includes document imaging, workflow, electronic document management, COL/ERM and records management. OnBase allows organizations to manage all digital content, including scanned paper documents, e-mails, faxes, print streams, application files, e-forms, Web content and multimedia files. OnBase is used by businesses and government agencies around the world to reduce the time and cost of performing important business functions and address the need for regulatory compliance through the management, control and sharing of digital content with employees, business partners, customers and other constituencies. For more information about OnBase, please contact an OnBase Authorized Solution Provider or visit www.onbase.com.





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HYLAND
SOFTWARE

OnBase

a Hyland Software solution

PRODUCT DATA

Web Server

What It Is

The OnBase Web Server provides users with immediate, secure Internet access to an OnBase enterprise content management system, allowing documents, collaboration spaces and business processes to be accessed from anywhere and at anytime.

How It Works

A standard Web browser functions as a secure Web client connecting to a centralized OnBase Web Server that operates in both intranet and extranet environments and can be configured for individual site requirements.

A standard, intuitive Web client interface provides user access to document searches and viewing, collaborative annotations, advanced printing, OnBase Workflow, Web scanning, Web indexing, full text search, file uploading and version control of documents. StatusView, a portal-like component of Web Server, allows point-and-click configuration of unlimited custom and personalized user interfaces that provide easy and efficient access to OnBase content. For compliance and process management purposes, a secure audit trail is maintained of user activity. All user activity and content access is controlled by a highly granular set of user group-based security privileges and access control lists.

The OnBase Web Server is built upon the Microsoft ASP.NET platform and serves as a flexible, service-oriented integration platform with Web service, HTTP/XML, .NET, and Java™ interfaces available for distributed, enterprise application integrations. OnBase-stored documents, objects, workflow process data and XML metadata can be retrieved and rendered in any standard compatible file formats such as PDF, JPG, PNG, TIF, text and XML.

All client communications are performed using standard HTTP Internet protocols that are compatible with firewalls and secure SSL/VPN connections. For high volume scalability, multiple OnBase Web Servers can be deployed in load-balanced server Web farms.

Who Will Benefit

The OnBase Web Server can dramatically improve the ways that organizations do business with customers, partners and remote offices by increasing operational efficiencies and enabling enterprises to improve customer responsiveness. Internet-facing, self-service applications can provide customers and business partners with 24-hour, online access to enterprise data, documents and real-time interactions with business processes.

Technical Features

- Web-based document management and workflow access
- Version-controlled check in and checkout of documents
- Upload and scan new documents
- Remotely index documents
- Advanced user interface with rich printing support, annotations and folders
- Cross-platform integration through SOAP/XML-based Web services

Business Benefits

- 24x7 real-time access to OnBase documents and workflows from any location in the world through secure extranets
- Reduced training due to the use of a standard Web browser interface
- Reduced administrative costs due to centralized deployment model
- Easy integration of OnBase content into existing line-of-business Web applications
- Access audit trails for compliance

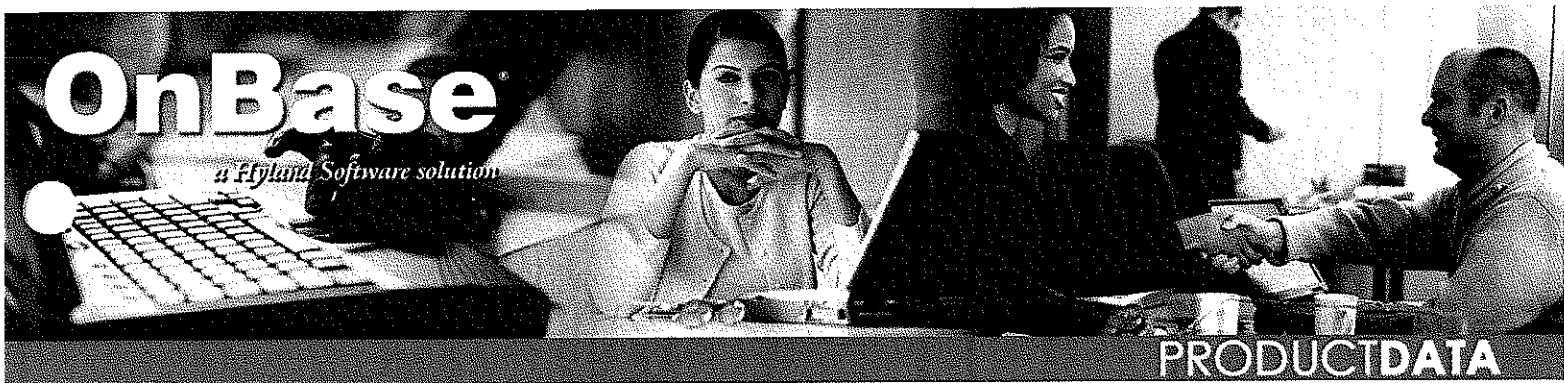
System Requirements

- Internet Information Server 6 or 5
- Server operating systems Windows® 2003 or 2000 Server
- Server-side .NET Framework 1.1 SP1
- Internet Explorer 6.0 SP1 client browsers

**HYLAND
SOFTWARE**

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Document Imaging

What It Is

OnBase Document Imaging enables paper documents to be systematically captured and stored in standard electronic formats. By converting paper documents to images, OnBase reduces physical storage costs, enables documents to be securely utilized and shared, and results in faster retrieval of business information. Documents can be scanned with any TWAIN, ISIS™, or Kofax™ compliant scanner. Documents are scanned (individually or in large batches) into user-defined queues. These Scan Queues are easily customized to meet business or departmental business needs. The documents are scanned, indexed, and archived into OnBase, taking advantage of several methods for automating document indexing and capture.

How It Works

Scanning can be performed on any TWAIN, ISIS™, or Kofax™ compliant scanner. The user selects from authorized, pre-defined queues, customized by an administrator to meet the business needs of the scanned documents. Scanned pages are saved into standard image file formats, with selected image processing options. Indexing documents can be accomplished in several ways. OnBase supports Kofax bar code and patch code recognition, enabling automated indexing when scanned. Batches that need to be indexed reside in the Awaiting Index queue. From this queue, documents are indexed while on screen. Users can skip images, delete images, re-scan, or create multiple page documents with simple thumbnail drag and drop functionality. Optional use of our Application Enabler, offers automated indexing, via keyword scraping from enabled line of business applications. Further processing can include Double-Blind Indexing, Re-Indexing, PDF conversion and others from more than 80+ configurable processing options. Your imaging solution can also be further customized with complete support for VB scripting.

In order to provide a wide range of forms processing options, OnBase also has seamless integrations with several popular forms processing applications that offer front-end automated form recognition and indexing.

Who Will Benefit

OnBase Document Imaging benefits any business that needs to electronically store, retrieve, and secure paper documents.

Technical Features

- Supports Kofax™, ISIS™ and TWAIN compliant scanners
- Sweep images and other electronic file types
- On screen document separation
- PDF conversion
- Image and index QA steps
- Double-Blind indexing
- Manual or automated separation of pages into documents
- Bar code and patch code recognition
- Automate indexing with Application Enabler or AutoFill Keyword Sets
- Drag and Drop functionality for thumbnail page re-arrangement

Business Benefits

- Reduced storage and retrieval costs
- Flexible indexing and processing options allow custom solutions without the cost of custom programming
- Pre-defined scanning reports for determining scan/index history, and user performance
- Scalable installations to accommodate any document volume, or remote location requirements

System Requirements

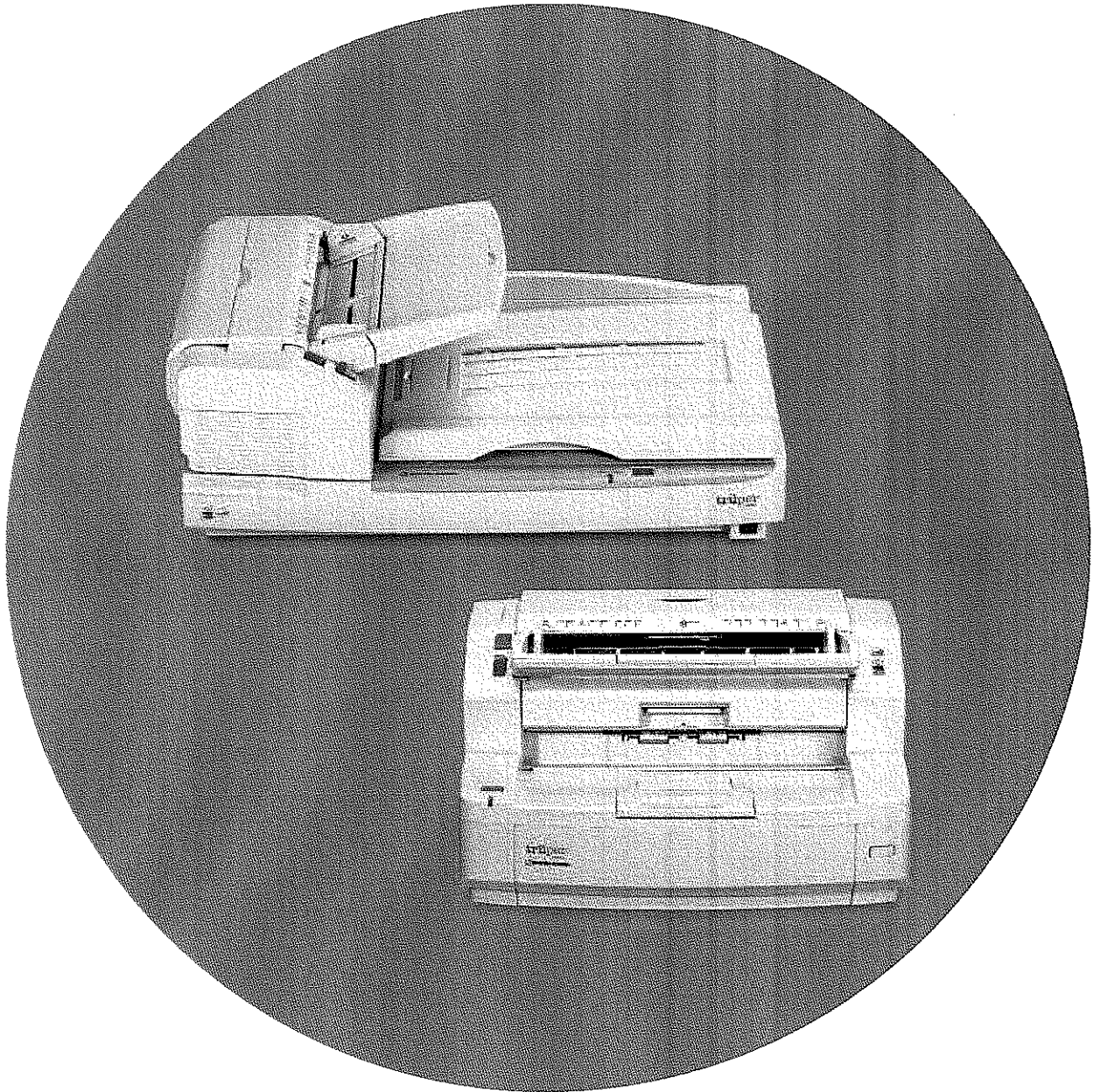
- Production Imaging or Desktop Imaging workstation license
- OnBase Client license (included with Production Imaging)
- Kofax Adrenaline required for bar code and patch code recognition

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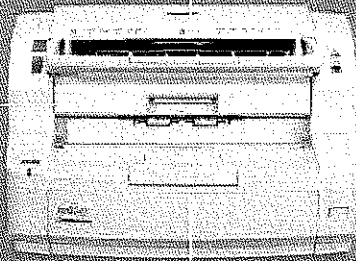
trüper™

The exceptional, fast-producing, ready-for-duty scanner.

Truper: Speeding To The Top of Its Class The low volume production scanner segment just got a little faster. Truper's unique combination of image quality, duty cycle and speed make it an attractive option for service bureau overflow, busy office environments and businesses with exception document scanning needs. With flatbed plus rotary, or rotary-only models, Truper can meet your diverse scanning needs.

Small Footprint, Easy to Use

With its small footprint and rotary style paper handling, Truper 3600 fits in small spaces and delivers an easy to use front end to any scanning application.



Productive

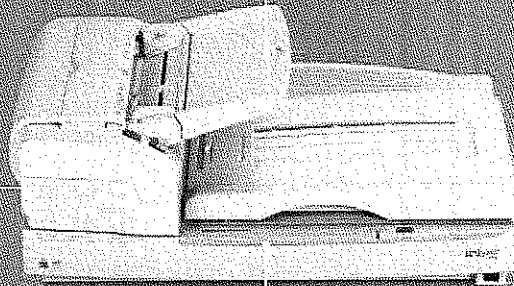
Ultrasonic Multifeed Detection catches double-feeds automatically so rescanning is not needed. Lower total cost of scanning.

Exceptional

Nearly double the duty cycle of other scanners in its class. 10,000 scans per day.

Fast-Producing

One of the highest scanning speeds in color, bitonal and grayscale. 62 pages per minute.



Handles Fragile and Odd Sized Documents

With the flatbed model, exception documents are no problem. Scan fragile records, bound documents and odd sized documents.

In addition to delivering the best of breed scanning technology and bundled feature sets – including VRS 4.0 Plus, Ultrasonic Multifeed Detection and Advanced Color Dropout – Trüper also delivers industry-leading value. Trüper increases scanning productivity and reduces the total cost of scanning, all at an affordable price. Whatever your scanning needs, Trüper helps you get it done faster and more efficiently. **Trüper and Böwe Bell + Howell. Always adding value.**



**VirtualReScan 4.0 Plus:
A Feature Bundle That
Saves You a Bundle**

With VRS 4.0 Plus, Trüper dramatically decreases document preparation time through its many efficiency enhancing features. Combining these features with high quality images and a high duty cycle makes Trüper an obvious choice for today's document management applications.

With Auto Color Detect, Blank Page Deletion and Auto Rotation included with VRS 4.0 Plus, you can reduce manual steps and operator intervention. These features produce measurable savings reducing the total cost of scanning.

**Auto Color Detect:
Mix Color and Bitonal**

With Auto Color Detect, Trüper automatically senses color and bitonal documents. Auto Color Detect allows you to eliminate sorting documents by color, saving you time and effort in document preparation.

**Auto Rotation:
Mix Landscape and Portrait**

Auto Rotation automatically adjusts the scanned documents, and displays them "right side up" as they are normally read. Auto Rotation reduces document preparation requirements, interruptions and operator intervention.

**Blank Page Deletion:
Save File Size and Money**

With Blank Page Deletion, Trüper automatically detects and deletes blank pages when scanning in duplex mode. Blank Page Deletion reduces both scanned file size and document preparation requirements.

High Quality Images

Trüper delivers great image quality for today's document management solutions. Whether you scan barcodes, forms, invoices or patient records, you can be assured that a Trüper scanner will accurately and efficiently capture your image.

Duty Cycle: Volume When You Need It

Trüper's daily duty cycle of 10,000 pages per day sets the standard for low volume production scanning. You can be assured that Trüper will handle your needs for both ad-hoc scanning as well as production scanning in peak times.

**Speed:
62 Pages Per Minute (PPM)**

In Color, Bitonal and Grayscale, Trüper provides accelerated throughput that ranks at the top of its production scanner class.

**Ultrasonic Multifeed Detection
With Multifeed Ignore:
Minimizes Rescans and Catches
Multifeeds**

Developed by Böwe Bell + Howell, Trüper uses Ultrasonic Multifeed Detection technology to catch unintentional multifeed documents. For documents where a multifeed is necessary, such as envelopes, or pages with photographs or sticky notes, Trüper can be set up to allow those documents through. The Multifeed Ignore feature reduces the need to separate documents, thereby reducing rescans and document preparation time.

**USB 2.0:
Drives Higher Speed Throughput**

Included with Trüper is USB 2.0, affording easy installation and accelerated document scanning throughput.

**Flatbed Plus Rotary and
Rotary-only Models**

Trüper now comes in two models to meet your scanning needs, a rotary only model, Trüper 3600 and a flatbed plus rotary model, Trüper 3200. For scanning applications that include exception documents, choose the Trüper 3200. For instances where no exception documents need scanning, choose the Trüper 3600.

**Advanced Color Dropout:
Optimized Forms Processing**

Users have the additional option of dropping out one or more color backgrounds simultaneously, on either side of a given document, while still capturing all color information in the foreground of the electronic image. Trüper's exceptional image quality provides improved OCR/ICR accuracy and barcode/patch code sensitivity, making it an excellent choice for healthcare, insurance, banking, law and government forms processing applications.

**User-Replaceable Parts:
Reduce Service Calls**

With easy to change and easy to clean parts, ongoing maintenance can be handled by Trüper users. This reduces the number of service calls required to maintain your scanner's health. Both models use the same consumable kits, quickly eliminating the need to stock multiple kits for multiple scanners.

**Wider Automatic Document Feeder:
Accepts Larger Documents**

Trüper's expanded document feeding capacity accommodates broader and over-sized "exception" documents cleanly and seamlessly. The expanded width also improves image crop and deskew in conjunction with the included VRS.

**Trüper 3200 Exception Scanning & High
Duty Cycle For Its Class: A Unique
Combination**

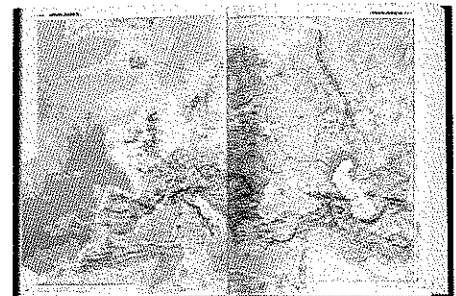
With the versatility to scan exception documents using its flatbed capability and the durability to deliver proven day-in, day-out duty cycles up to 10,000 documents – nearly double the industry average – Trüper 3200 truly offers the best of both worlds.

Birth Certificate
Protects fragile, old or
delicate forms



Bound Documents

Creates images from bound documents, such as the atlas pictured below





trüper™
3200

trüper™
3600

Scanning Mode		Simplex, Duplex and Flatbed		Simplex and Duplex	
Scanning Method		Direct CCD (charge coupled device), Xenon Lamps			
Scanning Speed Letter Size Portrait	Binary 200 dpi	Simplex 62 ppm (pages per minute) Duplex 106 ipm (images per minute)			
	Color 200 dpi	Simplex 61 ppm Duplex 106 ipm			
Resolution		Binary or Grayscale: 100-600 dpi (dots per inch) Color (with VRS): 100-400 dpi, Optical: 600 dpi			
Output Options		Bitonal, Grayscale (8 bit), and Color (24 bit)			
Image Enhancement		 VRS 4.0 Plus features include Auto Cropping, Deskew, Auto Brightness, Contrast Control, Auto Color Detect, Auto Rotation and Blank Page Deletion (Trüper 3600 with VRS 4.0 Standard features include Auto Crop, Deskew, Auto Brightness and Contrast Control)			
Document Size	Flatbed	Approximately 11.7 x 17 in. (297 x 432 mm for Trüper 3200 model only)			
	ADF	Scanning Size: Approximately 1.9 x 2.8 in. (48 x 70 mm) to 11.9 x 25 in. (302 x 635 mm)			
Paper Thickness (ADF)		2.0 to 5.9 mils (0.05 to 0.15 mm) Note: 1 mil = 1/1000 in.			
Paper Weight (ADF)		10.6 to 34 lbs. (40 to 127 g/m ²)			
Feeder Capacity		200 Sheets of 17 lbs. (64 g/m ²) paper			
Scanner Size		30 x 20 x 11.4 in. (76 x 51 x 29 cm) Note: When the document cover is open, height is 22 in. (56 cm)		18.9 x 17.3 x 11.4 in. (48 x 44 x 29 cm) Note: When the document cover is open, height is 22 in. (56 cm)	
Scanner Weight		64 lbs. (29 kg)		47 lbs. (21 kg)	
Interface		USB 2.0 enhanced (cable included) or SCSI III (50 pin)		USB 2.0 enhanced (cable included)	
Power Requirements		AC 100 - 120 V, 50/60 Hz	AC 220 - 240 V, 50/60 Hz	AC 100 - 120 V, 50/60 Hz	AC 220 - 240 V, 50/60 Hz
Power Consumptions	Maximum (Scanning)	1.5 A	0.7 A	1.4 A	0.6 A
	Minimum (Standby)	0.6 A	0.3 A	0.6 A	0.3 A
	Sleep Mode	8 W	8 W	8 W	8 W
Environment	Operating Temperature and Humidity	Temperature 59°F to 86°F (15°C to 30°C) Humidity: 30% to 80% RH			
	Storage Temperature and Humidity	Temperature 32°F to 95°F (15°C to 35°C) Humidity: 10% to 80% RH			
Additional Features		End User Replaceable Feeder Rollers, Advanced Color Dropout, Switchable Background, Ultrasonic Multifeed Detect with Multifeed Ignore, Bar Code Recognition (VRS 4.0 Plus), MultiStream™ (Direct ISIS only)			
Additional Contents		Power Cord, USB 2.0 Cable, Roller Cleaning Kit, CD-ROM (Operation Manual, VRS, User Utility Software), Printed Documents (Quick Installation Checklist)			
Bundled Software		VCDemo, QuickScan™ Pro Demo Software			
Consumable and Accessory Options		S005504 Roller Cleaning Kit (Same as the Kit for Sidekick), S006043 Roller Exchange Kit, 0123030 Imprinter Kit, S005506 Imprinter Kit Cartridge (Same as the Kit for Sidekick), S006047 Shading Paper, S006049 Blower Accessory, S006110 Memory Upgrade Kit			
Imprinter Features		Pre-Scan, Front Page, 62 Characters			
Model Numbers		0103540 – VRS 4.0 Plus		0103550S – VRS 4.0 Standard 0103550P – VRS 4.0 Plus	
Model Numbers (CE Certified)		0103541 – VRS 4.0 Plus		0103551S – VRS 4.0 Standard 0103551P – VRS 4.0 Plus	

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HP ProLiant ML100 Servers

HP ProLiant ML150 G3 Server series - overview

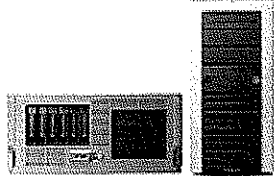


» Large Enterprise Business

- » ProLiant servers
- » ProLiant BL (HP BladeSystem)
- » ProLiant DL (rack-optimized)
- » ProLiant ML (expansion-optimized)
- » Options & Accessories

- » Business & IT services
- » Solutions
- » Technologies
- » Partners
- » Support & Drivers
- » Business Technology
- » Media Center & Library

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- » Featured Offers
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- » Specifications
- » Key Benefits
- » Q&A

Overview

The affordable HP ProLiant ML150 G3 server is a high value solution for small to medium businesses who need the power to handle today's problems and expandability for the future's growth. Dual processor capability combined with the latest Intel dual core or quad core processors give the ML150 G3 server the performance needed now, with the headroom for the small to medium business' growth and expansion plans. Every ML150 G3 server is a true ProLiant, meaning HP's proven ProLiant reliability makes every day operation worry free.

Features

Introducing the HP ProLiant ML150 G3, a dual processor capable, entry-level tower server that delivers an appropriate balance of performance, manageability, and expandability with an aggressive price.

Performance

- Dual-Core and Quad-Core Intel Xeon 5X00 sequence processors with 2 x 2MB L2 cache or 2 x 4MB L2 cache; dual processor capable
- 667 MHz, 1066 or 1333 MHz Front Side Bus
- PC2-5300F, FB-DIMM based on DDR2-667, memory (expandable to 8GB)
- PCI-X and PCI-Express expansion slots (one PCI slot)

Management

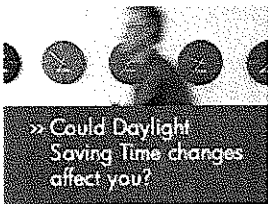
- Optional HP ProLiant ML150 G3 [Lights-Out 100 Remote Management Card](#) delivers essential remote management functionality at a cost effective price.
- Basic health logs, and IPMI 2.0 reporting standard in every ML150 G3 server.

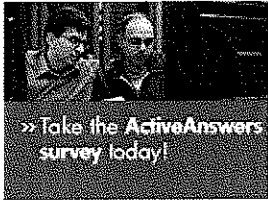
Options

- Embedded SATA RAID 0,1 for value RAID functionality
- HP 8 Internal Port SAS Host Bus Adaptor with RAID or HP Smart Array E200 for more data security
- NICs, UPSs, and various hard drive capacities for solution building
- Rackmount kit to deploy ML150 G3 in a rack

Design & Connectivity

- Embedded HP NC7781 Gigabit Server Adapter 10/100/1000 WOL (Wake on LAN)





- 7 USB 2.0 ports (3 rear, 2 front, 2 internal)
- Tool-free chassis entry

Ideal environment

Ideal for...

Small to medium sized businesses

- Excellent server performance at a highly affordable price
- Reliable server design to use as the backbone of small business
- Highly expandable chassis allows plenty of room for growth
- Low cost back up solutions available from HP

Corporate workgroups or remote locations

- Entry-level, dual processor server solution for budget conscious corporations
- Limit network downtime with hot pluggable hard disk drives and optional RAID controllers
- Optional, industry standard remote manageability to manage remote locations
- HP offers a variety of service options to tailor support solutions

Ideal Applications

- File and print
- Small or medium e-mail
- Small vertical applications or databases
- Shared internet access and LAN infrastructure

*Except where noted, all prices are estimated U.S. HP prices. Actual prices from other locations or websites may vary.

** Leasing information, where displayed, is for a 48-month lease. Call 1-800-888-5858 to talk to a representative about leasing options to meet your needs. Shipping and tax not included. [Details](#)

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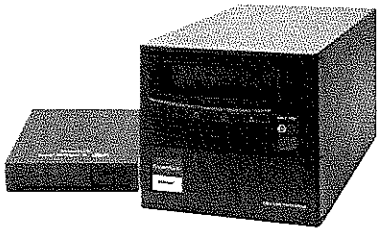
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Quantum

 TAPE DRIVE



SDLT 600

The Capacity to do More

The Quantum SDLT 600 was designed to take full advantage of DLTSage™, a revolutionary data management feature. DLTSage is a suite of intelligent data protection tools that enable you to more effectively manage and protect your tape storage environment. Boasting 600GB* capacity and delivering transfer rates of 72MB/sec*, the SDLT 600 combines outstanding capacity and speed with impressive data management tools.

Now, users can extend their investments in the SDLT 600 tape drive and Super DLTtape® II media to leverage DLTSage WORM™ (Write Once, Read Many) as an integral component in regulatory compliance requirements. DLTSage WORM provides archival functionality with a complete set of management tools and strong software support.

Quantum "Backup Ready" certified solutions allow you to go from box-to-backup in minutes with the Quantum SDLT 600 tape drive, world-class Backup Exec QuickStart software and Quantum media.

BACKWARD COMPATIBILITY WITH
SDLT 320, SDLT 220, AND DLT VS160

UP TO A 72MB/SEC* TRANSFER RATE

ENHANCED DATA PROTECTION WITH
DLTSAGE MANAGEMENT TOOLS

INTERNAL, TABLETOP AND
RACKMOUNT VERSIONS

FEATURES AND BENEFITS

- Superior Manageability – Communicates status to the user through DLTSage™, Quantum's industry-unique drive management system
- DLTSage™ WORM (Write Once, Read Many) – The first Super drive to utilize standard media for both traditional backup and archiving as well as for regulatory compliance.
- Complete Solution – drive includes Backup Exec™ QuickStart backup software plus a data and cleaning cartridge for a total backup package
- Superior Reliability – Tested to 250,000 hours MTBF at 100% duty cycle

 **DLTSAGE**



www.quantum.com

DRIVE CAPACITY AND PERFORMANCE

Drive Type	Cartridge Capacity Native/Compressed* (GB)	Drive Throughput Native/Compressed* (MB/sec)	Data Buffer (MB)	File Access Time (sec)
SDLT 600	300 / 600	36 / 72	128	79

SCSI Interface: Ultra 160 SCSI, 2Gb Fibre Channel in enterprise libraries

Cartridge Load Times (sec)

To BOT (formatted):	12
To BOT (unformatted):	40

COMPATIBILITY

Media Read/Write:	Super DLTtape II, DLTtape VS1, Super DLTtape I/Super DLTtape II written by VS160
Operating Systems:	Windows Desktop, Windows Server, Novell NetWare, UNIX, Linux, Mac OS
Backup Software:	Go to www.quantum.com/compatibility for the most up-to-date tested solutions

RELIABILITY

MTBF (hours):	250,000 @ 100% duty cycle
Media Durability:	1,000,000 passes
Uncorrected Error Rate:	1 x 10 ¹⁷ bits read
Undetected Error Rate:	1 x 10 ²⁷ bits read

PHYSICAL SPECIFICATIONS

Form Factor	Internal	Tabletop	Rackmount
Width (in/mm)	5.75 / 146.05	6.88 / 174.75	16.75 / 425.5
Height (in/mm)	3.25 / 82.55	6.48 / 164.46	3.43 / 87.1
Length (in/mm)	8.48 / 215.39	12.6 / 320.04	22.38 / 568.5
Weight (lbs/kg)	5.25 / 2.38	13.81 / 6.27	54 / 24.5

ENVIRONMENTAL

Operating Temperature °F (°C):	50° to 104° (10° to 40°)
Humidity:	20% to 80% (non-condensing)
Altitude (ft. maximum):	-500 to 30,000
Non-Operating Temperature °F (°C):	-40° to 151° (-40° to 66°) excluding media
Humidity (%):	10 to 95 (non-condensing)
Voltage (V):	+5, +12
Power Consumption (W):	32 W typical streaming/writing

MANAGEABILITY

DLTSage:	Full
DLTSage xTalk:	Cross-platform interface, Windows, HP-UX Solaris, Linux

TAPE FORMAT SPECIFICATIONS

Recording Format:	640 track serial serpentine
Recording Density:	233 k bits per inch
Track Density:	1490 tracks per inch
Encoding Method:	Partial Response Maximum, Likelihood (PRML)
Data Compression:	DLZ

TAPE/FORMAT COMPATIBILITY

Super DLTtape® II:	(read/write) 300GB native capacity
Super DLTtape® I:	(read only) 160GB native capacity 110GB native capacity
DLTtape® VS1:	(read only) 80GB native capacity

TAPE SPECIFICATIONS

Cartridge Dimensions:	4.16in x 4.15in x 1in (105.6mm x 105.3mm x 25.4mm)
Archive Storage:	More than 30 years with less than 10% loss in demagnetization at 20° C and 40% non-condensing humidity
Durability:	Average 1,000,000 head passes in a typical office/computing environment

WARRANTY

Tape:	Limited lifetime
Tape Drive:	3 year limited with Rapid Exchange

*Based on 2:1 compression

Model Numbers and Descriptions

TR-S34AX-BR	SDLT 600 drive, 5.25" full-height, internal, black/beige bezel
TR-S34AX-EY	SDLT 600 drive, 5.25" full-height, internal kit, black bezel
TR-S34BX-YF	SDLT 600 drive, Tabletop kit, beige bezel
TR-S34BX-EY	SDLT 600 drive, Tabletop kit, black bezel
BHXCX-EY	SDLT 600 drive, 2U Rackmount, single drive, black bezel
BHLCX-EY	SDLT 600 drive, 2U Rackmount, dual drives, black bezel



For contact and product information, visit quantum.com or call 800-677-6268



Backup. Recovery. Archive. It's What We Do.

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About Quantum

Quantum Corp. (NYSE:DSS) is the leading global storage company specializing in backup, recovery and archive. Combining focused expertise, customer-driven innovation, and platform independence, Quantum provides a comprehensive range of disk, tape, media and software solutions supported by a world-class sales and service organization. As a long-standing and trusted partner, the company works closely with a broad network of resellers, OEMs and other suppliers to meet customers' evolving data protection needs.

Quantum DLTSage™ WORM

FEATURES AND BENEFITS

- **Reliable** - Extending existing DLT™ Technology investments, this WORM (Write Once, Read Many) solution provides secure, quick, and easy retrieval of archived records for Government compliance.
- **Easy to Implement** - Uses the same media cartridges as your non-WORM tapes. This functionality helps to utilize standard media for both traditional backup and archiving as well as for regulatory compliance.
- **Secure** - Provides multiple layers of security.
- **Cost effective vs.**
 - Other Tape Technologies
 - Optical Drives
 - Disk

Enabling Compliant Data Archiving

Stringent compliance laws now require that electronic records managers and IT managers be more accountable than ever. Beyond ensuring that information systems and records are reliable and efficient, these managers must be certain that the data stored is available and accurate for an ever-increasing range of legal and regulatory purposes. Statutes require that courts and regulators expect companies to establish rules for the reliable capture, retention, management, storage, and deletion of information. It is imperative that the data be reliably retrieved when needed. The cost of failing to meet these requirements can be devastating.

DLT®: The First Widely-Adopted Technology Offering WORM

DLTSage WORM (Write Once, Read Many) provides customers archival functionality with a complete set of management tools and strong software support. With the award-winning DLTSage WORM, DLT users can utilize standard media for both, traditional backup and archiving as well as for regulatory compliance.

Users can extend existing investments in DLT tape drives and media to effectively leverage and implement DLTSage WORM, as an integral component in compliant data storage environments.

DLT Technology was the first widely-adopted midrange tape technology to offer a WORM solution that provides secure, quick, and easy retrieval of archived records for Government compliance.

Multi-Purpose Media Saves Money

DLTSage WORM functionality is available at no additional charge, and ships with DLT tape drives and media.*

The key to DLTSage WORM's increased value and easy implementation is the use of standard DLT media cartridges. There is no need for a separate media pool, and no reason to purchase different media. Data cannot be overwritten or reformatted, but can be appended.

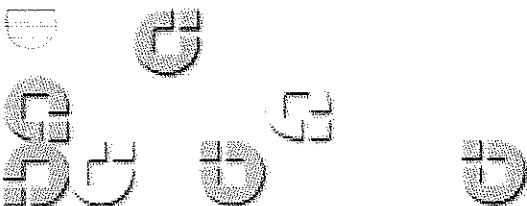
Locked in DLTSage WORM's Layers of Security

DLTSage WORM provides features to assure compliance, placing an electronic key on each cartridge to ensure WORM integrity. This unique identifier cannot be altered, providing a tamper-proof archive cartridge that meets stringent compliance requirements to ensure integrity protection and full accessibility with reliable duplication.

At the IT administrator level, DLTSage – Quantum's award-winning suite of intelligent data protection tools - enables DLTSage WORM functionality and verifies system integrity. This combination of DLTSage and DLTSage WORM allows IT administrators to address the five elements of regulatory compliance:

- Integrity protection
- Accessibility
- Duplication
- Migration
- Auditing

*DLTSage WORM functionality is available in the following DLT tape drives: DLT-S4, SDLT 600, DLT-V4



DLTSage™ WORM

ISVs Support DLTSage WORM

As companies review their storage environments for compliance readiness, their Independent Software Vendors (ISVs) are turning to solutions such as DLTSage WORM to simplify the archival process seamlessly and cost-effectively in customer environments. Prominent Storage Management Software providers support DLTSage WORM, providing their customers with the WORM capability best suited for compliance.

To find out the latest information regarding ISV support for DLTSage WORM, go to: www.quantum.com

DLTSAGE WORM LAYERS OF SECURITY

WORM cartridge labeling is simple because special labels will ship with your standard media. Simply slide in the yellow DLTSage WORM label and you will easily discern which media is WORM enabled. Cartridge initialization assures that only unformatted cartridges will be WORM enabled. Award-winning DLTSage™ enables users to manage compliance requirements by making DLTSage WORM an easy-to-use feature, verifying DLTSage WORM key installation or reporting problems with installation. Write/append verification allows a user to perform write and append operations but protects against overwrite or erase procedures.

DLTSAGE™
WORM

WORM Cartridge Labeling	Simply use the special yellow label that's included with your standard media
Cartridge Initialization	Assures WORM designation only for unformatted cartridges
DLTSage Verification	DLTSage helps administer compliance requirements by verifying DLT/ce key installation or reporting problems with installation
DLTSage WORM Key	Electronic key identifier on each tape cannot be altered, ensures WORM integrity
Write/Append Verification	Allows write and append operations but rejects overwrite or erase procedures
Drive Verification	Firmware validates WORM record integrity

About Quantum

Quantum, a global leader in storage, delivers highly reliable backup, recovery and archive solutions that meet demanding requirements for data integrity and availability with superior price/performance and comprehensive service and support. Quantum is the world's largest supplier of tape drives, and its DLT®, LTO Ultrium, DAT/DDS and Travan-based technologies set the standards for tape backup, recovery and archive of business-critical data for the small business to mid-range enterprise. Quantum offers the broadest portfolio of tape autoloaders and libraries and is one of the pioneers in the disk-based backup market, providing solutions that emulate a tape library but are optimized for backup and recovery.

Quantum.



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visit quantum.com

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