



**PROPOSAL FOR
RFQ Number: DP S0810**

Digital Imaging and Electronic Document System

Solution based on DocuClass™ DM System

Prepared for



**West Virginia
State Police**

**Automated Document Management Solutions, Inc. (ADMS)
4606 Allegheny River Boulevard; Verona, PA 15147
Telephone (412) 573-0111 Fax (412) 573-0110
Contact: Roman A Cano
Email: roman_a@admsgroup.com
<http://www.admsgroup.com>**

Dec 2007

**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/vro/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

JOHN ABBOTT,

State of West Virginia

Department of Administration
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Dear Sir:

Automated Document Management Solutions, Inc (ADMS) is pleased to respond to the **RFQ Number: DP S0810** Digital Imaging & Electronic Document System for the West Virginia State Police.

In order to facilitate the reading of this proposal we divided the information in 4 sections:

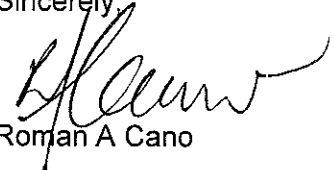
- SECTION 1: PRICE QUOTATION (using the Quotation Forms provided by the Purchasing Division)
- SECTION 2: SYSTEM SPECIFICATIONS COMPLIANCE (Table provided in the RFQ with additional column for explanations and descriptions)
- SECTION 3: HARDWARE
- SECTION 4: COMPANY PROFILE (Detailing Experience, References, Testimonials and Services)

We would be glad to provide any additional information or clarifications regarding this Proposal.

Finally, by the present document I want to confirm that:

- a. ADMS will be the prime contractor for this project. The hardware and some emergency support will be provided through ImageServ, LLC, our partner company resident of West Virginia and located at 2345 Chesterfield Avenue, Suite 205, Charleston, WV 25304
- b. ADMS is a corporation. The company's federal tax ID is 23-2918092
- c. ADMS is an Allegheny County, PA certified MBE (Certification I.D. #2002-0174-M)
- d. ADMS is a registered vendor for the State of West Virginia Vendor # 207104851
- e. ADMS does not discriminate in employment practices with regard to race, color, religion, age, sex, marital status, political affiliation, nationality, country of origin, or disability.
- f. The person signing this proposal is authorized to make decisions as to pricing quoted and has not participated, and will not participate, in any action contrary to the above statements.
- g. ADMS complies with the general and special requirements of this RFQ.

Sincerely,



Roman A Cano

Operations manager

Vice President

RFQ Number: DP S0810

Digital Imaging and Electronic Document System for West Virginia State Police.

Vendor:

Automated Document Management Solutions, Inc. (ADMS)

4606 Allegheny River Boulevard - Verona, PA 15147

Telephone (412) 573-0111 Fax (412) 573-0110

Authorized Contact Person: Roman A Cano, VP Operations

Email: roman_a@admsgroup.com

<http://www.admsgroup.com>

Date: November 28, 2007

Roman A Cano

Signature: _____

A handwritten signature in black ink, appearing to read 'N. Cano', is written over a horizontal line.

Nelson R Cano, President

Signature: _____



State of West Virginia
Department of Administration
Purchasing Division
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Request for Quotation

RFQ NUMBER
DPS0810

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

RFQ COPY
TYPE NAME/ADDRESS HERE

ADMS

Automated Document Management Solutions
4606 Allegheny River Blvd
Verona PA 15147

WEST VIRGINIA STATE POLICE

4124 KANAWHA TURNPIKE
SOUTH CHARLESTON, WV
25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/15/2007				

BID OPENING DATE:

12/06/2007

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO.'S:						
NO. 1 ..✓.....						
NO. 2						
NO. 3						
NO. 4						
NO. 5						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						
VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.						
..... SIGNATURE (ADMS) Automated Document Mgmt. Solutions COMPANY11/22/2007..... DATE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
PRESIDENT	(412) 573-0111	11/22/07
FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
23-2918092		

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

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING 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 exceeds five percent of the total contract amount.

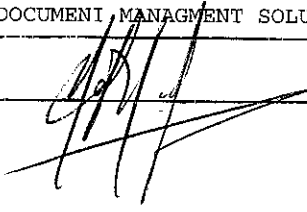
EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a 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: AUTOMATED DOCUMENT MANAGEMENT SOLUTIONS

Authorized Signature:  Date: 11/21/2007

RFQ Number: DP S0810

Digital Imaging and Electronic Document System for West Virginia State Police.

Vendor:

Automated Document Management Solutions, Inc. (ADMS)

4606 Allegheny River Boulevard - Verona, PA 15147

Telephone (412) 573-0111 Fax (412) 573-0110

Authorized Contact Person: Roman A Cano, VP Operations

Email: roman_a@admsgroup.com

<http://www.admsgroup.com>

Date: November 28, 2007

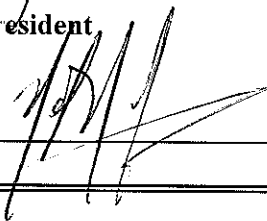
Roman A Cano

Signature: _____



Nelson R Cano, President

Signature: _____





State of West Virginia
Department of Administration
Purchasing Division
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Request for Quotation

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ADMS
Automated Document Management Solutions
4606 Allegheny River Blvd
Verona PA 15147

WEST VIRGINIA STATE POLICE

4124 KANAWHA TURNPIKE
SOUTH CHARLESTON, WV
25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
10/18/2007						
BID OPENING DATE: 11/28/2007		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
1001	1	LS		205-41		
DIGITAL IMAGING & ELECTRONIC DOCUMENT SYSTEM						
CONTRACT TO PROVIDE A DIGITAL IMAGING & ELECTRONIC DOCUMENT MANAGEMENT SOLUTION SYSTEM FOR THE WEST VIRGINIA STATE POLICE, PER THE SPECIFICATIONS.						
MANDATORY PRE-BID: NOVEMBER 1, 2007; 1:30 PM 725 JEFFERSON ROAD S. CHARLESTON, WV 25309						
BID SCHEDULE: QUESTIONS DUE: 10/29/07; 2:00 PM 2ND QUESTION PD.: 11/06/07; 2:00 PM						
ATTACHMENTS WILL BE VIEWED AND/OR PROVIDED AT THE PRE-BID MEETING.						
FAILURE TO ATTEND THE MANDATORY PRE-BID MEETING WILL RESULT IN AUTOMATIC DISQUALIFICATION.						
VENDOR PREFERENCE CERTIFICATE						
CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).						
A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:						
() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE		TELEPHONE		DATE		
President		(412) 573-0111		12/03/2007		
FEE		23-2918092		ADDRESS CHANGES TO BE NOTED ABOVE		

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				(4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR		
				() 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		
				() 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:		
				() 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		
				() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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BID OPENING DATE: 11/28/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
PURCHASING DIVISION IN WRITING IMMEDIATELY.						
BIDDER: -----						
DATE: -----						
SIGNED: -----						
TITLE: -----						
* 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)						
NOTICE						
A SIGNED BID MUST BE SUBMITTED TO:						
DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:						
SEALED BID						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
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PRICE QUOTATION:

Hardware & Software

<u>Product Name</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>	<u>Comments about pricing</u>
Core Basic Component	1	4,000	4,000	
Access Client (With Full Access) 50 Concurrent users pack	1	30,000	30,000	
Access Client (With Limited Access) 50 Concurrent users pack	2	17,000	34,000	
Production Scanning Component	6	2,000	12,000	
MS Services for 200 users	1	2,000	2,000	
WEB Server including licenses for 200 WEB clients	1	30,000	30,000	This price includes unlimited WEB Client licenses (Special for WVSP)
System Auditing component	1	2,500	2,500	
OCR Module	1	100	100	
Batch Import Component	1	2,000	2,000	
Component for Integration with 3rd party applications based on Screen Scraping Technology (Integration with up to 10 applications)	1	5,000	5,000	Application license up to 20 scraping Configurations
Centera Integration Module	1	10,000	10,000	
High Speed Production Scanner	3	22,000	66,000	8120DB, Spectrum XF Bell & Howell Scanner
High Resolution Scanner	2	1,135	2,270	Xerox DocuMate 262
Backup System BA4U-8E - Idealstor 8 Bay Backup Appliance	2	\$15,995.00	31,990	
Hardware & Software TOTAL COST:			231,860	

Detail any additional software components, additional licenses or other factor not included in this table but it is required for the system to perform as outlined in specifications. Detail respective pricing.

Product # and Description for Backup System	Price	Note
IDE-RAILS- Idealstor Drive Rails	\$100.00	This will depend of the volume of the information to backing up
SA-1000 - Idealstor 1TB SATA Drive w/Caddy & Carry Case	\$624.00	
SA-750 - Idealstor 750 GB SATA Drive w/Caddy & Carry Case	\$424.00	
SA-500 Idealstor 500 GB SATA Drive w/Caddy & Carry Case	\$299.00	
Veritas Backup Exec 10 for Windows Servers	\$300.00	
BA4U-8E-M - Maintenance for IdealStor 8 Bay Backup Appliance (2nd year)	\$2,249.00	By Manufacturer. First year is included

Maintenance and Support

<u>Service</u>	<u>Price</u>	<u>Description of the Service</u>
Annual Maintenance for:		
Hardware Provided	8,931	Maintenance by the Manufacturer \$2,977 / year for each Scanner (3 Scanners). The scanner will be provided locally by our partner Company located in WEST Virginia
Base Software	23,688	18% of Software licenses (18% of \$131,600). Includes software upgrades, remote support and 1 visit on-site support per year
Optional added modules	N/A	
Software licenses per server	N/A	Already included
Software licenses per client small station	N/A	Already included
Software licenses per client volume station	N/A	Already included
Professional services base implementation	N/A	Already included in On-site installation services
Professional services hourly rates for other services	140	Hourly rate for additional services is \$ 140 00 Do not include travel and lodging
Training Costs		Included in next section
Maintenance costs		
TOTAL:	32,759	
MAINTENANCE & SUPPORT		

Professional Services

<u>Service</u>	<u>Price</u>	<u>Description of the Service</u>
On-site Installation Services (It should include all working sessions, configurations, travel and lodging and any other related expense)	30,000	It cover all services to have up and running the system as a turn key solution (tasks along all phases if the installation process, including but not limited to: Initial Coordination, Hardware Installation (if required) /Verification, System Setup and configuration for the Section designed as a Pilot, Deployment, etc and related expenses
Onsite End User Training for (4 groups of users). The pricing should include training materials and Travel expenses	7,000	Retrieval User Training (Includes materials, travel Expenses and free licenses for the Training Room) Designed to train the trainers, The ADMS project team will create simulation retrieval scenarios in class. Students will be walked through the different retrieval options and tools available. Each student will receive a detailed user manual that describes the retrieval process step by step.
Onsite training for 8 Scanners Operators (Job settings, run scanning jobs and scanner maintenance)	6,000	Hands-on training designed to make operators proficient with scanning and indexing, scanner regular maintenance, common problems solving. The ADMS Project team will actually start scanning batches with the operators to test and confirm their ability to perform such task.
Onsite training for System Administrator (Up to 3 Administrators). Pricing should include training materials and related expenses	5,000	It includes two levels of training: Technical Training and "Train-the-Trainer" The Technical training covers System configuration, security, troubleshooting, installation, user interfacing, scanning configuration, back up procedures, system upgrading, and system uploading. The "Train-the-Trainer" is focused on teaching to train end users in scanning and retrieving documents, and to handle EDMS related business tasks that are applicable to their particular job.
TOTAL: PROFESSIONAL SERVICES	48,000	

Please detail any additional required services not included in this table but are critical to have properly implemented and running the system. Detail respective pricing.

TOTAL PROPOSAL

TOTAL SOFTWARE	\$131,600.00
TOTAL HARDWARE	\$100,260.00
TOTAL SUPPORT & SERVICES	\$80,759.00
TOTAL Hardware, software and Service	\$312,619.00
Other required	\$2,249.00
TOTAL PROJECT	\$314,868.00

OTHER RECOMMENDED HARDWARE ' (Database Server, File Server, MS SQL Server DB)

This Hardware and SQL Database is provided as a reference and not quoted in our proposal. It is included to attend the items 7.21 and 7.22 of the Specifications table. If WVSP doesn't have similar servers and decide to other this hardware from us , please add the prices to our quotation.

Product Name	Price List
Database Server: Dell Quad Core Xeon Processor E53352x4MB Cache, 2.0GHz, 1333MHz FSB, PE2900. 3 Year Maintenance included	\$7,013.51
File Server: Dell Quad Core Xeon Processor X53552x4MB Cache, 2.66GHz, 1333MHz FSB, PE2900. 3 Year Maintenance included	\$7,676.96
MS SQL Server DB: SQL SVR ENTERPRISE EDTN 2005 WIN32 and Sym Backup Exec	\$53,916.26



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BID OPENING DATE: 11/28/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BUYER: JOHN ABBOTT-----						
RFQ. NO.: DPS0810-----						
BID OPENING DATE: 11/28/2007; 1:30 PM-----						
BID OPENING TIME: 1:30 PM-----						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: (412)573-0110						
CONTACT PERSON (PLEASE PRINT CLEARLY): ROMAN A. CANO roman-a@admsgroup.com						
***** THIS IS THE END OF RFQ DPS0810 ***** TOTAL: 314,868.00						

SIGNATURE		SEE REVERSE SIDE FOR TERMS AND CONDITIONS		TELEPHONE	DATE
				(412)573-0111	12/03/2007
TITLE	IFEN			ADDRESS CHANGES TO BE NOTED ABOVE	
President	23-2918092				

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

TECHNICAL SPECIFICATIONS

COMPLIANCE

ADMS certify that the proposed solution based on the DocuClass system comply 100% and largely exceed the technical specifications and standards of quality requested by the WVSP for a comprehensive Digital Imaging and Electronic Documents Solution.

The following table contains a brief explanation of compliance per item. For detailed explanations, please review the APPENDIX section

SPECIFICATIONS COMPLIANCE TABLE

GENERAL SPECIFICATIONS:

		Comply?		
1 General Requirements		Yes	No	
1.1	The successful vendor must have successfully implemented an imaging system of comparable size and scope to this system for the West Virginia State Police. The software solution proposed must be equal to or greater to the solutions offered by OnBase digital imaging and document management software.	YES		ADMS has successfully implemented enterprise Document Management Systems for WV Department of Labor, West Virginia Work Force, US Probation Office, US Defense Department Finance Division, Universities, Health Care Organizations under severe HIPAA Compliance inspections and for many other large organizations and processed large volumes of data for the PA State Police as well. ADMS guarantees full customer satisfaction and successful implementations for any assigned project. PLEASE SEE SECTION: PROFILE & REFERENCES
1.2	The system must comply with FERPA guidelines as it relates to electronic records. See http://www.ed.gov/policy/gen/guid/fjlo/ferpa/	YES		Our system complies with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). The system includes many layers of security and encryption; from access authentication (login) to WVSP-defined security policies to be applied to the user, groups of users, documents and keyword levels. In this way, the system provides excellent tools and resources to satisfy the Federal law that protects the privacy of student education records.
1.3	The system must deal with document anti-forgery mechanisms such as those used on transcripts and checks.	YES		In order to avoid forgery of documents, our system includes some features like: • Documents can be modified/edited by authorized users only. • Every modified document is saved as a revision of the original. The system keeps information about the user who modified the document, date and time of the modification. This applies to TIF, PDF or MS Office documents • Authorized personnel can view the history of the documents including previous versions to make comparisons and verifications. The Auditing component tracks every action executed over the documents and is able to generate instant reports about users, actions performed, document ID and times. Many other anti forgery procedures such as bio-identification or any other electronic procedure could be implemented upon request.
1.4	The system must interface with MySQL and ORACLE running in UNIX HP environment.	YES		The system includes an "Oracle" DocuClass layer capable of communicating with any RDBMS database using TCP/IP protocol. Oracle is a TC/IP based RDBMS system; therefore, our system can connect Oracle RDBMS system - no matter where it is installed (Windows, Linux, HP UNIX or IBM AIX). This applies to MySQL, MS SQL and Oracle where the Database Server could be a Windows, HP UNIX or a Linux system. DocuClass includes its own DB driver for MySQL
1.5	The system must interface with MSSQL running in a WINDOWS environment.	YES		DocuClass is developed, using the latest data-access technology such as OLE DB/ADO, which provides unparalleled flexibility and performance for querying and retrieving documents across the enterprise from any SQL database. Our system uses this data access technology to interface MSSQL running in windows environment to additionally perform two ways data exchange like indexing tasks (Look-up from SQL table, auto-fill from SQL table, data validation from SQL table, etc), fax back notifications, etc. Our system offers also the traditional ODBC connectivity.
1.6	The system must have the ability to run in MS SQL or MSSQL running in a WINDOWS environment.	YES		DocuClass Server (Database and repositories) is able to run in MS Windows and Unix. Workstations run in Windows environment
1.7	The system must write permanent storage to a CENTERA Drive system with the governance module from EMC.	YES		DocuClass is integrated with EMC® Centera storage devices. This allows the documents to be stored on Write Once Read Many media by using integration at the API level. The Centera is accessed via a secured DocuClass application that manages the client access. Once the object is mobilized from the DocuClass server via the application of the mobility tool to Centera, it will prove the content authenticity of the object. DocuClass client workstations can directly connect to Centera or employ Distributed Centera Services, a middle tier application that manages client connections to Centera and utilizes high performance caching for file retrieval. DocuClass also offers automatic procedures to work with Repositories folders protected by Centera.

1.8	The system must interface with the current system in CIB records. This application is in Oracle Forms with an Oracle 109 database. The interface will allow the Oracle Forms system to retrieve the records using the index number (SID)	YES	The integration of the new system to the current system in CIB records could be done using the "Application Connector" component of DocuClass. This component does not require programming or complicated integrations. It is point and click configurable and very easy to integrate with any application using the Screen Scraping technology. If full integration is required, ADMS will develop customized interfaces using the DocuClass API and the API (Application Program Interface) of the CIB records system.
1.9	The system shall utilize a Web compatible image format, either exclusively or in addition to a TIFF formatted image, which is consistent with industry standards.	YES	DocuClass is able to handle any image file format consistent with the industry standard and fully WEB compatible (JPG, PDF, GIF, BMP, DWG, PNG, etc). DocuClass is an object oriented system that treats every single document as an object regardless of its format. This enables the system to handle any file type including audio and video, and storing them in their native format. For instance, a ".doc" document would be opened with MS Word, a ".pdf" one, with Adobe Acrobat. When using Advanced Scanning, the user may select TIFF or PDF as the outcome format. However, the Import Agent module allows all kinds of formats to be imported into the DocuClass system.
1.10	The system shall support all currently supported releases of MSSQL and MySQL.	YES	Our system is developed, using the s OLE DB/ADO technology from Microsoft, which provides unparalleled flexibility and performance for querying and retrieving documents across the enterprise from any SQL database. Because of that, the proposed system does not require ODBC driver and it supports all currently supported releases of MSSQL. Microsoft SQL Server 7, 2000, and 2005 releases.
1.11	The system shall fully integrate components for maximum efficiency and sharing of data and functionality across Divisions.	YES	DocuClass is composed of fully functional, configurable and self sufficient components developed to achieve high levels of automation for production environments and to improve sharing of data and functionality across Divisions. Some of the components are: System & Security Configuration, Database Management, Full Access Client, Advanced Scanning, Export to Media Libraries, Export and Reporting, WEB Client, Application Connector, Workflow Manager, Read Only Client, Import Agent, Workflow Client, Standard Scanning, Audit Agent, COLD/ERM, API, OCR, Electronic Forms, Fax Gateway, MFP link, etc. PLEASE SEE APPENDIX 2: DocuClass Technology and Architecture
1.12	The system shall have a component for Security Administration and for auditing purposes, both with a secure, easy to use administrative interface	YES	DocuClass includes two components for Security Administration. Both components are secure, very user friendly (point and click) and meet any and all compliance requirements. The access to these components is restricted to authorized Administrators of the system. The Administration components are: • System and Security administration • Audit Agent PLEASE SEE APPENDIX 3: Document Security & APPENDIX 4: AUDIT AGENT
1.13	The system shall have Clients that are flexible and easily configurable. The scanning clients must be native and integral to the document management software and available for Windows platforms.	YES	All the components, including DC Client and Advanced Scanning, are very user friendly and easy Point & Click configurable. All components are available for windows platform. DocuClass has been designed with the user experience in mind. It provides an intuitive graphical interface, allowing users to easily select components, customize their workspace, retrieve documents using several search methods, sort search results, and work extensively with retrieved documents. DocuClass offer different options for scanning documents; all available through very user friendly windows interfaces: • Advanced Scanning: For complex scanning jobs with the highest levels of automation combining the most advanced of the technology for document capture, document separation, document classification, document indexing, and indexing verification. It contains 43 pre configured scanning scenarios and is able to perform Virtual scanning (from folder) and is able to use any scanner with Twain drivers, including MFP devices and large format scanners. • Standard Scanning: For scanning on demand jobs. • MFP Link: Using the Java interface, allows users to scan from any RICOH MFP. • Full Access Client: Is able to update documents by scanning documents.
1.14	The system shall have accessibility over the LAN/W AN network from any location.	YES	DocuClass can be used on a network (LAN), wide area network (WAN), intranet, extranet or Internet environment. DocuClass is based on a modern, robust and scalable architecture, able to attend current and future needs of businesses, no matter if running a small company with 5 users or a multi-million dollar company with thousands of users and several offices around the world.

1.15	The system shall have full support and maintenance services and user documentation to ensure maximum functionality.	YES	Every system installed by ADMS is provided with full support and maintenance services, which guarantees the high availability and functionality of the systems as required by customers. The first line of support is provided by our technical support team and the second level of support is provided by the Development team. We believe that the customer has the right of ownership and independence to configure the system (Real ownership). With this in mind, we provide to the authorized personnel all documentation and training required to configure, maintain and operate the system.
1.16	The system shall be a robust client-server system, with the server using MSSQL on a Windows platform.	YES	DocuClass is a robust client-server system with client server architecture, which dramatically reduces network data traffic and insulates the database from workstation interruptions. The server could be any SQL database (MS SQL, MySQL, Oracle, etc) running on a Windows or UNIX platform.
1.17	The system shall have flexible and comprehensive user generated reports.	YES	The system is able to automatically generate statistical and auditing reports, but these reports are available only for the administrator and authorized users according to the established Security Policies and granted permissions. DocuClass can also utilize third party programs such as Crystal Reports to generate external reports.
1.18	The system shall have comprehensive security and system administration functions for deploying software capabilities to end users. The system must perform these functions without the use of scripting and/or programming of any kind.	YES	The system has a comprehensive security and system administration functions for deploying software capabilities to end users. The usage of the wide variety of access and output controls on a daily basis allows the user to react immediately to organizational events like employee termination, security compliance inspections, etc. Designing and Applying DocuClass Security policies do not require programming or scripting.
1.19	The system shall associate the scanned information with the agencies existing data within ORACLE tables as needed.	YES	DocuClass has the ability to associate the scanned information with previously existing data within ORACLE tables. This request implies the ability of the software to autofill keywords related to a new scanned or imported document with information extracted and/or filtered from an External SQL database (MS SQL, Oracle, MySQL, etc) having as a reference the value (typed or bar-coded) of an existing keyword used as reference or unique identifier. To attend this requirement, the DocuClass Advanced Scanning component has the ability to create queries with external databases and apply them within the Advanced Indexing features to Autofill selected keywords.
1.20	The system shall have the capabilities to OCR scan each document, and shall be capable of allowing indexes to be built from the OCR data.	YES	DocuClass is able to perform OCR in different instances: • OCR while scanning • OCR while Importing Documents in Batch Mode • OCR from Full Access Client This OCR text is available to authorized users of Full Access Client and to be used for Full Text Search. The system has the capacity to OCR scan each document. The system is capable of filling up keywords (indexes) from the OCR data. This applies to scanned and/or imported documents.
1.21	Indexing shall allow for documents to be converted into a bulk field, and shall allow for documents on established forms to be zone recognized.	YES	The Advanced Scanning component of DocuClass software allows advanced indexing options, including zone recognition from established forms, auto index reading from external database and text files, barcodes, etc.
1.22	System shall have the ability to associate existing files (PDF, text, etc) to a record.	YES	DocuClass has the ability to associate existing files (PDF, text, etc) to a record. The user can associate any type of related document to an existing one by using a common keyword. Additionally the user can ask "Show all related documents" based on a keyword and the system will provide the list of related documents.
1.23	System shall have an audit trail to capture, at a minimum, user id and date/time stamp for each data insert, update, or delete.	YES	DocuClass has a component called Audit Agent available for Administrator. This component is able to track every single action executed within the system: User ID, Date and Time of the action, description of the performed actions. The Audit Tracking Activity Browser allows (1) Recording every activity performed in the system, like login, creating document types, etc (2) Recording tasks performed in every document - like opening, editing, viewing, printing, etc (3) Recording relevant activities performed by any user in any given period of time. The Administrator is able to configure the Agent for tracking specific actions in a period of time, and export the reports to an Excel or HTML file. PLEASE SEE APPENDIX 4: AUDIT AGENT

1.24	System shall have the ability to create unlimited group, type and index fields. Index fields may include document type, department ID number, permanent ID number, date/time, SID, etc.	YES	DocuClass allows creating unlimited group, type and index fields. (Index fields may include document type, department ID number, permanent ID number, date/time, SID, etc.) There is no limit in the number of Index Fields that can be created with DocuClass, from index fields typical to an entire document group to indexes particular to a document type. The system is highly customizable according to the customer's needs.
1.25	System shall have the ability to query the WVSP data store (MSSQL, or ORACLE database) to retrieve ID numbers at / batch processing.	YES	DocuClass has the ability to query the WVSP data store (MSSQL, or ORACLE database) to retrieve ID numbers at the time of indexing/batch processing. This is performed in the Indexing Queue of Advanced Scanning.
1.26	System shall have the ability to disregard blank pages.	YES	Yes. DocuClass has the ability to disregard blank pages. There are two instances where DocuClass disregards blank pages: • During the scanning process the user is able to set the threshold to remove blank pages and any other page not totally "blank" (damaged page or page with spots) but considered as a blank page. • During the Automatic separation of Documents: if the scanner operator uses "Blank Pages" to separate documents, the operator can instruct the system to remove the blank pages after separation.
1.27	System shall have the ability to perform duplex scanning, which shall be included.	YES	YES. The system is able to perform Duplex Scanning. The duplex scanning is standard capability of the high speed scanners and most of the medium and low volume scanners. DocuClass components are able to work with any TWAIN scanner using duplex features. (The scanner must have two (2) CCD (Charged Couple Device) or 2 digital cameras for duplex scanning)
1.28	There will be a web-based client interface included with the system.	YES	The DocuClass System has full web capabilities. Users with Web Access would see the web screen. The format and functions are the same as with the standard user client screens. DocuClass WEB is platform Independent and is able to run in Windows environment and any other platform like Unix or Linux. The DocuClass WEB Client interface allows DocuClass authentication and/or Active Directory Authentication.
2 System Architecture			
2.1	System shall be built on a Client / Server architecture.	YES	DocuClass is built on Client Server architecture dramatically reducing network data traffic and insulating the database from workstation interruptions. This makes possible to use all DocuClass GUI Client components over a LAN and WAN infrastructure. This option permits remote workstations to interact with DocuClass system and perform all required actions. In fact, each DocuClass system supports hybrid environments, where both local (LAN) and remote (WAN) Client Components interact with the system transparently. Every workstation (local or remote) can configure independently the number of document records (block) returned for every query, according to the available bandwidth. Additionally, Remote Client Components use ftp commands to access the Server Documents Repository, where Local Client Components are using direct access to the same repository.
2.2	System shall be developed and provided to assure future scalability.	YES	The robust and modular architecture of DocuClass allows it to easily grow and expand, with minimum IT investment, as the business needs also grow. DocuClass can start as a small or departmental solution and easily expand to become an enterprise-wide system. The DocuClass repository can also handle large volumes of documents of virtually any content type. For small installations, the core Components are enough to have a running system. Based on the needs of the business, more components could be added and licensed. Because small installations do not require complex network environments, the DocuClass Database Server, Documents Server and the FTP Server could be placed in the same server machine.
2.3	The vendor shall provide documentation describing their quality assurance procedures.	YES	The Quality Assurance process is applied along the life cycle of the Software Development and Systems installations at the customer site as a requirement for successful project development. APPENDIX 10 - QUALITY ASSURANCE Please see

2.4	System shall be capable of and shall include notification capabilities to include sending notifications to supervisors when a document changes status.	YES	DocuClass includes very fast and efficient notification procedures through the Workflow Component. Using this feature the user is able to send a notification to a supervisor when a document changes its status, find and updated related document, or update a record in WVSP database. Depending of the nature of the notification, the system is able to generate and send automatic notifications. PLEASE SEE APPENDIX 5: DocuClass WORKFLOW
2.5	System's notification capabilities shall be capable of utilizing email alerts as well as an embedded real time instant notification messaging system to assure accurate notifications.	YES	DocuClass Workflow uses email alerts and an embedded real time instant notification messaging system which is available to make sure that every notification message is delivered on time and to the right people. The Workflows can be initiated by user actions or commands, time based events or DocuClass system events. PLEASE SEE APPENDIX 5: DocuClass WORKFLOW
2.6	Vendor must describe your 'near-line', archiving and storage capabilities.	YES	DocuClass storage for the near line information is defined by selecting and assigning a UNC path (with related ftp & web path) to the root node (general repository area) and optionally to a group and to a type using the "Repository Folder" entities. A "Repository Folder" entity is a folder defined in the system which includes: • A UNC Path • An Equivalent FTP path (to be used by WAN clients) • An equivalent WEB path (to be used by the WEB Client) • A descriptive "comments" field • A logical value (Subfolders) indicating if documents placed in this "repository folder" should be stored in the root or in subfolders • A File (per subfolders) limit used to force the system to create and use a new subfolder (if "Subfolders = "YES") The System Administrator can add, delete repository folders (not used from settings) and change everything in a repository folder except the UNC path.
2.7	System must be capable of interfacing with a CENTERA system with governance.	YES	DocuClass supports EMC Centera—including EMC Centera Governance Edition and EMC EMC Centera Compliance Edition Plus archiving solutions providing functionality not available in tape, optical, or traditional disk solutions—at a lower total cost of ownership.
3	Security		
3.1	System shall have security capabilities with multiple levels. This shall include at a minimum password management, encryption, and control of access to staff functions, audit trails, and encrypted communications.	YES	DocuClass incorporates a unique, powerful, flexible and robust security system which allows defining: • Multiple levels of security (at the component level, at the documents level, at the user groups level, at the user level and at the keywords level) • Access is controlled and protected by user names and passwords properly authenticated through the internal DocuClass Security system and/or by using Active Directory authentication. • Password management and encryption, controlling access to staff functions, audit trails, and encrypted communications. Passwords are stored using non-reversible encryption (i.e. one-way hash). The multi level security allows the definition of what each user or group of users can do with every document or type of documents. The Auditing mechanism will log every action and event. If Microsoft Windows Active Directory or any other LDAP system is in place, the DocuClass Security System could be integrated with the current user management system with just a few keystrokes
3.2	System shall be capable of various levels of access; which shall include at a minimum read-only, edit/delete images, and add/modify index fields.	YES	DocuClass has 4 different components to grant access to the stored/indexed documents: • Read Only Client (ROC) – Users are only allowed to search, retrieve, view, print and e-mail documents. Users of this module are not allowed to edit documents. • Full Access Client (FAC) – FAC users are allowed to perform all the actions authorized by the security policies, including editing, updating merging, cloning, emailing and printing documents, updating keywords, adding notes, extracting pages from multiple documents to form a new one, etc. • DocuClass Workflow Client: Additional to the FAC authorized action, the user can start workflow processes. • DocuClass WEB Client: The authorized user is allowed to access the documents through the WEB interface (Same permissions from RO and FAC applies) PLEASE SEE APPENDIX 5: DocuClass Workflow and APPENDIX 6: Full Access Client

3.3	System shall have varying levels of database permissions for individuals or groups of individuals at a minimum the document level, section level, type of document (Finger print card, letters, etc.), and groups of documents (department, agency, etc.).	YES	The DocuClass System and Security Configuration component is an easy point-and-click interface that allows the Administrator to design security policies and permissions and assign them to user groups based on document groups, types and keywords. Examples of Document Groups could be: CIB Section, Traffic Records Section, LAB Section, etc. Examples of Document Types of the LAB Section could be: Finger Print Cards, Letters, etc Each "Usergroup" is related to a "Document Type" using one and only one "Security Policy". Since the Security Policy defines in detail the set of actions allowed to be performed on each document, this relationship actually defines what each Usergroup member (user) is allowed to do in every document of that specific Document Type. A user may belong to more than one Usergroup. The "Administrator" is allowed to perform any task in the DocuClass System. - DocuClass system evaluates user permissions to decide whether a user is allowed to perform an action or not, it actually itemizes all the Usergroups the User belongs to and checks to find at least one Usergroup connected to a Security Policy permitting the referred action. DocuClass resolves any conflicts that may occur due to contradictory permissions
3.4	System (client and server software) must avoid the SANS top 20 security vulnerabilities for the UNIX and Windows platforms listed at http://www.sans.org/top20 .	YES	DocuClass normally avoids the mentioned vulnerabilities by developing the Internet components with Independent Platform (Apache/PHP), following all the newest technical procedures available and recommending the customers to maintain their systems upgraded with the latest versions, patches and service packs. Because this is an ongoing challenge CIMA Software is always researching news venues of improvement. These are fundamental security measures included in DocuClass as standard features.
3.5	System shall include authentication and authorization for at a minimum the user, user groups, document type, security policy, security keyword, security group and workflow role.	YES	
3.6	System shall support the use of Active Directory for authentication and authorization as a standard feature.	YES	YES. Active Directory Authentication is supported by DocuClass and tightly integrated with MS to automatically solve any assigned contradictory permissions
3.7	System shall be capable of integration to third party authentication products as a standard feature.	YES	DocuClass includes two levels of Integration. The first level is using the "Screen Scraping" technology and the second one is by using the Application Program Interface. The Application Connector uses the Screen Scraping technology and is a non-intrusive and non-programmable interface with businesses applications. With this component, users working on a Line of Business or other application, are able to access and work with documents stored in DocuClass, directly from those applications. Once documents have been retrieved, the users can work with them (view, change keywords, enter notes, print, email or fax documents and even initiate workflows) without leaving their application session. PLEASE SEE APPENDIX 8: APPLICATION CONNECTOR The DocuClass API allows customizing utilities to request information from DocuClass and store information in DocuClass (two-way communication). Any developer can integrate Document Management features with his application, using DocuClass API. DocuClass API is not a self-contained document management interface; it assumes that a DocuClass system is already installed.
3.8	System shall be capable of integrating with WVSP LDAP and Portal services as a standard feature.	YES	YES. DocuClass could be connected with WVSP LDAP, Portal services and other third party product.

3.9	System shall provide a means for a secure binding process between software and databases.	YES	DocuClass uses ADO/OLE drivers (As mentioned above, it is the current MS vehicle to support database interoperability using COM Interface. It is characterized by faster speed of execution without the need for installations at every workstation) and optionally ODBC for the data connection layer. It is supported by CIMA Software on the following industry standard database platforms: Microsoft SQL Server, Oracle, MySQL. This allows the security features associated with the relational database management system (e.g. Oracle, SQL Server, DB2, etc) to be fully leveraged
3.10	System shall utilize SSL to encrypt traffic between client and server hardware, and between scanner hardware and client workstations.	YES	DocuClass uses, if required, SSL communication between the DocuClass Clients and the DocuClass Database Server, using the default security features for SSL over TCP/IP or named pipes of MS SQL Server. The procedure to secure (encrypt) the communication between a Win32 client (client and server hardware; between scanner hardware and client workstations) and a MS SQL Server includes the following draft steps: Step 1: Request and Install a Server Authentication Certificate Step 2: Install the Issuing CA's Certificate on each Client Step 3: Force all or selected Clients to Use SSL Each client should have MDAC 2.6 installed
3.11	System shall include user interface and tools for administering the system, which shall also include a command line interface.	YES	DocuClass offers interface and tools, including command lines, for administering the system. The components reserved for Administrators are: SysAdmin (To manage security, users, storage, document organization, keywords, document protection, licenses, remote users, etc) and Audit Agent (To track every single action performed in the system from access to document usage and editing). This component generates customized reports showing "Who", "What", "When" and time per every performed action, like: login, log out, opening a document, closing a document, deleting pages, etc. Additionally, DocuClass includes a Utility component able to perform tasks originated by management decisions like automatic generation of revisions of Documents based on keywords across the whole Database, completely moving or deleting Defined Document Types, automatically merging single page documents into multi-page documents, etc. The DC Utility is password protected and reserved to the ADMS technical personnel with express authorization of the Management. Some of the commands offer a command line interface and switches or proflers to track step by step the
3.12	This system must include an Audit Trail detailing every single action performed in the system from access, to document usage and editing, by all users, on all documents.	YES	DocuClass includes the Audit Agent, developed to track every single action performed in the system, from access to document usage and editing. This component generates customized reports detailing "Who", "What", "When" and time per every performed action: login, log out, opening and closing documents, deleting pages, etc
3.13	The Audit Trail must provide at a minimum date/time stamp and user ID for each system event.	YES	The Audit Agent provides required information, including date/time stamp and user ID for each system event.
3.14	The Audit system must have the flexibility to generate reports based on specific selectable system functions, and must be able to capture the actual keystrokes and parameters used to do a document search.	YES	The Audit Agent is flexible and able to generate reports based on specific selected system functions. It is also able to capture the actual keystrokes and parameters used during a document search. PLEASE SEE APPENDIX 4: AUDIT AGENT
3.15	The system's security must control users, groups, keywords and allow for the creating of customized security policies to be applied for document editing. It should be fully integrated with MS Active Directory.	YES	Yes. DocuClass security controls users, groups, keywords and allows the creation of customized security policies to be applied for document editing. It is fully integrated with MS Active Directory.
4	System Operation and Functionality		
4.1	System must include ability for both simplex and duplex scanning.	YES	All the DocuClass components that send information into the system have the capacity for simplex and duplex scanning.

4.2	System shall be capable of simultaneously running multiple scanning jobs from local and/or remote locations. The jobs may only be accessed by authorized users.	YES	DocuClass Advanced Scanning can simultaneously run multiple scanning jobs from local and/or remote locations. The jobs may only be accessed by authorized users and operators.
4.3	System shall be capable of running distributed processes moving documents automatically from queue to queue by internal workflow for processing by authorized operators.	YES	The DocuClass Advanced Scanning document processing is performed following an internal workflow, where documents are moved automatically from queue to queue (Document separation, document classification, indexing, verification, transfer and release) for a distributed process.
4.4	System shall be capable of using any low volume, medium volume or high volume scanner including Multi-Function Printers (MFPs) without requiring third party products.	YES	DocuClass Advanced Scanning, Standard Scanning and Full Access Client are capable of using any low, medium or high volume scanner, including Multi-Function Printers (MFPs), without requiring third party products.
4.5	There shall not be any limitations to the system software as to the size of images handled. The limitations shall only be that of the hardware.	YES	DocuClass is currently installed in Service Bureau Companies processing, in production mode, multiple document types, from business cards to large engineering drawings.
4.6	System shall be capable of processing and storing information from various types of documents is attached in Appendix-A. This list is not to be construed as a total list of documents, just samples.	YES	The DocuClass System is capable of processing and storing information from various types of documents including the samples from Appendix-A.
4.7	System shall include the ability to rotate images on the screen, ability to zoom, pan, flip and invert images.	YES	YES. DocuClass has the ability to zoom, pan, rotate images on the screen, flip and invert images.
4.8	System shall include the minimum correction capabilities of de-skewing, de-speckling, de-shading, rotation, removal of horizontal and/or vertical lines, repair broken characters, repair/removal/border of individual pages or on a group of pages. Once this setting is saved is shall be available to be applied to any job scanning.	YES	The DocuClass Image Enhancement features can be applied in batch mode (To Correct, on the fly, batches of documents in process) or can be applied in a case by case basis. These image correction tools include de-skewing, de-speckling, de-shading, rotation, removal of horizontal and/or vertical lines, repairing broken characters, repairing or removal of individual pages or on a group of pages. Once the setting is saved, it becomes available to be applied to any scanning job.
4.9	System shall be able to read hand-printed data without the use of third party software.	YES	YES. The proposed System is able to read hand-printed data without the use of third party software.
4.10	System shall have a minimum OCR conversion average of at least 80%.	YES	YES. The system includes an OCR engine able to recognize characters with a minimum of 80% of recognition accuracy.
4.11	System shall be able to automatically capture and index faxes as images.	YES	YES. DocuClass includes the FAX Management components (Fax Manager, Fax Gateway and Fax Import Agent) fully integrated with Fax servers to capture faxes, extract indexing data from the database of the Fax Server, validate autofill data from external databases, store the faxes as a images properly indexed.
4.12	System shall be able to print, fax and/or forward documents via email.	YES	YES. DocuClass is able to print, fax and/or forward documents via email.
4.13	System shall be able to integrate with POP, IMAP and:MAPI so that email messages or email attachments can be directly loaded into the imaging database.	YES	Yes. DocuClass can be integrated with POP, IMAP and MAPI so that email messages or email attachments could be directly loaded into the imaging database. (Microsoft Outlook, Lotus Notes, etc)
4.14	System shall be able to import other electronic formats, both as individual files and as batch files. At a minimum MS Word, MS Excel, audio files, video files, CAD files, and text files.	YES	Yes. DocuClass is able to import any type of file, including Word, Excel, audio files, video files, DICOM files for medical applications, CAD files, etc. It is also able to use the native/default viewers. The Full Access Client user can import one or selected files from Windows Explorer and drag and drop them into DocuClass. The indexing windows will be opened immediately for classification and indexing. DocuClass is also able to import any type of file in batch mode using the Import Agent, which operates in interactive or automatic mode.

4.15	System shall be able to import, store and export PDF files.	YES	Yes. DocuClass includes very strong resources to handle PDF files: • Drag and drop one or selected PDF files from Windows Explorer and instant opening for indexing • Import PDF in batch mode (Import Agent using CSV files) • Export PDF files to disk • PDF editing: Delete pages, extract pages to clipboard and e-mail, print or extract pages) from clipboard, reorder pages, create a new document based on selected pages of multiple PDF files, • Export files including PDF files to Media Library (files and data)
4.16	System must be capable of having the ability to convert images to microfilm and vice versa. If this is not a standard feature, the vendor is encouraged to list this feature as an option.	YES	Yes. This could be available by exporting the selected files to microfilm and import the files to the Kodak micro imager system. The specification of the equipment will depend on factors of the microfilm itself - blipped vs. non-blipped film, type of film (16mm or 35mm), and images/frame.
4.17	System must have ability of customizable search options to find, retrieve and display documents at a minimum using a variety of criteria.	YES	YES. DocuClass provides customizable search options to find, retrieve and display documents using a variety of criteria: • Searching by using keywords filtered by operators like =, >, <, like, etc or selecting values from drop down lists • Full Text search or searching by content (words or expressions inside documents by OCR) • Listing the Documents by Document Type and ordering the data by selected keywords • Searching documents by default keyword values: document date, document ID, etc. • Searching by Range of dates • Searching by using conditionals "and", "or" based on values of keywords • Fine search per Document Groups or Document Types
4.18	System must be capable of performing searches directly from the client screen without the use of search templates, query builders, or other ancillary methods.	YES	YES. DocuClass clients can search directly from the client screen without using search templates, query builders, or other ancillary methods.
4.19	System must provide ability to create and modify the index structure with a user friendly point and click GUI interface without any programming or scripting being required.	YES	Yes. The indexes can be easily created and edited in the System Admin component without any programming requirement. Indexes can be assigned to one or more document types or document groups. Additionally, the user can have a Graphic view of the whole structure (document type groups, indexes assigned to the group, document types, indexes assigned to the type). The system also offers the option of changing the order of the keywords.
4.20	System must provide ability to add annotations to documents and capture date, time individual user and department who added them (audit trail) at a minimum.	YES	Yes. The authorized user is able to add notes and view all notes in the document, just by clicking on the target item in the list. The note list (History of Notes) of the document shows: author of the note (user), day and time when the note was created, and the modification data of the note (who, when and time when the note was modified).
4.21	System must have ability during searching to retrieve and display documents using a variety of criteria including at a minimum Boolean logic, fuzzy logic and proximity searches.	YES	YES. DocuClass provides powerful searching tools to find, retrieve and display documents using a variety of criteria, including Boolean logic, fuzzy logic and proximity searches.
4.22	System shall provide non-programming tools for reorganizing and back-up of indices.	YES	DocuClass offers many alternatives to reorganize, update and backup indexes: • Export Document Keyword List, Export Data, Update document keyword: Selecting a document or opening a document the user can update the keywords just with one click of the mouse. Available in Full Access Client • Update common keywords: If selected documents have a common keyword, with this command the keyword of all documents could be updated by just typing the value once. • Smart Keyword Update • Re-Index or Update keywords in batch mode.
4.23	System must have the means to monitor and track phases of the workflow process on-line.	YES	The DocuClass Workflow Agent runs and monitors unattended workflow related system or time events, and triggers new workflow instances, based on predefined time intervals or in response to system events or conditions. This component is available for the Administrator or authorized users through the LAN, WAN, or for remote users via FTP.

4.24	System must have a means to easily define, add or adjust workflow via a point and click GUI interface without any programming and/or scripting required to develop basic workflow processes.	YES	The DocuClass Workflow is an extremely user friendly component for Administrators and end Users. It allows to easily define, add or adjust workflow via a point and click GUI interface without any programming and/or scripting. DocuClass does not require programming to develop basic workflow processes. Please review APPENDIX 5: DOCUCLASS WORKFLOW.
4.25	System must provide a means to create reports for all transaction events, items in queue, backlog, item age and throughput of each queue.	YES	The DocuClass Audit Agent is able to generate all required reports about users' activities in the system. The Security and Configuration Component generates automatic statistical data and graphics about document size, number of pages per period, etc. The Full Access Client is able to calculate values from keywords or selected documents The Workflow Client is able to create any report based on configuration. Customized reports could be easily added upon customer request.
4.26	System shall incorporate and support a development, testing, and training environment in which records can be created, deleted, and updated without affecting the performance or data in the production database	YES	YES. The system provides different ways to create a development, testing, and training environment in which records can be created, deleted, and updated without affecting the performance or data in the production database: 1. Creating a Testing Document Type Groups and Types in the production database and authorizing trainees to access only the testing documents groups and types. These document groups and types could be deleted from the system, after the training. 2. Creating in the same SQL Database, a new Database schema by using the DocuClass Database Administrator. This option will use the same licenses of the system but will create a parallel database to the production database, where the instructor can create any type of configuration without using the production database schema at all. The trainees are given access to this database only. 3. Installing a DocuClass Training system in a dedicated network used exclusively for training purposes
4.27	Vendor shall detail hardware and software requirements for a test system.	YES	Once the system is installed and functional, the WV State Police and ADMS would be able to send the project to CIMA Software Corporation (Developers of DocuClass) and request \$ 0.00 value licenses for renewable periods of one year. The WV State Police should have the Training Room with the computers and database installed for this purpose.
4.28	Vendor shall specify any additional licenses and costs required to operate a test system.	YES	This question applies to two scenarios: A normal practice of ADMS, previous to the installation of the productions system, is: • Installation of an Evaluation Prototype using our equipment (Laptop and scanner). This prototype will reflect the configuration with all the requirements of the WV State Police team, and will be exposed for analysis, corrections and approval. • Installing a Real Production Pilot in one department or Section of the WV State Police Department. This is the base system for training and fine tune up before deployment. In this Pilot we can create the training environment explained in the previous item (Options 1 or 2) After deployment, the WV State Police may need to have a backup running system and/or a dedicated training system in the training LAB. For this purpose, the only equipment required could be: • One local small server (Where the Database and the Repository folder will reside) • Network scanner • Workstations
5	Application Programming Interface and Systems Integration		
5.1	System must have an Application Programming Interface (API) to allow custom developed web applications access, including programming language and development software for accessing API and available documentation and training to support the API.	YES	Yes. DocuClass has a fully documented API able to be used by programmers to develop interfaces interacting with DocuClass. The API is a licensed component of DocuClass and it fully supported via training, materials and technical assistance.

5.2	A description of the underlying languages used for system development must be provided.	YES	Some of underlying languages used for system development are C++ in a COM framework, CA Visual Objects, Java, PHP. All DocuClass modules are completely designed and developed by CIMA Software Corporation and have NOT been purchased through acquisition of external software vendors nor acquired by any other means.
5.3	System must have the ability to be customized, as opposed to just configuring the software. Documentation on how this is handled must be provided.	YES	Customization is available and handled as a special project ordered by the customer, developed and tested by the developers of DocuClass and approved by the customers.
5.4	System must have integration capabilities with third party products.	YES	DocuClass has powerful integration capabilities with third party products. The integration could be handled in two ways: 1. Through the DocuClass Application Connector component, no programming or complicated integrations are needed. It is point and click configurable and very easy to integrate with any application using the Screen Scraping technology. 2. Using the API of the 3rd party product which will communicate with DocuClass through the DocuClass API.
5.5	A comprehensive list of third party products that have been integrated with the system being bid must be provided.	YES	DocuClass is currently integrated with many applications like Kalos (Pharmacy Software), Ascent Capture, AnyDoc Software, Pentamation (Educational Software), Solomon and Great Plains (Accounting Applications), Right Fax (Fax Manager Software), SAP, Prosoft, Macola
5.6	System must have data import and export capabilities. Documentation for these procedures shall be included.	YES	DocuClass incorporates powerful components to attend any Import and Export Requirement: The Import Agent: Allows to Import into DocuClass, scanned documents with their respective index data and OCR file. The Import Agent works in unattended mode monitoring folders receiving the images, text and data in CSV file. Please see the screen shot of the Interface The Export Data Component: Allows exporting all documents from one node or selected documents to a external folder. The images are saved in pre specified folder and the index data plus the path to the images as a CSV file. This could be re-imported into DocuClass or any other system The Export to Media Library: Developed as a document and data distribution method, exports selected documents (from node or dates or other criteria) to a folder and the Searching and Retrieve structure including index data to a MS Access Database. This allows the recipient of the Exported media: To install in a PC, the DocuClass Media Library Client, Import the received database and view the received documents using exactly the same DocuClass Client Interface. PLEASE SEE APPENDIX 9: EXPORT TO MEDIA LIBRARY YES: All developments, including custom developments, are implemented following a general approach fully integrated within the DocuClass structure, making possible its usage by multiple users and allowing it to be included as standard feature for support and maintenance purposes.
5.7	Customer enhancements using published APIs shall be migrated to later software versions.	YES	YES. DocuClass is able to query External Databases, including ORACLE 7 and MSSQL 2000, in every component where this feature is required: • Advanced Scanning: To perform Keyword validation or Keyword Autofill • Fax Manager: To automatically complete data extracted from faxes and use it for indexing and fax back notification purposes. • COLD ERM: to complete or validate data captured from COLD files • Workflow Manager
5.8	System must be able to query external databases including ORACLE and MSSQL in, at a minimum, advanced scanning, fax management and workflow management features.	YES	With that purpose, the Security and System Configuration module includes the option to create "External Database Query" settings able to be saved and used for the other components.

5.9	Vendor shall describe the industry standards enacted within the system, including version and degree of compliance	YES	DocuClass has been designed in compliance with the following industry standards: • DOD 5015.2 • Microsoft Standards • American National Standards Institute (ANSI), International Standards Organization (ISO) Records Management- ISO-15489-1-standard - Records Management- ISO-15489-2-guidelines - Document Management-TR-27 Electronic Imaging RFP Guidelines - TR-48 Integrating EDM and ERM - Statistical Sampling for Document Images-ISO 12032 - Document Management-ISO-15801-Trustworthiness • ARMA-Records Mgmt Standards • ALIM-Document Mgmt Standards - CIMA Software is a member of ALIM
5.10	Vendor shall describe the system's compliance with ADA standards for hardware and software.	YES	The proposed system based on the DocuClass suite using MS Operative System and SQL database meet all the requirements stated by the Americans with Disabilities Act (ADA) an particularly the resolutions of the section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and specifically the items detailed at the: • Subpart B – Technical Standards related to the section 1194.21: Software Applications and Operative Systems and the • Subpart D: Information, Documentation, and Support. Section § 1194.41 Information, documentation, and support.
6	Hardware and Software Requirements		
6.1	Vendor shall specify all server hardware and provide costs for same that they recommend for the system as per the information listed in the "Scope" section of this RFQ; which shall include make, model, operating system, CPU requirements, memory, disk space, etc., sufficient to manage system growth over the next three years or longer. (This equipment mayor may not be purchased as it may already be owned by the agency or may be required to be purchased from other existing state contracts.)	YES	The proposed system based on the DocuClass suite using MS Operative System and SQL database meet all the requirements stated by the Americans with Disabilities Act (ADA) an particularly the resolutions of the section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and specifically to the items detailed at the: • Subpart B – Technical Standards related to the section 1194.21: Software Applications and Operative Systems and the • Subpart D: Information, Documentation, and Support. Section § 1194.41 Information, documentation, and support.
6.2	System software shall support the required Windows platform. Vendors shall list any additional server platforms supported.	YES	Additional to the Windows platform, DocuClass supports the following: Linux, HP UNIX or IBM AIX.
6.3	All system processors shall be open systems compliant and shall maximize use of commercial off-the-shelf hardware.	YES	YES. All system processors are open system compliant and maximize the use of commercial off-the-shelf hardware.
6.4	Vendor should provide a quote as an option for a limited disaster recovery system.	YES	The proposed Idealstor SATA Backup Appliance is the first of its kind to combine the speed of SATA disks with the portability of tape by using disk media for both backup and offsite storage. Idealstor SATA uses any capacity/manufacturer SATA disk as locally attached backup media. These disks can then be left in the system for nearline access and local storage or they can be physically removed, like a tape, and be used for offsite storage and disaster recovery.
6.5	The base configuration must include commercial-off-the-shelf hardware only.	YES	All the recommended hardware: wervers, backup system and scanners are commercial-off-the-shelf hardware
6.6	All servers shall be rack mounts with rails.	YES	The proposed DELL servers are rack mounted with rails
6.7	All scanners must have auto-document feeders for batch scanning.	YES	Both the 8120DB Spectrum XF Bell & Howell Scanner and the Xerox DocuMate 262 are provided with automatic feeders for batch scanning

7 Contractor Consulting, Support and Professional Services			
7.1 Specify goals and estimated time for all preparatory tasks necessary before the system is functional.	YES		Our implementation process starts with the definition of roles, responsibilities, timeliness, and schedule approvals. Once this is completed, we proceed to propose a detailed implementation plan that clearly states the different phases of the project. ADMS will assign a project team that will work closely with the IT personnel of the VW State Police and designed Supervisors. The implementation phases typically include: Phase 1 Initial Coordination Phase 2 Hardware Installation (if required) /Verification Phase 3 System Setup and configuration for the Section designed as a Pilot Project (See note) Phase 4 Training Phase 5 Deployment Phase 1 should take not more than one month and the goals for this phase are: • Consolidate and implement a team with personnel of the VW State Police and ADMS • Collect data and take definitions about documents, users, processes, security, hardware and priorities. • To prepare the implementation schedule including preparation of the system prototype, presentation and evaluation of the prototype, tune up of the prototype and approval, date of installation of the Pilot system and the training period. NOTE: To speed the implementation process and reduce training costs, phase 3 (System Setup - Pilot) and Phase 5 (Deployment) could be done as a one phase (System Setup). If this is decided, the training will cover all departments of the WVSP.
7.2 Provide a typical implementation project plan for an application of this size and magnitude documenting all tasks undertaken to meet stated goals.	YES		The implementation methodology described in the previous item, is always applied by ADMS in medium and large projects. ADMS has an implementation record of large size projects that exceed the schedule and performance expectations of the customers. ...Where ADMS has had to custom program DocuClass to achieve our goals, they have done so excellently. When deadlines have been imposed ADMS has always met the deadlines conveyed to them... ...They worked closely with our project team, listening to the critical elements and needs of our Bureau, while providing a visionary yet realistic solution that was carefully designed to meet and in most cases exceed our expectations.... our expectations were extremely high at the beginning of the project; ADMS helped us move far beyond our initial goals and objectives..... The installation of OnBase at GNC was conducted on time and within budget.... In less than three months, the City has a fully functioning imaging system that is working without a hitch. The team from ADMS remained dedicated throughout the implementation, and worked diligently to "get the job done" in a timely and equitable manner...

7.3	Provide a rapid deployment implementation plan for an application of this size and magnitude.	YES	Phase 1 - Initial Coordination Timeframe: 4 weeks Includes: Implementation team consolidation, kickoff meeting, exploratory sessions: requests per section, definitions, strategies, planning, scheduling, and session with sections Phase 2 - Hardware Installation / Verification / testing Timeframe: 2 weeks Phase 3 - System Setup Timeframe: 4 weeks Includes: System Design, System Prototype, DB Installation and configuration, setup of repositories at server level, system installation and configuration of the Pilot Section, presentation, modifications and adjustments according to recommendations and approval Phase 4 Training Timeframe: 1 week Includes: System Administrator Training ("Train-the-Trainer" Training), Scanning Training, Retrieval User Training Phase 5 Deployment Timeframe: 2 weeks Includes: System installation in all departments. Setup with Centera and Testing
7.4	Vendor will correct, without additional charge, all problems and system issues preventing implementation and use of product as advertised or documented by vendor/contractor.	YES	YES, ADMS will correct, without additional charge, all problems, if any, and all system issues preventing implementation and use of the product as advertised or documented. ADMS has a signed agreement with CIMA Software developers of DocuClass to solve any issues related to the Software requested by customers.
7.5	Specify how price estimates are developed and what steps are taken to ensure charges for work performed do not exceed estimates.	YES	The cost structure is based on installed components and the labor hours are based on our experience installing similar systems. Any additional cost incurred by ADMS is assumed by ADMS. If additional costs are generated by delays of the WV State Police personnel, we will generate a report to avoid unnecessary over charges. Our proposal does not include optional components or customizations requested by the WV State Police. Any additional request will be handled as a project.

7.6 Provide details on your company's support plans and service level agreements (SLAs), including problem reporting procedures, initial maximum response time, and escalation procedures.	YES	At ADMS, it is our philosophy to support the customers to have the installed system up and running without interruptions affecting the business performance. Most of the reported problems are due to: • Configuration errors, which are usually corrected by remote connection or phone call. • Changes in the network environment and security, compatibility with other installed applications, etc. These errors are usually corrected by remote access with intervention of the IT Staff. • Software bug issues, which are rapidly detected by recreating the reported issue and/or by our profiling tools. In this case the problem is corrected within 48 hours of the reported issue. • Other Based on the nature of the reported issue, we will take the most efficient and convenient action: • Provide immediate phone call support. The ready desk technician will generate a ticket registering the incident and the solution (immediate). We have dedicated phone lines for Tech Support • Remote access support. If the problem cannot be solved by phone, our support personnel will coordinate for remote access and recreate the observed problem. We transfer the log files to our office for diagnostic and make the corrections if needed. This remote access takes place within 30 minutes of the first call. The problem is usually solved in less than 3 hours. • If the problem subsists, we coordinate with the Developers to get a customized "profiler" tool to record and report, step by step, the software process and timing of the particular issue. The generated log file is analyzed and the solution (including software bug correction) is transferred to the customer system. After the solution is provided, we keep in contact with the user to report any incident that may occur, before closing the ticket. • If the reported problem cannot be recreated or identified with our diagnostic tools, we schedule an on site visit to review changes in the network, security procedures, changes in the operative system, etc. The technician will work closely with the IT staff to get the problem solved. • Unlimited on-site support is available during the first two months. After such period, free on-site support is provided to correct or fix system errors and installation mistakes. On-site support requested to modify the system configuration after the Installation has been completed will require a \$500 per day fee plus travel expenses. Response time will be no more than 3 hours from the time of the call. Telephone technical support will be available from 6 am to 8pm 5 days a week. We have after hours support by on call technicians. The hardware and software provided by ADMS comes with a standard manufacturer's warranty that guarantees the replacement of the unit if cannot be fixed in 48 hours. To minimize the risk of hardware failure, Automated Document Management Solutions will perform system and hardware tests, as specified in the
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7.7	Describe and give examples of professional services available from your company.	YES	Our service offerings are broken down into the following competencies: 1. Consulting Services (Document and Content Management, Workflow, Business Processes reengineering) 2. Document and Data Management Solutions: a. Design and implementation of Automated systems for document and data capture by using technical resources for automatic document capture, separation, classification, indexing and verification, under severe conditions of accuracy, security and usability b. Document Management: Design and implementation of Document and Content Management Solutions by working closely with the customers to truly meet their needs. This includes Solutions that electronically capture, store, and manage literally every document generated or received by the company (paper, reports, facsimiles, application files, emails, and web content), solutions that handle everything is need to do with those documents: retrieve, revise, annotate, distribute, or post to a website; solutions that handling all the documents routing and automatic notifications supporting the business and decisions processes; ultimately, solutions that integrate seamlessly with ERP, CRM and other e-business applications to create a single point of on-line access to all relevant information. c. Data/Document Storage: Magneto Optical, DVD/CD, 12-ich TrueWORM, Tape Connectivity, UDO (Ultra Density Optical) 3. Conversion Services: wide range of conversion services specifically designed for the Federal/State/local government, healthcare, manufacturing, education, and engineering and distribution market. It includes Document Preparation, Pick up and Delivery, Data entry, Scanning of A-E size documents in black & white and color, Indexing - manual and automatic, Data validation, Quality Control, Microfilm scanning, CD Publishing, Data/Images release to shared databases and over 40 different document management/ERP systems, Remote Indexing and Verification, Decentralized Process if required, Data recovery, Image Enhancement, Forms Processing 4. Data Migration: From legacy Systems to our installed systems 5. Information and Network Consulting a. Disaster Recovery: A systematic process of bringing processes and systems online after a catastrophic event. b. Business Continuity Planning c. Network Evaluation (Services include: Firewalls, Virtual Private Networks, and Intrusion Detection) d. Technology Assessment and Evaluation e. Application Design, Development, and Implementation (We can build and manage any application
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7.8	Describe technical and functional training provided with your product; any additional training recommended for systems administrators and faculty/staff that interact with your product; and the documentation available, including online resources and users' groups.	YES	Training is the fourth phase of our normal implementation plan. It includes: System Administrator Training: The topics to be covered are: system configuration, system security, troubleshooting, system installation, user interfacing, scanning configuration, back up procedures, system upgrading, and system uploading. "Train-the-Trainer" Training: This training focuses on teaching key personnel to train end users in scanning and retrieving documents, and to handle EDMS related business tasks that are applicable to their particular job. Scanning Training: Hands-on training designed to make operators proficient with scanning and indexing, scanner regular maintenance, common problems solving. The ADMS Project team will actually start scanning batches with the operators to test and confirm their ability to perform such task. Retrieval User Training Designed to train the trainers. The ADMS project team will create simulation retrieval scenarios in class. Students will be walked through the different retrieval options and tools available. Each student will receive a detailed user manual that describes the retrieval process step by step. ADMS also provide WEBINARS, Remote training and Certification upon request. Onsite training may also be requested. ADMS provides the user manual, training materials and study cases. Yes. DocuClass is a solution capable of accommodating the requirements, from a basic startup system to a multi-user system, and it is scalable to further expansions.	Yes. As explained in item 3.2.9.10, DocuClass has the ability to include electronic documents from other applications such as Word, Excel, Word Perfect, etc. DocuClass is also able to query databases like Oracle and SQL Server to extract documents and data. DocuClass Advanced Scanning has a Scanning Scenario where the pre configured settings allows usage of a hand held scanner to capture the bar coded Box Number and Section Number where the hard copies of the document are stored. The information is stored in DocuClass as a "Document Locator" additional to the index data. The information could also be typed. YES. Advanced Scanning is able to scan and index documents in batch mode (scanning from paper or virtual scanning from images) applying features for automation of the document separation, classification, indexing and verification processes. PLEASE SEE APPENDIX 7: ADVANCED SCANNING The DocuClass Advanced Scanning component offers a large variety of predefined scanning schemes that include advanced indexing using barcodes, auto fill tables, external database queries or a combination of them. Advanced Scanning is a key component in this proposal
7.9	System shall accommodate the requirements for a basic startup system to a multi-user system, be scalable for future expansions, and include web-based applications and document management.	YES		
7.10	System shall have the ability to include electronic documents from other applications such as Word, Excel, Word Perfect, Oracle and SQL Server; and be stored in their native formats and retain all of their native characteristics.	YES		
7.11	Vendor shall describe the method by which electronic documents are associated with hard copies.	YES		
7.12	System shall be able to accommodate batch scanning and indexing as a native imbedded function or native module.	YES		
7.13	The vendor shall quote a batch scanning and indexing solution which utilizes bar coding, auto fill from a user or Line of Business database, barcode generation from a user or Line of Business database or some other automated means of data entry. There will be no practical limits to the number of usable barcodes or indexes.	YES		

7.14	System shall have the ability for workflows to be defined and routed by the agency. The system shall also be flexible, allowing the user to add additional index fields or other parameters as required. This shall be part of the initial system and shall have the workflow to be defined and routed by the agency without the need of additional programming.	YES	DocuClass offers a very solid and powerful Workflow Module but extremely user friendly at the same time. This module has 3 components: WORKFLOW MANAGER: Provides a comprehensive and graphical interface to design and monitor Workflows. This is where the Administrator can create roles, queues, actions and conditions. This does not require additional programming but only some training and practice. WORKFLOW CLIENT: DocuClass Workflow Client is an enhanced DocuClass Full Access Client that serves as the interface between users and the DocuClass Workflow Engine. WORKFLOW AGENT: Runs and monitors unattended workflow related system or time events as well as to triggers new workflow instances, based on predefined time intervals or in response to system events or conditions. The Workflow Design Elements included in the Workflow Manager are: Workflow: It represents an entire document life cycle. A document could belong to several Workflows. Queue: In this stage, a set of actions and conditions are applied to one or several documents. Role: Users are assigned to roles in order to be able to participate in a Workflow process. Roles are given access to Queues as well as action, workflow commands and conditions. Events: Events are the framework where actions and conditions will be defined. There are three types of events: User Events: Actions and conditions manually triggered by human interaction Time Events: Actions and conditions that occur at a particular date/time, after a certain number of days from what is specified in a keyword value, a particular date etc. System Events: Actions and conditions that occur automatically based on certain parameters such as "when new documents arrive", "as the document enters a particular queue", "when keywords have been updated", etc. Roles' Commands: Set of privileges given to each role according to their participation in the Workflow. These privileges do not supersede the general privileges given by the security policies Conditions: Set of rules that can be "true" or "false". For example, "if the Invoice status keyword = approved" is true.... trigger the following actions. Please see APPENDIX 5: WORKFLOW
7.15	System shall allow the agency to design and develop decision trees and reports in a windows based GUI environment without programming and/or scripting using a user friendly point and click GUI interface.	YES	Yes, the Workflow module allows designing and developing decision trees and reports in a windows based GUI environment. Please see response to item 3.2.20 where the procedure is detailed.
7.16	System shall be capable of allowing the agency to assign and create users and the user rights and permissions.	YES	The DocuClass System and Security Configuration module allows the System Administrator to create user groups, create users with their respective access rights and assign them to different user groups, create security policies and permissions by activity, keyword, and document type and user group. From the tool bar of the SysAdmin component, the Administrator will be able to Create User Groups, Create Security Policies, Create Security Groups, apply Security Policies per User Groups and Document Type and apply policies per user group and keyword as well. It is just a matter of clicks.
7.17	System shall be capable of being used by a multitude of users from different sections and automatically recognize and route the images to the correct data base. This will be based on the Users predefined login information.	YES	YES. The system is capable of being used by a multitude of users from different sections and automatically retrieve a document. This is the core concept of the DMS and the system identifies and retrieves the document from the server where the document is located. DocuClass supports decentralized Storage with a centralized database and Active Directory authentication.
7.18	System shall have the ability to apply temporary redaction of any portion of the document, e.g. strike sensitive information. Strike will mean to totally hide or remove from view information that the user is not authorized to view. This does not mean to delete the information.	YES	DocuClass includes different options to hide documents and data from non authorized users: • Check-Out (To lock the document for viewing or editing while the document is in revisions) • Security Keyword • Black out
7.19	System must have a method of dealing with the long term archival of records once they are no longer being actively referenced, e.g. conversion to optical storage.	YES	YES. The Document Retention module is able to identify "aged" documents and send them to a near line storage in selected storage media.

7.20	System shall include all hardware required to supplement agency inventory to implement a multi-user system	YES	This proposal includes all the hardware required to start up a production system.
7.21	System shall include all hardware required for a storage solution which is appropriate to the volume of documents anticipated over the next five year period, as per information contained in the Scope Section of the RFQ. At a minimum this shall include consideration of adding additional hard drives to the server without additional modifications.	YES	Yes. The proposed storage has been sized to handle 5 years of information but it is able to be increased just by adding hard drives to the server without additional modifications. The recommended hardware is: Database Server: Dell Quad Core Xeon Processor E53352x4MB Cache, 2.0GHz, 1333MHz FSB, PE2900. 3 Year Maintenance included File Server: Dell Quad Core Xeon Processor X53552x4MB Cache, 2.66GHz, 1333MHz FSB, PE2900. 3 Year Maintenance included
7.22	A backup system for the system's temporary storage (prior to writing to the CENTERA Server) of both data and indexes shall be quoted. The vendor shall describe how the system will meet this requirement.	YES	We recommend VERITAS Backup 10.0 Exec for Servers and the Idealstor 8 Bay - BA4U-8E The Idealstor 8 Bay - BA4U-8E Designed strictly for the Enterprise. The Idealstor 8 Bay backup appliance is a 4U rack mount backup device running Windows 2003 Server on dual Intel Xeon processors with hyper threading and a GB of error correcting code memory. The 8 Bay is designed to be the fastest and most scalable product in the Idealstor line of backup appliances. This product offers the flexibility of archiving data onto all 8 disks or can be setup in a configuration where 4 drives are taken off site and 4 remain in the unit for data cycling. This unit is designed to backup 6.0TB. The Idealstor 8 Bay backup appliance offers data transfer rates up to 300 MB/s per disk. VERITAS Backup Exec 10 for Windows Servers is the Gold Standard in Windows data protection providing comprehensive, cost-effective, and certified backup and recovery - including the fastest disk-based recovery. An intuitive, web-based user interface simplifies installation and management of backup and remote servers with easy-to-use wizards. Centralized administration provides scalable management of distributed backup and remote servers. PLEASE SEE SECTION: HARDWARE
7.23	System shall be capable of providing print on demand functionality for selection as well as full record printing. This functionality shall have the ability to print from any document or file within the client application.	YES	YES. The print on demand functionality for selection as well as full record printing is a default feature available from Full Access Client, Read Only Client and Workflow Client (Reserved for authorized users)
7.24	System shall have the ability to print, fax, or email full documents or any selected portion of a document upon request.	YES	The DocuClass Full Access module, as well as the MFP integration module allow electronic transfer of all kinds of documents and reports, from printing a single document or batch of documents, to sending via email regular large files in a compressed mode. The MFP allows sending and receiving pages with a few clicks, while the Fax Manager and Fax Import Agent allow more complex fax transfer and management operations. Users can print any document, group of documents, pages within a document or selection within a document. Print jobs may contain single or multiple documents. Some documents may also be setup to be printed as comprehensive statements. The document properties, comments, styles, auto text entries, key assignments can be printed as well.
7.25	System shall have the ability to select a page or pages from one or more documents for the purpose of creating a new document that also may be printed, faxed, saved, or emailed.	YES	This is a powerful standard feature provided by DocuClass with the Full Access Client component. Users can extract pages from multiple documents and place the pages into the Clipboard where the pages could be reordered and made available for indexing and saving as a new document, printing, e-mailing, faxing, etc
7.26	System bid shall include all software licenses required for the system implementation. This shall include all required application licenses.	YES	YES. Our proposal includes the licenses needed to run the system. The licenses could be extended or granted by just a phone call upon purchasing. The system allows assigning some of the purchased licenses to specific areas. These assigned licenses will be still concurrent but able to be used only by the personnel of the assigned area. This allows the maximum usage of the purchased license.
7.27	The vendor shall indicate the preferable database software and number of licenses required for the Electronic Document Management System (EDMS) implementation. These licenses may be obtained through a separate process.	YES	There are two options for the WV State Police decision: MySQL database: It is free (it only requires registration of the MySQL company) and there are not limits in the licensing or performance. It performs similar to MS SQL and ORACLE. For very large installations it is recommended to buy the support from MySQL. MS SQL (Quoted in this proposal) will require an initial licensing of 25 CAL. This could be extended if need it.

7.28	The vendor shall propose necessary services required for the installation of the EDMS system. This shall include a minimum of six (6) hours of end user training.	YES	In response to the item 3.2.13.2: "Document all tasks undertaken to meet stated goals" describes, in detail, the services required for the installation of the EDMS, including the training sessions
7.29	The system shall have web-based capabilities so that documents may be generated electronically from remote locations and accessed later by the proper assigned personnel to prevent the further proliferation of paperwork.	YES	The DocuClass Advanced Scanning and the DocuClass Import Agent modules allow scanning and importing from remote locations, real time or scheduled transfer of information, while maintaining all levels of security established by the security policies. In this way, documents could be generated electronically from remote locations and accessed later by the proper assigned personnel to prevent the further proliferation of paperwork.
7.30	The system shall be capable of having documents scanned in simplex or duplex mode.	YES	This is a standard feature and is related to the selected scanner (Simplex or duplex). DocuClass is able to handle both types of documents (simplex or duplex)
7.31	There shall be no unforeseen costs associated with the system or hardware. The system will be bid as turnkey and the vendor will include all additional hardware, software and other costs associated with completing the system.	YES	YES. There will not be any unforeseen costs associated with the system or hardware. The system will be provided as turnkey solutions and ADMS is including all hardware required to run the system as requested in the RFQ. ADMS guarantees that there will not be other software or other costs associated with the completion of the system, unless the WV State police requests changing the original specifications.
7.32	The vendor shall ensure that the software is compatible and configurable with our existing hardware.	YES	DocuClass is a robust but flexible Document Management System Solution that easily interfaces with almost every software and hardware
7.33	The division network administrators must have full control of security. They must be able to assign security by user, group, document type, and keyword index.	YES	YES. The division network administrators will have full control of the system security. They will be able to assign security by user and group. Security is one of the strengths of DocuClass
7.34	The vendor shall ensure their software will work with all currently manufactured AFIS systems (automated fingerprint imaging system) meeting NIST standards (National Institute of Standards and Technology).	YES	YES. We ensure that DocuClass will work with all currently manufactured AFIS systems (automated fingerprint imaging system) meeting NIST standards (National Institute of Standards and Technology). DocuClass is hardware-independent and can support Biometric sign-on devices. Biometric devices are also independent of DocuClass and function within the capabilities of the software provided with those devices.
7.35	Vendor must provide a list of other items not noted elsewhere that are required or may be useful for implementation or maintenance of your system as well as an explanation of their benefits.	YES	The only requirement is to verify the communication between server and workstations.
8 Warranty			
8.1	System shall be warranted to be 100% functional during the time the Agency is current with the yearly and renewable maintenance agreement.	YES	We guarantee 100% functionality of the system while the Customer is current with the yearly and renewable maintenance agreement.
8.2	All hardware provided will be provided with maintenance and support, which shall include replacement of the hardware if needed.	YES	All the hardware, including maintenance and support by the manufacturers, will be provided. This includes replacement of the hardware, if need.
8.3	All software updates shall be provided at no cost during the time the Agency is current with the yearly and renewable maintenance agreement.	YES	YES. All software updates will be provided without extra fees as long as the Agency is current with the yearly and renewable maintenance agreement. The plan includes bug corrections, patches, updates, and new versions with the related support

8.4	A representative of the vendor shall be assigned to the Agency for keeping close relations and to maintain communication and exchange information about system performance, improvements requested by the Agency as well as other customers, new developments, and versions, etc.	YES	To ensure that the installed system is always performing as expected; ADMS keeps a close relation with the customer. With this purpose ADMS assigns a representative to maintain communication with the customer and exchange information about system performance, improvements requested by customers, new developments and versions, etc. The private WEB access is available. To solve any system related problem, the customer has 3 options: 1. Contact the representative 2. Call ADMS support helpdesk. A ticket will be generated for the reported issue. The helpdesk will work with the customer until the issue is solved 3. If the issue is not solved within a reasonable time, the customer could contact the ADMS CEO to report the fact.
8.5	A toll-free telephone number shall be provided for a helpdesk (Tech Support), which shall work with the Agency on functionality issues of the system until the issue is resolved. If the problem has to be handed off to a more technical individual than is available at the help desk, and that technician has to return the call to the Agency, the call must be returned within two (2) hours.	YES	YES. ADMS provides a toll-free telephone number for a helpdesk (Tech Support), which will work with the Agency on functionality issues of the system until the issue is resolved. The help desk will call the customer, within two hours, to provide a solution from the Developers of DocuClass.
8.6	Vendor shall provide pricing for warranty that will apply to their bid offer over the period of the contract for the below listed items: 8.6.1 Base Software. 8.6.2 Optional added modules. 8.6.3 Software Licenses per server. 8.6.4 Software Licenses per client small station. 8.6.5 Software Licenses per client volume station. 8.6.6 Professional services base implementation. 8.6.7 Professional services hourly rates for other services. 8.6.8 Training cost. 8.6.9 Maintenance cost.	YES	Following the instructions we are providing the prices for all these item using the PRICE QUOTATION FORM - Please see Pricing Section
9	Special Considerations	YES	Agreed. We are committed to providing a fully functional test system using agency forms, so that the agency can confirm compliance with the mandatory specifications. This could be performed on site using our equipment, including servers, scanners and configured system, free of charge
9.1	The agency reserves the right to request a vendor provide a fully functional test system using agency forms, so that the agency can confirm compliance with the mandatory specifications. The vendor shall comply with this section either via the web or by providing hardware and software to the agency to test the functionality and compliance with specifications. This will be provided at no charge to the agency.	YES	

9.2	Vendors shall provide a minimum of three references for similar projects that have been completed in the past three years. References shall include at a minimum; the name and address of the business the work was completed for; a brief description of the services provided; and a current contact person including phone number and email address.	YES	In the Section "COMPANY PROFILE, REFERENCES AND SERVICES" we are including a list of customers to be contacted. Some of them are: Ref 1: Richland County School District One 1616 Richland Street - Columbia State - SC Zip: 29201 Contact Person: Deborah T Sullivan Phone: (803) 733-6063 Ref 2: Point Park University 201 Wood Street - Pittsburgh State: Pa Zip: 15222 Contact Person: Keith Paylo Phone: (412) 392-3862 Ref 3: Workforce West Virginia 112 California Avenue - Charleston State: Wv Zip: 25305-0122 Contact Person: Pam Belt Phone: (304) 559 - 3679 Please See Section Company Profile And References
9.3	All vendors shall use the attached specifications format to respond to the RFQ.	YES	Understood
9.4	Vendors will offer only solutions in which they are authorized resellers of all software offered, and in which they are certified to support. This shall be interpreted to mean the vendor shall be the sale point of contact for all issues relating to the system.	YES	Agreed
9.5	Services shall include a breakdown for the hours required and the quoted hourly rates.	YES	Agreed
9.6	In any conflict between the detailed unit pricing and the cost extension, the detailed unit pricing shall prevail.	YES	Understood
9.7	Costs quoted shall be all-inclusive. No separate reimbursement will be made to the vendor for travel or any other expense.	YES	Understood
9.8	This agency reserves the right to procure additional and/or required hardware under separate procurement, if found to be more cost effective to do so.	YES	Agreed
9.9	The WVSP reserves the right to terminate the contract for non-compliance with specifications; lack of vendor support in software or hardware areas.	YES	Agreed
9.10	The WVSP reserves the right to withhold payment of the annual Maintenance fee for non-compliance of specifications or inadequate or total lack of support by the vendor up to and including but not exceeding the total annual fee if the vendor does not respond and resolve the non-compliance of specifications or support issues within a timely manner. A timely manner will be considered to be two (2) days. The cost calculation will be based on the hourly rate with benefits of the employee(s) not able to perform their specific job functions due to the system being down and non-operational.	YES	Agreed. Normally, DocuClass is a very stable and reliable system and does not require frequent support calls or "large sessions" of technical support. Based on our experience, all the reported incidents are solved within the first two hours and most are caused by customer configuration issues. To facilitate the support, ADMS provides: • Phone support • Remote access the PC or server where the issue is observed • Onsite visit during the first two hours from our Partner Company located in WV (Mainly for hardware issues) or the hardware manufacturer • Conference call and / or remote access with our Developers • Onsite visit (Once a year) by our technicians

9.11	All annual maintenance costs will be based on the original quote/purchase price. Annual maintenance costs will include all upgrades, patches, new releases. The Vendor shall include the maintenance costs for each year of maintenance based on a one (1) year contract with a minimum of three (3) one year renewals.	YES	Indeed, maintenance and support is equivalent to the 18% of the original purchase/quote price per year. The annual maintenance cost includes all upgrades, patches, new releases, bug corrections of the Software and the support to users. The first line of technical support is provided by ADMS and the second line by CIMA Software developers or DocuClass, only in cases when DC Software Development is involved or for critical issues appointed by the user.
9.12	The WVSP reserves the right to accept the annual maintenance costs at time of award or when the renewals come due.	YES	Accepted
9.13	The Vendor shall state how they will facilitate any and all changes and upgrades that may occur with all applications, software and hardware due to new and developing technologies and require the WVSP to change or procure new equipment.	YES	ADMS, under the Maintenance and Technical Support Agreement, will provide to WVSP all Fixes, Releases and Versions of the Software, without additional charges. The developers of DocuClass have classified the development according to the following priorities: (1) Fixes: These are corrected immediately and delivered to the user to close the opened ticket. This is the response to any observation or bug reported by users, testing department or users registered to receive the Beta test versions. (2) Releases: These are distributed every 6 months to users under maintenance agreement. It contains all fixes from the time period and all the scheduled upgrades appointed by users. (3) Versions: Every year a new version is published. New versions contain the latest release and the new scheduled developments (new components, new features). Before a new Version is released, a Beta Test version is distributed to resellers and customers -previously registered- for evaluation and extensive testing. All the comments and reports, log files and suggestions are sent to the development team to prepare the official version. A 'package' with the new version is electronically distributed to all users under maintenance agreement.
9.14	The Vendor shall disclose all software applications and hardware that their solution does not work or function with. This is so that the WVSP may make informed Best interest decisions when upgrading, replacing and improving current systems.	YES	There are not restrictions with our solution
9.15	Vendor shall provide all pricing that will apply to your offer over the period of the contract for the following items: 9.15.1 Software. 9.15.2 The system shall include licenses needed for the following number of users: 9.15.2.1 LAN: 50 (Includes full time employees, data entry stations, technicians workstations, supervisors and Administrators) 9.15.2.2 WAN: 200 (concurrent users)	YES	Please see Pricing Section

PROPOSED HARDWARE

SCANNING HARDWARE

High Resolution (For Fingerprint cards) and medium Volume Scanner for Traffic Records Section

Xerox DocuMate 262

There's a lot to like about the DocuMate 262 – the faster, better, easier-to-use workgroup scanner solution. 30% faster than the leading brand workgroup scanner in duplex mode, the DocuMate 262 is the price and performance leader in its category. It also includes a powerful suite of applications that improve image quality, OCR accuracy, and document management. And its revolutionary One Touch scanning and small compact size make it easy to use on any desktop or in any department.

Work Faster

The DocuMate 262 quickly handles many different tasks at hand – right at the desktop. It has a 50-page automatic document feeder that scans up to 66 images per minute using dual CCDs – doubling your speed and productivity for two-sided documents.

Work Better

The DocuMate 262's powerful software, robust functionality, and hardware specifications deliver the speed and quality you would expect from a more expensive scanner. A searchable PDF feature lets you send, copy, paste, re-use, and highlight text while maintaining the integrity of the original document image.

The bundled Kofax VRS software provides such capabilities as auto exposure and wide angle de-skew. VRS also helps improve the accuracy of recognition software, thereby reducing the need for manual correction of intelligent character recognition and OCR results.

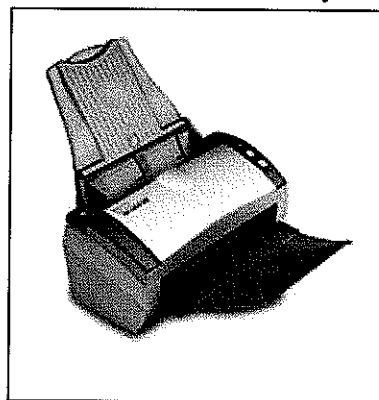
The DocuMate 262 also features

- 600 x 1200 dpi optical resolution
- 48-bit internal color
- Hi-Speed USB 2.0 interface

And document size is not an issue for the DocuMate 262. It scans everything from business cards and photos up to legal-size documents, with superior image quality.

Work Easier

The DocuMate 262's One Touch technology scans from the desktop to nine different customizable applications or devices, and documents can be converted to text-searchable PDF in one easy step. Now you can instantly search documents for keywords or phrases.



The DocuMate 262's one-step installation is a snap with the plug and play Hi-Speed USB 2.0 port. And its small footprint, just 6" x 13", makes it ideal for the desktop.

One Touch Scanning Boosts Productivity

The DocuMate 262's One Touch technology lets you send documents to nine preselected or user-defined destinations, eliminating up to 12 steps in the scanning process. Think improved speed, performance, and most importantly, productivity.

Superior Image Quality and OCR Accuracy

Get superior results with Kofax VirtualReScan, an award winning, patented technology that automatically ensures the best possible image quality and OCR accuracy for scanned document images. As pages pass through the scanner, VRS performs a multipoint inspection of each document, instantly checking and adjusting alignment (skew), brightness, contrast, and image clarity.

Scan to Text-Searchable PDF

Transform volumes of paper or photos into organized digital files that you can quickly find, use, and share. In PDF format, you can instantly search documents for keywords or phrases. This gives them additional archival benefits beyond traditional storage, and the widely accepted PDF format lets everyone view and print documents – on any computer.

Convert Existing Files to PDF

The DocuMate 262's PaperPort Pro Office software lets users convert existing electronic files to PDF for storage or transfer. Supported file types include Microsoft Office, Corel, and AutoDesk documents, as well as the popular TIF, MAX, JPG, and BMP formats.

Complete Batch Scanning, Image Manipulation, and Multipage Support

The included QuickScan Demo Version software provides all the necessary capabilities for high-speed ISIS based scanning, image enhancement, viewing, annotation, and printing of images for both black-and-white and color pages. Developed by Pixel Translations, the creators of ISIS, QuickScan's strengths include features such as batch scanning, PDF support, image manipulation, multipage support, and more.

Compatible With More Than 250 ISIS-Certified Applications

ISIS drivers certified by Pixel Translations ensure that the DocuMate 262 functions properly with the more than 250 commercially available ISIS-compatible imaging and document management applications.

Software That Gets the Job Done

The DocuMate 262's robust software suite includes comprehensive ISIS and TWAIN support:

- Kofax VRS 3.5
- Pixel Translations QuickScan Demo Version
- ScanSoft PaperPort Pro Office
- ScanSoft OmniPage Pro 12
- Up to 66 ipm at 200 dpi, black & white

Specifications accurate at time of publication. Specifications subject to change without notice.

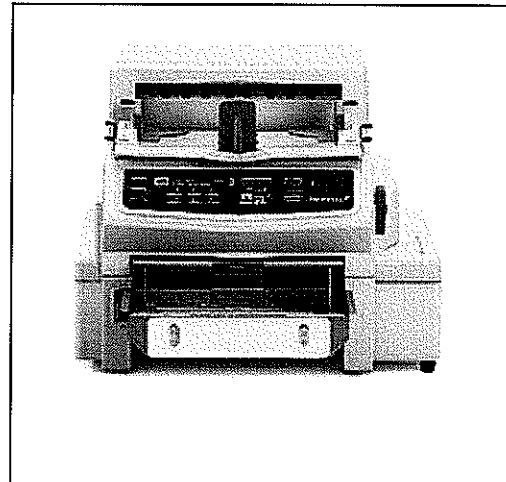
- 33 pages per minute and 66 images per minute* in duplex mode
- One Touch feature eliminates up to 12 steps in scanning documents

- *Superior image quality and OCR accuracy with Kofax VRS software*
- *Convert documents into PDF files that can be scanned to network drives for sharing*
- *Hi-Speed USB 2.0 interface (1.1 compatible)*
- *Small footprint fits easily on the desktop (6" x 13")*
- *One Touch scans directly to PDF*

High Speed Productions Scanners for LAB Section

BOWE BELL&HOWELL SCANNERS 101818-US

- Bell & Howell Spectrum XF 8120D-B - Document scanner - 11.7 in x 40 in - 600 dpi x 600 dpi - ADF (500 sheets) - up to 60000 scans per day - Ultra Wide SCSI
8120DB SPECTRUM XF DUPLX BITNL 120PPM 240IPMBell & Howell Spectrum XF is the extra fast, built-to-last, performance-without-compromise scanner Extra Speed + New Sharpshooter CCD Camera Technology + Onboard VRS = Performance without Compromise With scanning speeds up to 140 pages per minute, the new best-of-breed SharpShooter TriLinear CCD Camera, and Onboard Virtual Rescan (VRS) technology, Spectrum XF offers the best combination of features you'll find in a high-volume production scanner. Spectrum XF provides all of the "extra" benefits you want - extra throughput, extra efficiency, extra OCR, ICR and Barcode recognition - without the extra cost.



Product Description Bell & Howell Spectrum XF 8120D-B - document scanner

Device Type Document scanner - desktop

Max Supported Media Size 11.7 in x 40 in

Dimensions (WxDxH) 22.8 in x 27.5 in x 18 in

Weight 103 lbs

Input Type Monochrome

Resolution 8-bit (256 gray levels)

Optical Resolution 600 dpi x 600 dpi

Max Document Size 11.7 in (A3) x 40 in

Supported Media Type Plain paper

Media Feeder Type Manual load, autoloader

Feeder Capacity 500 sheets

Duty Cycle 60000 scans per day

Interface Type Ultra Wide SCSI

Power AC 120/230 V (50/60 Hz)

General

Type Document scanner - desktop

Max Supported Media Size 11.7 in x 40 in

Width 22.8 in

Depth 27.5 in

Height 18 in

Weight 103 lbs

Scanner

Input Type Monochrome

Grayscale Depth 8-bit (256 gray levels)

Optical Resolution 600 dpi x 600 dpi

Scan Mode Single/duplex pass

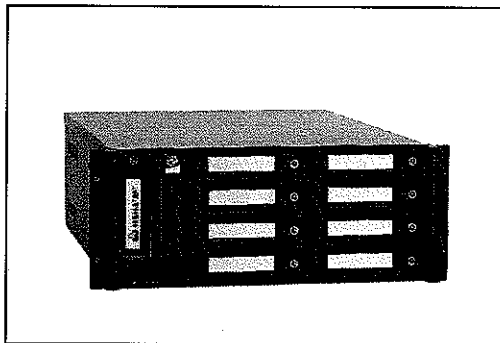
Scan Element Type CCD
Duty Cycle 60000 scans per day
Scanner Speed Details 120 ppm - landscape - Letter - 200 dpi
100 ppm - portrait - Letter - 200 dpi
240 ipm - duplex - landscape - Letter - 200 dpi
200 ipm - duplex - portrait - Letter - 200 dpi
Compliant Standards TWAIN, ISIS
Media Handling
Max Document Size 11.7 in (A3) x 40 in
Supported Media Type Plain paper
Media Feeder Type Manual load, autoloader
Feeder Capacity 500 sheets
Expansion / Connectivity
Interfaces Ultra Wide SCSI - 68 pin HD D-Sub (HD-68)
Power
Power Device Power supply - internal
Voltage Required AC 120/230 V (50/60 Hz)
Software / System Requirements
Software Included Drivers & utilities, Kofax VirtualReScan
Environmental Parameters
Min Operating Temperature 60.8 °F
Max Operating Temperature 98.6 °F
Humidity Range Operating 10 - 80%
Sound Emission 55 dBA

BACKUP AND RECOVERY SYSTEM

We are recommending VERITAS Backup 10.0 Exec for Servers and the Idealstor 8 Bay - BA4U-8E

The Idealstor 8 Bay - BA4U-8E Designed strictly for the Enterprise The Idealstor 8 Bay backup appliance is a 4U rack mount backup device running Windows 2003 Server on dual Intel Xeon processors with hyper threading and a GB of error correcting code memory. The 8 Bay is designed to be the fastest and most scalable product in the Idealstor line of backup appliances. This product offers the flexibility of archiving data onto all 8 disks or can be set up in a configuration where 4 drives are taken off site and 4 remain in the unit for data cycling. This unit is designed to backup 6.0TB. The Idealstor 8 Bay backup appliance offers data transfer rates up to 300 MB/s per disk

Backup Exec 10.0 for Windows Servers - Idealstor 8 Bay - BA4U-8E



Disk to Disk Backup (D2D) was developed to speed up the process of backing up data. Rather than sending your data from disk to tape, Idealstor lets you eject the disks like tape for a completely tape free backup solution. All Idealstor Backup Appliances come pre-configured with Windows as the Operating System and become the host for your backup software and the destination for your backups. Use your disks like tape and recover your data without the headaches and uncertainty of tape based backups.

VERITAS Backup Exec 10 for Windows Servers is the Gold Standard in Windows data protection providing comprehensive, cost-effective, and certified backup and recovery - including the fastest disk-based recovery. An intuitive, web-based user interface simplifies installation and management of backup and remote servers with easy-to-use wizards. Centralized administration provides scalable management of distributed backup and remote servers.

OTHER RECOMMENDED HARWARE

The RFQ clearly specify that the File Server should have limited capacity, to store documents only for a short period of time because the documents will be stored in CENTERA. The Storage volume for 1 year (See table) is estimated in 1.5 TB

The WV State Police, during the exploration meetings should define what documents should go to CENTERA and what documents should be maintained in the File Server. The proposed File Server is able to support large array of Hard drives (Over 8 TB), but the number of Hard Drives could be easily increased or reduced based on the final decision without affecting the system performance. Therefore the reference storage of the proposed File Server is 2 TB.

The proposed hardware is manufactured by DELL:

DATABASE SERVER:

Quad Core Xeon Processor X53552x4MB Cache, 2.66GHz, 1333MHz FSB, PE2900

- Quad Core Xeon Processor X53552x4MB Cache, 2.66GHz, 1333MHz FSB
- Quad Core Xeon 2nd Processor X5355, 2x4MB Cache, 2.66GHz 1333MHz FSB
- 4GB 667MHz (4X1GB), Dual Ranked Fully Buffered DIMMs
- Keyboard, USB
- Dell E177FP, 17 Inch Flat Panel 17.0 Inch Viewable Image Size
- Broadcom TCP/IP Offload Engine Not Enabled
- 146GB, SAS, 3.5-inch 15K RPM Hard Drive
- PERC 5/i, Integrated Controller Card
- No Floppy Drive
- No Operating System MS
- Optical Two-Button Mouse USB
- Embedded Broadcom NetXtreme II 5708 Gigabit Ethernet NIC
- 16X DVD-ROM
- Tower Bezel Included
- 3 X 146GB, SAS, 3.5-inch 15K RPM Hard Drive
- Integrated SAS/SATA RAID 10/1: Strpg Mirrored Sets Bkplane/Mirroring FlexBay
- Tower Chassis Orientation, 1 Redundant Power Supply with Dual Cords
- Dell Hardware Warranty Plus Onsite Service Initial YR
- SILVER Enterprise Support: 4-Hour 7x24 On-site Service After Problem Diagnosis, Init YR
- Dell Hardware Warranty, Extended YR
- SILVER Enterprise Support: 4 Hour 7x24 Onsite Service Post Problem Diagnosis, 2YR Ext
- SILVER Enterprise Support: 7x24 Hw/Sw Tech Phone Support, Enterprise Command Center, 3Yr
- 1 x 2 Flex Bay
- 2 X 36GB, SAS, 3.5-inch, 15K RPM Hard Drive

FILE SERVER

Quad Core Xeon Processor E53352x4MB Cache, 2.0GHz, 1333MHz FSB, PE2900

- Quad Core Xeon Processor E53352x4MB Cache, 2.0GHz, 1333MHz FSB
- 4GB 667MHz (4X1GB), Dual Ranked Fully Buffered DIMMs (466-0819)
- 1 Keyboard, USB
- Dell E177FP, 17 Inch Flat Panel 17.0 Inch Viewable Image
- Broadcom TCP/IP Offload Engine Not Enabled
- 6 X 300GB, SAS, 3.5-inch 10K RPM Hard Drive
- PERC 5/i, Integrated Controller Card
- No Floppy Drive
- No Operating System, MS
- Optical Two-Button Mouse USB
- Embedded Broadcom NetXtreme II 5708 Gigabit Ethernet NIC
- 16X DVD-ROM
- Tower Bezel Included
- Electronic Documentation and OpenManage CD Kit
- 39320A SCSI Internal Controller Card, Ultra 3 lead free, Low Voltage Differential
- Integrated SAS/SATA RAID 5 PERC 5/i Integrated
- Tower Chassis Orientation
- Redundant Power Supply with Dual Cords
- Dell Hardware Warranty Plus Onsite Service Initial YR
- SILVER Enterprise Support: 4-Hour 7x24 On-site Service After Problem Diagnosis, Init YR
- Dell Hardware Warranty, Extended
- SILVER Enterprise Support: 4 Hour 7x24 Onsite Service Post Problem Diagnosis, 2YR Ext
- SILVER Enterprise Support: 7x24 Hw/Sw Tech Phone Support, Enterprise Command Center, 3Yr

STORAGE

According to the RFQ, the WV State Police is handling about 8'816,000 pages per year. Based on average size of 175 KB per page (estimated using 200, 300 dpi and 1000 dpi documents). This makes a total of 1.6 TB per year. Projected to 5 years the File server is estimated to handle 8TB storage.

IMPORTANT: It is required to confirm the numbers based on the number of finger prints cards and the other documents to be scanned at high resolution in order to recalculate the number of hard drives for storage

WORKSTATIONS

OptiPlex 320 Minitower, Pentium4 531/3.00GHz, 1M, 800FSB

- OptiPlex 320 Minitower, Pentium4 531/3.00GHz, 1M, 800FSB
- NTFS File System, Factory Install
- 512MB, Non-ECC, 533MHz DDR2 1x512, Dell OptiPlex 320
- Dell USB Keyboard
- Dell E197FP, 19 Inch Flat Panel 19.0 Inch Viewable Image Size
- ATI Radeon X300 Integrated Graphics
- 80GB SATA 3.0Gb/s and 8MB DataBurst Cache
- No Floppy Drive with Optical Filler Panel
- Windows XP Professional Service Pack 2, with Media
- Dell USB 2-Button Entry Mouse with Scroll, Black
- RoHS Compliant Lead Free Chassis and Motherboard
- 48X CD-ROM, EIDE
- No Internal Speakers
- Resource CD
- Type 3 Contract - Next Business Day Parts and Labor On-Site Response, Initial Year
- Dell Hardware Warranty Plus Onsite Service, initial Year
- Type 3 Contract - Next Business Day Parts and Labor On-Site Response, 2YR Extended
- Dell Hardware Warranty Plus Onsite Service, Extended Year

COMPANY PROFILE & REFERENCES

**IN THIS SECTION YOU WILL FIND
THE FOLLOWING CONTENT:**

- I. WHO WE ARE**
- II. REFERENCES AND
TESTIMONIALS**
- III. EXPERIENCE**
- IV. SOME OF OUR VALUED
CUSTOMERS**
- V. PRODUCTS AND SERVICES**



Company Profile

(References, Testimonials and Services)

I. WHO WE ARE

Automated Document Management Solutions, Inc. (ADMS), a Minority Corporation established in 1997, is a document management system integrator that specializes in:

- **Data Management Solutions**
- **Conversion Services**
- **Workflow and Network Consulting**

In its years in business, ADMS has been able to gain recognition for its ability to implement complex information management systems and for its capacity to provide excellent conversion services.

Our goals:

- Work with organizations in order to improve and automate their access and management of critical information that may reside on a paper, film, blueprints, electronic, fax system/legacy systems formats.
- Position itself as a single source provider of technology-based solutions through certifications, training and partnerships with industry leaders in key business oriented products. By providing value-added services and selecting products that set or comply with industry standards, we offer a platform from which an organization can grow their information technology infrastructure.

Our Business Approach:

ADMS believes in properly aligning technology solutions with strategic goals and objectives of the organizations for which they are providing services. ADMS believes the best way to provide value to our clients is to work with our clients early on in their initiatives to utilize our experience and know-how in formulating a plan that best meets that specific need. The key word above is 'team', as all requirements will be developed jointly to ensure the true customer's knowledge holders provide the key information, which in turn we can relate to technology solutions. By providing value-added services and selecting products that set or comply with industry standards, offer a platform from which an organization can grow their information technology infrastructure.

II. REFERENCES AND TESTIMONIALS

REFERENCE 1

NAME OF FIRM: RICHLAND COUNTY SCHOOL DISTRICT ONE

ADDRESS: 1616 RICHLAND STREET

CITY: COLUMBIA STATE: SC ZIP: 29201

CONTACT PERSON: DEBORAH I SULLIVAN PHONE: (803) 733-6063

"While our expectations were extremely high at the beginning of the project, ADMS helped us move far beyond our initial goals and objectives. The creation of a system that has the capacity to address our current needs as well as provide the flexibility to grow as our district incorporates the software in many other areas is indeed a great asset to the overall organization.

Selecting ADMS as a project partner was one of the best decisions made by our district. We look forward to continuing a long relationship with ADMS"

Deborah Sullivan
Human Resources Technology Project Manager
Richland County School District One

REFERENCE 2

NAME OF FIRM: POINT PARK UNIVERSITY

ADDRESS: 201 WOOD STREET

CITY: PITTSBURGH STATE: PA ZIP: 15222

CONTACT PERSON: KEITH PAYLO PHONE: (412) 392-3862

The software is amazing...the quality of life in our office is much improved! We have already utilized the software for transcripts several times. It is so easy!"

DocuClass has made it easy for us to transition from our previous archaic paper system to a much quicker, technically advanced alternative!!

Johnna Maryak
Associate Registrar
Point Park University

REFERENCE 3

NAME OF FIRM: WORKFORCE WEST VIRGINIA

ADDRESS: 112 CALIFORNIA AVENUE

CITY: CHARLESTON STATE: WV ZIP: 25305-0122

CONTACT PERSON: PAM BELT PHONE: (304) 559 - 3679

On behalf of Workforce West Virginia I would like to congratulate the staff of Automated Document Management Solutions for a job well done

The nature of this major project was not only complex, with numerous parties and environments involved, but it also included a large migration of data and documents from a legacy system. Nevertheless, ADMS helped us move forward with the project until it was successfully completed. They worked closely with our project team, listening to the critical elements and needs of our Bureau, while providing a visionary yet realistic solution that was carefully designed to meet and in most cases exceed our expectations

It is evident that the ADMS staff takes great pride in the solutions provided to their customers: "Solutions that perfectly combine the right software and hardware with a proven implementation methodology". Selecting ADMS as a project partner was one of the best decisions made by our Bureau.

We look forward to continuing a long relationship with ADMS.



*Pamela A. Belt, Manager
Workforce West Virginia
Unemployment Compensation Division*

REFERENCE 4

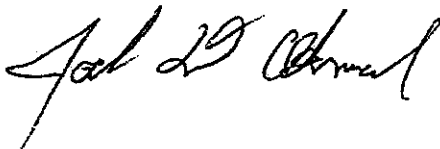
NAME OF FIRM: Diamond Pharmacy Services

ADDRESS: 645 Kolter Drive

CITY: INDIANA STATE: PA ZIP: 15701-3570

CONTACT PERSON: JOEL AKMAL PHONE: 724-349-1111 X 2670

ADMS has been working with our company for the past four years. ADMS has consistently achieved our production goals with DocuClass. We currently handle well over 20,000 documents per day and the system reliably handles the work load. Where ADMS has had to custom program DocuClass to achieve our goals they have done so excellently. When deadlines have been imposed ADMS has always met the deadlines conveyed to them. We are in the Health Care industry so system availability as well as document integrity is of prime concern; DocuClass has consistently achieved these results. If your organization needs a top notch Document management system then I highly recommend ADMS to deliver the results.



*Joel D Akmal
Director of Information Technology
DIAMOND PHARMACY*

REFERENCE 5

NAME OF FIRM: US Dept. of Defense DFAS (Federal Administration)
ADDRESS: 8899 East 56th St
CITY: INDIANAPOLIS STATE: IN ZIP: 42216
CONTACT PERSON: Kevin Coppinger, PHONE: 317-510-5465

ADMS successfully implemented a DM Imaging System for intensive access and retrieval by more than 700 users. ADMS was responsible for installing hardware servers, scanners, software, network connections and system tune up, for providing training and system maintenance, and for scanning over 5 million documents.

REFERENCE 6

NAME OF FIRM: City of Pittsburgh, Controller's Office
ADDRESS: 414 Grant Street - City County Building
CITY: PITTSBURGH STATE: PA ZIP: 15219
CONTACT PERSON: Sandy Short- System Administrator PHONE: 412-255-2931

"In less than three months, the City has a fully functioning imaging system that is working without a hitch. The team from ADMS remained dedicated throughout the implementation, and worked diligently to "get the job done" in a timely and equitable manner. They are a very capable and professional group. Most importantly, however, is knowing that they are available at any time should we incur problems in the future."

*Anthony James Pokora
Deputy Controller
City of Pittsburgh*

The use of DocuClass has increased my productivity more than any other change I've made since I started in the HR department. My desks no longer have mounds of paper to search through and requests for information can be answered within a minute or two, rather than taking half an hour or more like they did before."

Kyle C. Knapp
HR Manager
Du-Co Ceramics Company

"DocuClass helped us to become more efficient in our record keeping and daily operations We are extremely pleased with the ease of use and the support we receive We looked at several companies when choosing a document imaging system and saw that DocuClass was way ahead of the other vendors DocuClass was the number one improvement in our business systems last year

Mary Ann Papst
CFO
Association of Specialty Physicians, Inc.

"On behalf on the Department of Conservation and Natural Resources, Bureau of Topographic and Geologic Survey, I would like to congratulate ADM Solutions for a job well done...ADMS had less than three months to scan over 525,000 documents, and they met that schedule. They helped our agency with hardware and software specifications. They worked closely with us and other vendors coordinating software configurations...In spite of other contracts, ADM has been totally accessible to us, as well as the needs of our partners."

***Cheryl L. Cozart
Wells Information System
PA Dpt. Of Conservation of Natural Resources***

ADMS was given a very narrow time frame to assess the technological landscape within the departments, establish a project schedule, trains the staff and roll out the solution. ADMS accepted the challenge of meeting our 2 months window of opportunity. Besides their timeliness in meeting project deadlines, their strong work ethic during the roll out was exemplary. The ADMS technical staff and Nelson Cano Jr. worked diligently to solve hardware compatibility obstacles, configure the system and train all users.

I recommend ADMS to those users who are seeking a robust electronic document management system that is serviced by a responsive technical vendor.

*Linda Moore
Interim Career Director
Easter Illinois University*

ADMS is perhaps the most honest, friendly and service oriented technology vendor that I have ever dealt with. From past experience, I have observed that you can invest in the same system software with any VAR, and the software will always be the same; however, it is your vendor relationship that will make the difference as to how well that system software can work for you.

*Mike Stewart
Business Officer, Facility Management
Western Carolina University*

III. EXPERIENCE

ADMS has successfully implemented enterprise Document Management Systems for WV Department of Labor, West Virginia Works Force, US Probation Office, US Defense Department Finance Division, Universities, and Health Care Organizations under severe HIPAA Compliance inspections and many other large organizations and processed large volumes of data for the PA State Police as well. ADMS guarantees full customer satisfaction and successful implementations for any assigned project.

Each one of the following projects cover a wide range of technical requirements comparable to the WV State Police through which ADMS performed the complete design, implementation process and provided training and support as well. ADMS continues monitoring the system to keep full performance.

West Virginia Workforce:

Installation of a Document Imaging and Management System products to replace the existing Filenet and Captiva applications and migrating to the new system over 5 million of records



DCNR - State of Pennsylvania:

Implementation of a Document Management System in several departments across the State including backlog processing



US Dept. of Defense DFAS (Federal Administration)

Implementation of a DM System for intensive access and retrieval by more than 700 users – providing hardware and software and scanning over 5 million documents



Diamond Pharmacy:

Design and installation of a DocuClass DM System with Workflow, to handle about 10000 Prescription Orders per day received by fax and to capture and index documents in Accounting, Records & HR departments, as well as to provide retrieval access



City of Pittsburgh, Controller's Office

Implementation of a DM System in several departments and backlog scanning of over 1million documents



Point park University, Pittsburgh PA

Implementation of a DocuClass DM System in multiple Departments and backlog scanning of over ½ million documents



IV. SOME OF OUR VALUED CUSTOMERS

- US Department of Defense (IN)
- Workforce (WV)
- WV Division of Labor (WV)
- US Probation Office (WV)
- Eastern Illinois University (IL)
- PA State Police
- Western Carolina University (NC)
- Point Park University (PA)
- State of Utah
- State of Kentucky
- Diamond Pharmacy
- General Nutrition Center (PA)
- DCNR-Department of Conservation of Natural Resources (PA)
- City of Pittsburgh-Controllers' Office
- Mellon Bank
- Department of Environmental Protection (PA)
- Allegheny Intermediate Unit (AIU3- PA)
- Richland School District One (SC)
- City of Tampa
- General Wire (PA)
- Friedman and Friedman
- Du-Co Ceramics Company
- General Electric
- PA Gaming Commission
- Coast to Coast Mortgage
- *Association of Specialty Physicians, Inc*
- Washington County
- Dept of Aging (PA)
- FS Elliott (PA)
- Ventana USA (PA)

V. PRODUCTS AND SERVICES

Our service offerings are broken down into the following three competencies:

Data Management Solutions
Conversion Services
Information and Network Consulting

1. Data Management Solutions

1.1 Data/Document Capture

With the increasing volume of incoming paper forms and electronic faxes most companies must process to operate successfully, manual data entry required to index and classify the incoming information can be a crippling bottleneck that leads to inefficiencies and inaccuracies

How do you solve your paper/fax problem?

ADMS can design and implement a system for your organization that allows users to quickly and easily identify the incoming documents, classify them and extract relevant information from such documents. The solution achieves an enviable degree of accuracy extracting information from machine print, hand-print, mark sense and one- and two-dimensional bar codes. As it extracts information, you can apply business rules to validate the data. Once the data is extracted and validated, it can be sent to share databases, mainframe systems and document management/workflow systems. All of this is performed with minimal human supervision or intervention.

1.2 Document Management

Today's business environment is characterized by the need for many individuals to collaborate using a wide range of information types. Projects need to be managed, often several at a time, documents have to be produced, distributed and then archived, relationships have to be initiated and then maintained with vendors, consultants and team members

Since all these activities require a range of supporting capabilities if they are to be efficiently accomplished, ADMS focuses on working closely with its customers to provide document and content management solutions that truly meet those needs. Solutions that electronically capture, store, and manage literally every document generated or received by your company including paper, reports, facsimiles, application files, emails, and web content. Solutions that handle everything you need to do with those documents: retrieve, revise, annotate, distribute, or post to a website. And ultimately, solutions that integrate seamlessly with your ERP, CRM and other e-business applications to create a single point of on-line access to all relevant information.

1.3 Data/Document Storage

- **Magneto Optical**
- **DVD / CD**
- **12-ich TrueWORM**
- **Tape**
- **Connectivity**
- **UDO (Ultra Density Optical)**

2. Conversion Services

ADMS offers a wide range of conversion services specifically designed for the Federal/State/local government, healthcare, manufacturing, education, and engineering and distribution market.

Our services include:

- Document Preparation
- Pick up and Delivery
- Data entry
- Scanning of A-E size documents in black & white and color
- Indexing - manual and automatic
- Data validation
- Quality Control
- Microfilm scanning
- CD Publishing
- Data/images release to shared databases and over 40 different document management/ERP systems.
- Remote Indexing and Verification
- Decentralized Process if required
- Data recovery
- Image Enhancement
- Forms Processing

3. Business and Network Consulting

3.1 Disaster Recovery

A systematic process of bringing processes and systems online after a catastrophic event.

3.2 Business Continuity Planning

"Needs Analysis" is the most important step in any potential project. By following a regimented process, we can ensure organizations completely understand and document their current business requirements in addition to any potential future needs.

"Operational Consulting" entails reviewing an organization's complete process, focusing on the quality and productivity drivers of the business. **ADMS** scrutinizes business processes to identify inefficiencies and then develops a plan for reengineering those procedures to obtain optimal levels of efficiency.

"Information Technology Strategy" involves understanding the strategic direction of an organization, and then developing a plan that utilizes technology as an enabler for achieving an organization's stated.

3.3 Network Evaluation

Evaluation, preventative planning and “aftermath” planning for events that disrupt or prevent the normal delivery of services. Includes: fault tolerances, redundancy, information backup and recovery, operating guidelines.

Services include: Firewalls, Virtual Private Networks, and Intrusion Detection

3.4 Technology Assessment and Evaluation

- A Technology Assessment can include one or all of the following: Infrastructure Analysis, Security Review, **Disaster Recovery Planning**, Current Application Review, and Vendor Evaluation
- The “Assessment and Evaluation” helps an organization understand the current state of its technology compared to its competition and business environment, as well as how the organization is meeting its own internal demands.

3.5. Application Design, Development, and Implementation

- We can build and manage any application necessary to meet our client’s needs (on time and on budget!).

APPENDIX

**IN THIS SECTION YOU WILL FIND THE FOLLOWING
CONTENT:**

APPENDIX 1: DOCUCLASS OVERVIEW

APPENDIX 2: DOCUCLASS TECHNOLOGY AND ARCHITECTURE

**APPENDIX 3: DOCUMENT SECURITY - MANAGING USERS AND
THEIR PERMISSIONS**

APPENDIX 4: AUDIT AGENT

APPENDIX 5: DOCUCLASS WORKFLOW

APPENDIX 6: FULL ACCESS CLIENT

APPENDIX 7: ADVANCED SCANNING

APPENDIX 8: APPLICATION CONNECTOR

APPENDIX 9: EXPORT TO MEDIA LIBRARY

APPENDIX 10: QUALITY ASSURANCE

APPENDIX 11: COLD ENTERPRISE REPORTING MANAGMENT