



April 28, 2015

Leon County Schools
Technology and Information Systems
520 Appleyard Drive
Tallahassee, FL 32304

Dear Ms. Riles,

Thank you for your inquiry about our proposal to convert microfilm to electronic documents for the Student Records Section of Leon County Schools (LCS).

Since before 2007, Office Systems Consultants has provided high quality document and microfilm scanners to LCS, including after we merged with United Solutions Company. With the discontinuation of the CD-4070NW, we were able to provide an improved solution using the current products – the DR-9050C and DR-G1130, each with oscFile Document Imaging software. The oscFile software indexes, names, deskews, descans, autorotates and files the student records with their associated supporting documents to the student records server in a custom database that we assisted in creating.

During that time, the microfilm has deteriorated due to scratches and breakage and is now in need of conversion to electronic images.

Our proposal on the attached quote is for scanning approximately 1,500 rolls of microfilm images, using a high speed film scanner, then indexing them by student, using the naming convention you are presently using. We will use oscFile as our tool to name the files and then deliver the files back to LCS Student Records in a format suitable to be loaded into the existing server file. Once that is accomplished, the records can be added to the database system for further use by LCS. This will allow you to retrieve the files using a database lookup which will eliminate any further damage to the images.

We will be using oscFile to provide precisely the same quality indexed product that has been produced over the last eight years. Using the same tools will provide a high level of compatibility and continuity for these new files being scanned when merged with the current files. We will assist your staff in inserting and merging the newly scanned files and do not propose to charge for this part of the service.

Using the same tools and methods as are currently in use in the department will provide the compatibility and continuity of output as stated above and eliminate the further deterioration of the images. Further, oscFile is a product owned, sold and supported only by United Solutions, and can therefore be considered a sole source for the purposes of this proposal.



Thank you for your consideration. Please contact me if you have any questions regarding this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Kimbel".

Bill Kimbel
Sales Manager
United Solutions Company
850-219-6505