<u>NARRATIVE</u>

The various departments of the City of South Sioux City are located in various sites throughout the city. To provide efficient service to our public, I have researched various electronic filing systems. Such systems have ranged from $10,000 to $50,000. The goal of this project is for the various City departments to retrieve documents efficiently with the ability to distribute them easily. For the future, the purchase of the system should include the ability for the public, through our website, to access public records while having security features for records (employee files, etc.) unavailable to the public.

The Digitech Systems Inc. system allows us to OCR entire documents to retrieve efficiently and has the capability for internet access. The price for this system has decreased $2500 from prior estimate. A comparative system, eCopy, was priced at $44,980.00 and did not have the capability of records access through our website. Both systems have local support professionals.

Plan for implementation of an electronic filing system:

1)   Installation of equipment/software

2)   Setup of files: active files and new files. Archived files would not be included at this time.

3)   Scanning and filing documents of active and new files.

4)   Train department heads and support staff on retrieval of documents.

Timeframe: Active files would be included in the electronic filing system within 6 months. New files would be included on an ongoing basis.

Attached is a copy of the estimate of the Digitech System and the project budget.

ESTIMATE
Digitech Systems Inc. Archival and Retrieval System Pricing Schedule

PaperFlow Lite (Input & Scanning Software-per seat or location $3,295.00
         Includes (12 Months of software telephone and onsite support)

1. Very powerful batch scanning interface. Capability to upgrade to even more powerful versions of PaperFlow.

2. One High Speed Document Scanner
         One Panasonic KV-S2026C-24 ppm simplex, and 42 duplex-USB, SCSI-3

OCR Flow (OCR of entire documents) only one needed for all $1,995.00

1. Includes (12 Months of software telephone and onsite support)

2. Provides capability to covert entire datagroups of documents, or selected documents to full text data. This conversion facilitates full-text searching capabilities as well as exporting out to PDF, Word, Excel and other formats.

PaperVision Xpress (Retrieval and Display Software)-per concurrent seats. $695.00

1. Includes (12 Months of software telephone and onsite support)

  MSDE and all the needed optional Browser-based installation components. Scalable From a single computer to the largest enterprise solution.

Installation, Training, and Implementation:

1. Extensive on-site consulting for Network Setup (Software installation, administrator training, user setup, and server installation including network structure).

2. Setup and consulting for indexing and file project organization.

3. Extensive user training on PaperFlow   and ImageSilo.

ELECTRONIC FILING SYSTEM BUDGET

$15,355   **E. F. SYSTEM COST**

         $9885.00   PaperFlow Lite – 3 Locations @ $3295 ea.

         $1995.00   OCR Flow

         $3475.00   PaperVision Xpress – 5 seats @ $695 ea.

$ 750   Computer Technical Support – 10 hours @ $75 hr.

$ 3, 960   City Staff for project management, training, setup of files and initial
                data entry and training - 4 staff, 320 hrs.

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$20,045

OTHER

The City would provide a server for records management, NTSRVR2. The specificationss for that server are:

CPU= 800 MHz Pentium III (redundant)
RAM= 1.5 GB
Operating System= Windows 2003 Server
Storage= 5 disk RAID drive system 27 GB free space left on drive system

Data on server is backed up nightly to mag tape with two week tape rotation.

If the City would need additional server space, they would have two options:

1. Purchase an additional server

2. Subscribe to ImageSilo, an offsite storage facility.