



136 State Street  
2<sup>nd</sup> Floor  
Albany, New York 12207  
800-421-9010  
[www.nyspsp.org](http://www.nyspsp.org)

December 27, 2016

Christine Irvine  
Assistant Director Intergovernmental Relations  
NYS Office of General Services  
ESP – Corning Tower – 38<sup>th</sup> fl  
Albany, NY 12242

Dear Ms. Irvine:

Enclosed please find our service summary and supporting materials to add data imaging services to our current list of offerings.

***Summary for Procurement Council consideration for NYSPSP to offer Data Imaging Services***

**NYS Procurement Council Definition of Data Imaging Services:**

Data imaging services is the conversion of paper documents or other media, including but not limited to, microfilm and microfiche into electronic files that may be easily stored or accessed, and may include the transportation, short term storage, organization, preparation, scanning, indexing, quality control, and output of data and images to electronic media to be provided to a customer. This service may include data entry and secure document destruction. It is recommended that these services be separately priced out. Short term storage shall not exceed six (6) months following completion of the contract.

**Overview**

People in New York State who are blind are unemployed at a rate of almost 70%. Our mission is to create employment opportunities for New Yorkers by providing quality products and services to the State of New York, local government, municipalities, etc. Over the past 3 years, NYSPSP has had double digit growth in sales and direct labor hours for people who are blind, primarily through new product and service offerings approved by NYS. Public sector purchases through our program have led to significant increases in employment hours and wages paid to over 450 employees who are blind across the State. Our primary focus is adding new services to our offering. “Service” based employment typically provides a higher average wage for employees and provides more labor hours. NYSPSP has determined that data imaging is a service that people who are blind can excel at with or without adaptive technology.

**Market Information**

Data imaging is a procured service needed by various agencies within State government. Specifically, data imaging services are needed in various forms for legal, law enforcement, health & social services, insurance, education, and other government capacities. Estimated State contract annual sales are valued in the millions for data imaging services. Please see the contracts below for a current record of state spend for document imaging services as found on Open Book:

Vendor Name	Department/Facility	Contract Number	Current Contract Amount
NEW YORK STATE INDUSTRIES FOR THE DISABLED INC	Board of Elections	C003568	\$158,229.00
NEW YORK STATE INDUSTRIES FOR THE DISABLED INC	SUNY at Albany	T004598	\$246,000.00
NEW YORK STATE INDUSTRIES FOR THE DISABLED INC	Workers' Compensation Board	C140290	\$2,787,500.00
NEW YORK STATE INDUSTRIES FOR THE DISABLED INC	Division of Alcoholic Beverage Control	C003471	\$1,206,263.00
NEW YORK STATE INDUSTRIES FOR THE DISABLED INC	SUNY - Health Science Center at Brooklyn	C314385	\$2,640,000.00

<http://www2.osc.state.ny.us/transparency/contracts/contractsearch.cfm>

We would consider contracts that utilize direct blind labor and where we could meet the customer's form, function and utility. If approved we would look for contracts similar to the one referenced in the supporting materials, data imaging services for the Department of Motor Vehicles (see attached quote request).

### **Members & Experience**

Our affiliated agency, Northeastern Association of the Blind in Albany, NY (NABA) will be the lead agency for this service. Data imaging service contracts vary in scope based on the condition of the documents, any required indexing, ancillary administrative functions and turnaround time needed. We based our research and analysis on data imaging services similar to what is offered through a Massachusetts State Contract with the vendor RICOH Americas Corporation and a GSA data imaging service offering with XEROX. Future data imaging services contract application submissions will vary in labor and price based on the customer's requirements. To meet future demands of New York State we have other member agencies that have the capability to offer this service if and when needed. The training and experience from NABA will be used to create proficient data imaging service operators at other agencies. A State customer may need this service performed at their location(s) which may require us to utilize people from other member agencies in that customer's region.

NABA plans to hire, train and develop people to perform data imaging services at their site or at customer sites. The agency may utilize a six month service agreement phase in should the Office of General Services approve the allowed exception. Through further analysis NYSPSP concluded that this service was not only something people who are blind/visually impaired could excel at but also something NYS agencies could benefit from.

### **Employment & Labor**

Our member agency has staff and supervisors with strong managerial and start up experience. Additional people will be trained to ensure there is sufficient staff available for potential new contracts. Blind or legally blind data imaging service operators may use magnification and/or screen reader software to perform their duties at the highest rate of production possible. We will meet the blind direct labor ratio for this service and anticipate using at least 75% direct blind labor for this service. For the desired initial contract (RFQ included), NABA is estimated to hire 37 full time employees (or their hourly equivalent), 28 of whom are blind or visually impaired.

Given the nature of the work and the skills and resources at our agencies, NABA would not need a corporate partner and are not proposing to do so.

### **Pricing**

At the time of this application, our organization was unable to find any current NYS State contract pricing vetted by OGS. We based our price on the approximate number of scanned pages given to us by DMV which is estimated to be 56.5 million pages. The accompanying "Cost Analysis" form provides detail regarding labor and overhead rates using full time staff at a competitive wage for this function. Our price is \$.0213 per scanned page for standard service.

Please note that the price of \$.0213 is for a ready to scan document in ideal shape. The document's age, size, physical characteristics (in binders or loose; etc.) and condition will determine the amount of handling required and therefore the price per scan is expected to fluctuate with each contract/job. In addition, this contract is high volume and with high volume comes a lower price. Future contracts for data imaging services would be quoted/priced based on the factors listed above in addition to consideration for volume. Lower piece rate contracts would be more expensive per scan and would likely range upwards of .08 per scanned page.

We would also offer express service for urgent customer needs. Here is a summary of the costs that determined our standard price per scanned page:

- Industry standards and supporting affiliate time studies indicate that scanning can be performed at the following rates:
  - Scanning utilizing Blind Labor 720 average scans per hour
  - Scanning utilizing Non-Blind Labor 1,200 average scans per hour

(Please see the accompanying Service Application for labor and wage breakdown as well as industry standard details)

### **Market Comps**

- State of Massachusetts Purchase Order for Scanning Services with RICOH USA at .0193 per scanned page
  - See tab "Comps FAC96-Scan-Index rate on accompanying Service Application.
  - See also PDF attachment with circled rate and 5% discount.
- GSA Schedule Contract GS-03F-0015V at .0577 per scanned page
  - [https://www.gsaadvantage.gov/ref\\_text/GS03F0015V/OMGJA7.2R8BER\\_GS-03F-0015V\\_GSA03F0015VPRICELIST.PDF](https://www.gsaadvantage.gov/ref_text/GS03F0015V/OMGJA7.2R8BER_GS-03F-0015V_GSA03F0015VPRICELIST.PDF)
  - Page 1 and 8 of the 27 page document from hyperlink above are attached to this application.

NYS PSP is within 15% of prevailing market price.

### **NYS Small Business Impact**

In regards to impact on NYS small business, it was deemed in the past by the Procurement Council that there should be no significant impact when this "service" was approved for another Preferred Source Facilitating Entity. Furthermore, the small number of non-profit member agencies we have are inherently limited by economic and operational challenges that would preclude them from having significant effects on the market.

This application will be submitted concurrently to the Empire State Development for review.

We look forward to providing this service to New York State and welcome any questions or clarifications you might require as you perform your review.

Sincerely,

A handwritten signature in black ink that reads "Colleen Franchini". The signature is written in a cursive style with a distinct loop at the end of the last name.

Colleen Franchini  
NYSPSP Program Manager- Administration

**FAC96 Records Management, Storage and Archiving Services**  
January 22, 2016 through January 31, 2019  
**PO-16-1080-OSD03-SRC02-0000006685 (click here to go to COMMBUYS)**

Vendor Code: VC6000227409

Vendor Line 7

**Contractor: Ricoh USA, Inc.**  
70 Valley Stream Parkway, Malvern, PA 19355  
E-mail: Mike.Pallotta@RicoH-USA.com  
Phone: 978-621-1276

**Prompt Pay Discount Offer:** 1% - 20 days  
**Volume Discount Offer:** See below for details where applicable

Service Category	Description	Unit Price	Unit of Measure	Volume Discount (%) offer
Scanning	please see below	please see below	please see below	please see below
Other Service Category	Description	Unit Price	Unit of Measure	Volume Discount (%) offer
Scanning	Ricoh Transportation	Quote	Round Trip	5%
Scanning	Comm - Image Capture Heavy (300 - 599 IPH)	\$ 0.1605	Image	5%
Scanning	Comm - Image Capture (Medium) (600 to 899 IPH)	\$ 0.0803	Image	5%
Scanning	Comm - Image Capture (Light) (900 - 1100 IPH)	\$ 0.0535	Image	5%
Scanning	Comm - Image Capture (Light) (over 1100 IPH)	Quote	Image	5%
Scanning	Comm - Image Capture - Color (integrated per page)	\$ 0.1926	Image	5%
Scanning	Comm - QC (Standard)	\$ -	Image	5%
Scanning	Comm - QC (Sample)	\$ 0.0107	Image	5%
Scanning	Comm - QC (Page to Page)	\$ 0.0268	Image	5%
Scanning	Comm - Re-Assemble (Light)	\$ 0.0107	Image	5%
Scanning	Comm - Re-Assemble (Heavy)	\$ 0.0161	Image	5%
Scanning	Comm - Oversize B&W (Folded and Integrated)	\$ 1.0700	Image	5%
Scanning	Comm - Oversize Color (Folded and Integrated)	\$ 2.1400	Image	5%
Scanning	Comm - Image Capture (Glasswork)	\$ 0.1926	Image	5%
Scanning	Comm - LDD Offshore Thumbnail (page)	\$ 0.0107	Image	5%
Scanning	Comm - LDD Offshore Opening Images (page)	\$ 0.0212	Image	5%
Scanning	Comm - LDD Citrix Thumbnail (page)	\$ 0.0128	Image	5%
Scanning	Comm - LDD Citrix Opening Images (page)	\$ 0.0225	Image	5%
Scanning	Comm - Index Coding Offshore 1 to 5 (MP)	\$ 0.0141	Field	5%
Scanning	Comm - Index Coding Offshore 6 to 10 (MP)	\$ 0.0201	Field	5%
Scanning	Comm - Index Coding Offshore 11 to 35 (MP)	\$ 0.0259	Field	5%
Scanning	Comm - Index Coding Offshore 36 to 50 (MP)	\$ 0.0330	Field	5%
Scanning	Comm - Index Coding Offshore 51 to 75 (MP)	\$ 0.0400	Field	5%
Scanning	Comm - Index Coding Offshore 76 to 100 (MP)	\$ 0.0471	Field	5%
Scanning	Comm - Index Coding Offshore Date (MP)	\$ 0.0225	Field	5%
Scanning	Comm - Index Coding Offshore 1 to 5 (HP/Search)	\$ 0.0178	Field	5%
Scanning	Comm - Index Coding Offshore 11 to 35 (HP/Search)	\$ 0.0323	Field	5%
Scanning	Comm - Index Coding Offshore 36 to 50 (HP/Search)	\$ 0.0413	Field	5%
Scanning	Comm - Index Coding Offshore 51 to 75 (HP/Search)	\$ 0.0501	Field	5%
Scanning	Comm - Index Coding Offshore 76 to 100 (HP/Search)	\$ 0.0589	Field	5%
Scanning	Comm - Index Coding Offshore Date (HP/Search)	\$ 0.0280	Field	5%
Scanning	Comm - Index Coding Citrix 1 to 5 (MP)	\$ 0.0165	Field	5%
Scanning	Comm - Index Coding Citrix 6 to 10 (MP)	\$ 0.0259	Field	5%
Scanning	Comm - Index Coding Citrix 11 to 35 (MP)	\$ 0.0330	Field	5%
Scanning	Comm - Index Coding Citrix 36 to 50 (MP)	\$ 0.0400	Field	5%
Scanning	Comm - Index Coding Citrix 51 to 75 (MP)	\$ 0.0494	Field	5%
Scanning	Comm - Index Coding Citrix 76 to 100 (MP)	\$ 0.0565	Field	5%
Scanning	Comm - Index Coding Citrix Date (MP)	\$ 0.0282	Field	5%
Scanning	Comm - Index Coding Citrix 1 to 5 (HP/Search)	\$ 0.0205	Field	5%
Scanning	Comm - Index Coding Citrix 6 to 10 (HP/Search)	\$ 0.0323	Field	5%
Scanning	Comm - Index Coding Citrix 11 to 35 (HP/Search)	\$ 0.0413	Field	5%
Scanning	Comm - Index Coding Citrix 36 to 50 (HP/Search)	\$ 0.0501	Field	5%
Scanning	Comm - Index Coding Citrix 51 to 75 (HP/Search)	\$ 0.0618	Field	5%
Scanning	Comm - Index Coding Citrix 76 to 100 (HP/Search)	\$ 0.0706	Field	5%
Scanning	Comm - Index Coding Citrix Date (HP/Search)	\$ 0.0353	Field	5%
Scanning	Comm - Index Coding Offshore Custom	Quote	Field	5%
Scanning	Comm - Index Coding Citrix Custom	Quote	Field	5%
Scanning	Comm - Document Typing Offshore Simple (pg) 1-5	\$ 0.0259	Document	5%
Scanning	Comm - Document Typing Citrix Simple (pg) 1-5	\$ 0.0330	Document	5%
Scanning	Comm - Document Typing Offshore Complex (pg) 6-14	\$ 0.0642	Document	5%
Scanning	Comm - Document Typing Citrix Complex (pg) 6-14	\$ 0.0856	Document	5%
Scanning	Comm - Document Typing Offshore Custom (pg) 15+	Quote	Document	5%
Scanning	Comm - Document Typing Citrix Custom (pg) 15+	Quote	Document	5%
Scanning	Comm - File Folder Capture Offshore	\$ 0.0321	EACH	5%
Scanning	Comm - File Renaming Offshore	\$ 0.0064	File	5%
Scanning	Comm - Bookmark/Hyperlink Offshore	\$ 0.3210	Bookmark	5%
Scanning	Comm - Image Conv TIFF/PDF MulSgl/SglMul Offshore	\$ 0.0107	Image	5%
Scanning	Comm - Image Conv S-TIFF to OCR M-PDF Offshore	\$ 0.0193	Image	5%
Scanning	Comm - Image Scrolling to Identify Source Offshore	\$ 0.0107	Image	5%

Scanning	Comm - Image Split or Merging Offshore	\$	0.0064	Image	5%
Scanning	Comm - Merging PDFs Offshore	\$	0.0064	Image	5%
Scanning	Comm - Image Rotation Tagging Offshore	\$	0.0118	Image	5%
Scanning	Comm - Image Rotation Offshore	\$	0.0118	Rotation	5%
Scanning	Comm - File Folder Capture Citrix	\$	0.0642	EACH	5%
Scanning	Comm - File Renaming Citrix	\$	0.0064	File	5%
Scanning	Comm - Bookmark/Hyperlink Citrix	\$	0.3745	Bookmark	5%
Scanning	Comm - Image Conv TIFF/PDF MulSgl/SglMul Citrix	\$	0.0107	Image	5%
Scanning	Comm - Image Con TIFF (S-TIFF to OCR M-PDF) Citrix	\$	0.0193	Image	5%
Scanning	Comm - Image Scrolling to Identify Source Citrix	\$	0.0107	Image	5%
Scanning	Comm - Image Split or Merging Citrix	\$	0.0064	Image	5%
Scanning	Comm - Merging PDFs Citrix	\$	0.0064	Image	5%
Scanning	Comm - Image Rotation Tagging Citrix	\$	0.0150	Image	5%
Scanning	Comm - Image Rotation Citrix	\$	0.0150	Rotation	5%
Scanning	Comm - DVD Burned Master	\$	16.0500	DVD	5%
Scanning	Comm - DVD Duplication	\$	16.0500	DVD	5%
Scanning	Comm - USB Drive	\$	267.5000	Drive	5%
Scanning	Comm - FTP Delivery	\$	0.0011	Image	5%
Scanning	Comm - ASG Project Management	\$	133.7500	Hour	5%
Scanning	Comm - ASG Technical Services	\$	267.5000	Hour	5%
Scanning	Comm - File Retrieval Service	\$	37.4500	Hour	5%
Scanning	Comm - Image Conversion - PDF/PDF/A	\$	0.0107	Image	5%
Scanning	Comm - OCR	\$	0.0107	Image	5%
Scanning	Comm - (hr) Hand-time/Labor	\$	37.4500	Hour	5%
Scanning	Comm - Ricoh Boxes	\$	3.8841	Box	5%
Scanning	Comm - Shredding (File Box)	\$	5.3500	Box	5%
Scanning	Comm - Shredding (Bankers Box)	\$	7.4900	Box	5%
Scanning	Comm - Barcode/OMR/ICR Design & Setup	\$	1,070.0000	Form	5%
Scanning	Comm - OMR/ICR Processing	\$	0.1070	Sheet	5%
Scanning	Comm - Barcode Sheet Processing	\$	0.1070	Sheet	5%
Scanning	Comm - Index Coding Setup Fee	\$	428.0000	Population	5%
Labor	Document Management Consulting Services-Comprehensive fu	\$	225.0000	per hour	5% vol disc over 150hrs
Labor	Workflow Design Services-Consulting Advisory Services to optim	\$	225.0000	per hour	5% vol disc over 150hrs



**Schedule**  
Contract GS-03F-0015V

## **GENERAL SERVICES ADMINISTRATION**

Federal Supply Service

Authorized Federal Supply Schedule Price List

*(Pricelist current through Modification # PS-0021, dated November 12, 2013)*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)

Office, Imaging and Document Solutions

FSC Group 36

Contract number: **GS-03F-0015V**

Contract period: November 20, 2008 through November 19, 2018

**Xerox Federal Solutions, LLC**  
8260 Willow Oaks Corporate Drive  
Fairfax, VA 22031  
Attention: Charlene Baptiste  
Office Phone 703-891-8764  
FAX: 703-891-8801  
[www.xerox.com](http://www.xerox.com)

Business Size: Large

Prices Shown Herein are Net (discount deducted)

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov)

## SIN 51-504 Service Descriptions and Pricing

### **Color Scanning** (per page)

**GSA Price → \$0.1547**

Scanning as color or 256 grayscale for documents up to 8.5" by 14" up to 300 dpi. Images will be formatted in a Group IV TIFF or PDF format as generated during the scanning process or as defined by the Customer's requirements. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Prices assume documents in scan-read condition. Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.

### **Data Entry** (per 1000 characters)

**GSA Price → \$4.95**

Price is per 1,000 output characters. Price quoted to the requesting agency may be stated in terms of a per document price, based on the character pricing contained herein. Price guarantees 99% field accuracy and 72 hour turnaround. Material to be collected is located in a consistent location within the document and assumes legible hand printed or typewritten text. Capture of data does not require extensive analysis. Staff will enter items as represented on the source form. Entry methodology is single pass at an assumed minimum throughput of 6000 characters per hour. The captured data is delivered in a delimited ASCII format.

### **FAX Receipt** (per image)

**GSA Price → \$0.0412**

Inbound receipt of faxed documents to be systematically incorporated into workflow for subsequent indexing, data capture, or conversion to archival image format.

### **Imaging / Scanning** (per image)

**GSA Price → \$0.0577**

Scanning as bitonal (black and white) for documents up to 8.5" by 14" up to 300 dpi. Images will be formatted in a Group IV TIFF or PDF format as generated during the scanning process or as defined by the Customer's requirements. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Prices assume documents in scan-read condition. Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.

### **Imaging / Scanning – Large Images** (per image)

**GSA Price → \$0.9795**

Bitonal (black and white) scanning for documents in excess of 8.5" by 14" up to 300 dpi. Images will be created in TIFF Group IV format. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.



**NYS OFFICE OF GENERAL SERVICES**

**PREFERRED SOURCE**

**SERVICE APPLICATION CHECKLIST**

<b>Northeastern Association of the Blind at Albany NY (NABA-VISION)</b>	<b>301 Washington Avenue, Albany, NY 12206 (518) 463-1211 Ph. (518) 463-3585 (Fax)</b>
Date of Application	12/27/16
Contract Type	Service
Procuring Agency Name	NYS DEPT of MOTOR VEHICLES
Member Agency Name	NABA
Partner Agency Name	NA
New or Renewal/Extension	NEW
Start Date/ End Date	TBD / 2017 (1 YR)
Renewal Options	Up to 4 additional years
Non-Standard Hours (Weekend, Night, Holiday, etc.)	TBD
Prevailing Wage Data Included with Application?	NO / NA
Prevailing Wage Increases?	NO / NA
Cost Analysis (CA) Included With Application?	YES
Prior Term Pricing Data Included With Application?	NA
Comparable Pricing or Customer Pricing Analysis	YES
<b>Blind Direct Labor Hours</b>	<b>54,600</b>
Blind Labor Cost	\$529,620
Blind Direct Labor Benefit Cost	\$180,918
Blind Direct Labor Hourly Rate	\$9.70
Blind Direct Labor Hourly Benefit Rate	\$3.31
<b>Blind Direct Labor FTE</b>	<b>28.00</b>
Non-Blind Direct Labor Hours	15,600
Non-Blind Direct Labor Cost	\$151,320
Non-Blind Direct Labor Benefits Cost	\$51,691
Non-Blind Direct Labor Hourly Rate	\$9.70
Non-Blind Direct Labor Hourly Benefits Rate	\$3.31
Total Direct Labor Hours	70,200
Total Direct Labor Cost	\$913,549.10
<b>Total Direct Labor FTEs</b>	<b>36.00</b>
<b>Total Ratio (% Blind Labor)</b>	<b>77.78%</b>
Indirect Labor Hours	1,950
Indirect Labor Cost	\$29,250
Indirect Labor Hourly Rate	\$15.00
Workers Compensation	\$10,653
Medical & Life Insurance	\$127,834
Payroll Taxes	\$54,330
Comprehensive General Liability Insurance	\$71
Comprehensive Auto Liability Insurance	\$0
State Unemployment Insurance	\$17,755
Disability Benefits Insurance	\$3,551
Equipment Amortization Cost	\$21,822
401B	\$28,408
Equipment Operating Costs (Gas/Oil, Maint. & other)	\$12,395
Cost for Supplies, Materials, Uniforms etc.	\$0
Other Costs	\$5,200
CPI - or Other Cost Escalators	NA
<b>Subtotal</b>	<b>\$992,208</b>
<b>Admin Overhead</b>	<b>\$130,604</b>
<b>NYSID/NIB Fee</b>	<b>\$50,527</b>
<b>Estimated Annual Contract Value</b>	<b>\$1,173,338</b>
<b>Estimated # Years Contract Term</b>	<b>1</b>
<b>Total Sample Contract Value (based on Standard turnaround)</b>	<b>\$1,173,338</b>
Monthly/Unit Cost	\$97,778
<b>EST ANNUAL # PAGES SCANNED</b>	<b>55,000,000</b>
<b>PRICE per page (2-3 day turnaround)</b>	<b>\$0.0213</b>

Using 1950 hrs = 1 FTE      37.5 hrs / wk X 52 wks

Supervisor

NA

Courier Service

NA

SEE "Est Scan Rate per Pg" TAB  
SEE "Calc of Price per Page" TAB

# Service Cost Analysis Sheet



Date Prepared:	December 27, 2016
Member Agency:	Northeastern Association of the Blind at Albany NY (NABA-VISION)
Contracting Agency:	NYS Department of Motor Vehicles & other NYS / Local Govt Agencies
Service:	Data Imaging
Location:	NABA-VISION OFFICES or REMOTE SITE TBD BY CUSTOMER
Price unit of measurement vs. market comps	Per page

Agency Contact	Harry Weatherwax	Title	Director of Manufacturing
Email	<a href="mailto:hweatherwax@naba-vision.org">hweatherwax@naba-vision.org</a>		
Telephone	(518) 463-1211	x 214	Cell Phone (518) 859-3995
Agency Contact	Joe Donohue	Title	Product & Services Development
Email	<a href="mailto:jdohue@naba-vision.org">jdohue@naba-vision.org</a>		
Telephone	(518) 463-1211	Temp x202 x 217	Cell Phone (518) 495-9432

## I. LABOR

### A. DIRECT LABOR: Annual hours employees work directly on contracts, plus other paid time (i.e. vacation, holiday or sick time).

Labor Task	BLIND DIRECT LABOR	Annual Hrs	Hourly Wage	Annual Wages	Annual SubTotal
Place document in scanner; scan document; save scan as PDF.	<b>Employee Hours</b>	1,950 x	\$9.70 per hour =	\$529,620	
	37.5 hrs/wk x 52 wks/yr				
	# of Employees	28.0			
	a. TOTAL BLIND LABOR HOURS ANNUALLY	54,600		b. TOTAL BLIND WAGES	\$529,620
	*FTEs (Total # of Blind Full Time Equivalents) 1 FTE = 1950 hrs (37.5 hrs/wk x 52 wks/yr)				
Place document in scanner; scan document; save scan as PDF.	<b>NON-BLIND DIRECT LABOR</b>				
	<b>Employee Hours</b>	1,950 x	\$9.70 per hour =	\$151,320	
	37.5 hrs/wk x 52 wks/yr				
	# of Employees	8.0			
	c. TOTAL non-BLIND LABOR HOURS ANNUALLY	15,600		d. TOTAL non-BLIND LABOR WAGES ANNUALLY	\$151,320
	e. TOTAL DIRECT LABOR HOURS (a.+c.)	70,200		f. TOTAL WAGES b.+d.	\$680,940
	36.00	Total Full Time Equivalents (FTEs)		1 FTE* = 1950 hrs (37.5 hrs/wk x 52 wks/yr)	
	77.78%	←----- PERCENTAGE OF BLIND LABOR HOURS			
	a. (Total BLIND Labor Hours) divided by e.(Total Direct Labor Hours) = Percentage of BLIND Labor Hours				

### B. INDIRECT LABOR:

<b>BLIND INDIRECT LABOR:</b>		Hrly rate			
NA	Employee Hours	x	per hour =	\$0	
NA	# of Employees				
<b>NON-BLIND INDIRECT LABOR</b>					
Supervisor	Employee Hours	1,950 x	\$15.00 per hour =	\$29,250	
	# of Employees	1.0			
<b>TOTAL INDIRECT LABOR HOURS</b>		1950		<b>TOTAL INDIRECT WAGES</b>	\$29,250
				<b>TOTAL PG 1</b>	\$710,190

SUBTOTAL PAGE 1 - WAGES (f. TOTAL DIRECT WAGES + h. TOTAL INDIRECT WAGES)						\$710,190
<b>II. EMPLOYEE BENEFITS</b>		Cost as % wages	<b>BLIND</b>	<b>INDIRECT</b>	<b>NON BLIND</b>	<b>Sub-Totals</b>
A. Workers Compensation		1.50%	\$7,944	\$439	\$2,270	\$10,653
B. Medical and Life Insurance		18.0%	\$95,332	\$5,265	\$27,238	\$127,834
C. Payroll Taxes						
Fica Rate		7.65%	\$40,516	\$2,238	\$11,576	\$54,330
D. Non-Statutory		NA	\$ -		\$ -	\$0
E. Other Supplemental Benefits						
All other employee benefits (excludes FICA / WC)						
401 B 4% blended (Defined Benefit Plan / Pension)		4.0%	\$21,185	\$1,170	\$6,053	\$28,408
<b>Total Employee Benefits</b>			<b>\$164,977</b>	<b>\$9,111</b>	<b>\$47,136</b>	<b>\$221,224</b>
<b>III. INSURANCE</b>		Cost as % wages	<b>BLIND</b>	<b>INDIRECT</b>	<b>NON BLIND</b>	
A. Comprehensive General Liability		0.01%	\$53	\$3	\$15	\$71
B. Comprehensive Vehicle Liability		0%	\$0		\$0	\$0
C. Other						
NYS Unemployment Ins		2.5%	\$13,241	\$731	\$3,783	\$17,755
Disability Insurance		0.5%	\$2,648	\$146	\$757	\$3,551
<b>Total Insurance</b>			<b>\$15,942</b>	<b>\$880</b>	<b>\$4,555</b>	<b>\$21,377</b>
<b>IV. EQUIPMENT AMORTIZATION</b>			<b>BLIND</b>		<b>NON BLIND</b>	
(Original Cost Minus Salvage Value) divided by # of years of useful life = Prorated Annual Amount			YEAR 1		YEAR 1	
DESCRIPTION OF EQUIPMENT			Pro-rated Annl Amt		Pro-rated Annl Amt	
Magnifiers (28 @ State Contract Price = \$5910.75)			\$1,243		\$ 355	\$1,599
Scanners (37 @ State Contract Price \$2,957 ea =			\$15,318		\$ 4,376	\$19,694
Computer server (1 @ State Contract Pr \$2,942 =			\$412		\$ 118	\$530
						\$0
<b>Total Equipment Amortization</b>			<b>\$16,973</b>		<b>\$4,849</b>	<b>\$21,822</b>
<b>V. EQUIPMENT OPERATING COSTS</b>			<b>BLIND</b>		<b>NON BLIND</b>	
A. Gas/Oil			NA		\$0.00	\$0
B. Maintenance						
1 yr Warrantee - @ \$335 ea scanners only (Mfg warranty)			\$9,641		\$ 2,754.17	\$12,395
C. Other						
<b>Total Equipment Operating Costs</b>			<b>\$9,641</b>		<b>\$2,754</b>	<b>\$12,395</b>
<b>VI. SUPPLIES AND NON-AMORTIZED EQUIPMENT</b>						
DESCRIPTION						
n/a			\$0.00		\$0.00	\$0
<b>Total Supplies and Non-Amortized Equipment</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0</b>
<b>VII. OTHER EXPENSES</b>						
DESCRIPTION						
Courier Service (\$100 /wk X 52 Wks)			\$4,044.56		\$1,155.44	\$5,200
<b>Total Other Expenses</b>			<b>\$4,044.56</b>		<b>\$1,155.44</b>	<b>\$5,200</b>
				<b>TOTALS PG 1 &amp; 2</b>		<b>\$992,208</b>

<b>SUBTOTAL</b>	<b>TOTALS PG 1 &amp; 2</b>	<b>\$992,208</b>
<b>VIII. ADMINISTRATIVE OVERHEAD</b>	13.2%	<b>\$130,604</b>
<b>SUBTOTAL</b>	<b>TOTALS PG 1 &amp; 2 plus Admin OH</b>	<b>\$1,122,812</b>
<b>IX. NYSPSP FEE</b>	4.5%	<b>\$50,527</b>
<b>GRAND TOTAL</b>	<b>TOTAL YEAR 1 CONTRACT</b>	<b>\$1,173,338</b>

<b>EST ANNUAL # PAGES SCANNED</b>	<b>55,000,000</b>
<b>PRICE per page (2-3 day turnaround)</b>	<b>\$0.0213</b>

COMMENTS:

Printed Name and Title: Colleen Franchini- Program Administration

*Colleen Franchini*

12/27/2016

Reviewed and Submitted by: NYSPSP Representative

COMPARITIVE PRICE ANALYSIS



Northeastern Association of the Blind at Albany NY (NABA-VISION)

Service	NYSPSP Proposed Price per page	*Comparison 1:	Price per page	NYSPSP vs Comparison 1	Comparison 2:	Price per page	NYSPSP vs Comparison 2	Comparison 3:	Price per page	NYSPSP vs Comparison 3
Document Imaging	\$0.02133	Contractor: Ricoh USA, Inc. FAC96 Records Management, Storage and Archiving Services -SEE LINK BELOW	\$0.0193	10.54%	SEE OTHER BID PRICES FAC96 at REFERENCED TAB BELOW			SEE OTHER PRICES FAC96 at REFERENCED TAB BELOW		

\*Could not find any comps on NYS contract

**CONTRACT RATE SHEET**

January 22, 2016 through January 31, 2019  
<http://www.mass.gov/anf/docs/osd/uguide/fac96.pdf>

NOTES:

RICOH USA WAS LOWEST BIDDER AMONG MORE THAN 10 DOCUMENT IMAGING COMPANIES THAT BID ON THIS CONTRACT that OR ON THE FAC96 MASS. CONTRACT

See: 'Comps FAC96 Scan-IndexRates' tab for Additional Information --- List of Bidders ---- Bid Prices

WORKSHEET					
		RATE PER SCANNED PAGE / IMAGE			
COMP 1 RICOH - lowest bidder	RICOH - WITH 5% DISCOUNT	\$ 0.0193			
	PROPOSED NYSPSP Rate	\$ 0.0213			
	NYSPSP vs RICOH	10.536%			
	<b>Contractor: Ricoh USA, Inc.</b>				



Tuesday, December 27, 2016

**NYSPSP**  
 136 State Street, 2nd Fl  
 Albany, New York 12207  
 800-421-9010

**VALUE ADDED STATEMENT FOR SERVICES**

1 FTE = 1875 hours/year

**SERVICE APPLICATION INFORMATION**

<b>MEMBER AGENCY INFORMATION:</b>	Northeastern Association of the Blind at Albany NY (NABA-VISION)
<b>LOCATION:</b>	301 Washington Avenue, Albany, NY 12206
<b>CLIENT / USER AGENCY:</b>	NYS Department of Motor Vehicles & other NYS / Local Govt Agencies
<b>SERVICE TO BE PROVIDED:</b>	Data Imaging (Scanning)

**1. DESCRIBE CHANGE TO PHYSICAL STATE WHICH ENHANCES VALUE:**

Data Imaging (Scanning): NYSPSP has estimated that 37 staff (28 BLIND , 8 SIGHTED) plus 1 supervisor will be needed to accomplish the scanning tasks required by NYS DMV. The primary tasks involve 2 forms MV-44 (Driver License Application) and MV-82 (Vehicle Registration) application forms plus assorted attached documentation described in the agency's Request for Quote. It is estimated based on the number of applications DMV receives daily that a total volume of over 55 million scans will need to be performed each year to meet the requirements of the DMV contract. The scanned documents must be in PDF format and must read (OCR) Client Identification (CID) and email address fields on the forms.

**DIRECT LABOR WORKFORCE**

<b>TOTAL FULL TIME EQUIVALENTS (FTEs):</b>	36.00
<b>TOTAL BLIND WORKFORCE (FTEs):</b>	28.00
<b>% of BLIND LABOR:</b>	77.78%

*Based upon information submitted by the aforementioned member agency, the value added for this service in this application complies with the minimum Direct Labor Workforce requirements as set forth in the NYS Procurement Council Preferred Source Guidelines as follows:*

CHECK ONE BOX BELOW	
<b>X</b>	<b>1</b> The total direct labor workforce involved in this application is comprised of more than 10 employees (FTEs). A minimum of 75% of these employees are disabled.
	<b>2</b> The total direct labor workforce involved in this application is comprised of more than 10 employees (FTEs). At this time less than 75% of the employees are blind or visually impaired. We are requesting a period of no more than 6 months following the approval of this application by the NYS Office of General Services (OGS) in which to implement the 75% blind worker requirement. A revised value added statement will be submitted at that time confirming that 75% of the employees are disabled.
	<b>3</b> The total direct labor workforce involved in this application is comprised of 10 or fewer employees (FTEs). A majority of these employees are blind or visually impaired.
	<b>4</b> This is a partnership agreement. The required minimum percentage (51%) or employees are blind or visually impaired.

**NYSPSP**

Tuesday, December 27, 2016

FACILITATING AGENCY

Date

**Signature**

Name and Title: Colleen Franchini- Program Manager; Administration  
 Phone: 518-621-0640 Email: cfranchini@nysp.org

OTHER HIGHER PRICED COMPS ARE ON THIS CONTRACT FOR COMPARISON --- BUT RICOH IS THE LOW BIDDER on a PER PAGE basis

**FAC96 Records Management, Storage and Archiving Services**

**January 22, 2016 through January 31, 2019**

**PO-16-1080-OSD03-SRC02-00000006685 (click here to go to COMMBUYS)**

Vendor Code: [VC6000227409](#) [Vendor Line 7](#)



**Contractor: Ricoh USA, Inc.**

[CONTRACT](#)

[RATE SHEET](#)

70 Valley Stream Parkway, Malvern, PA 19355

E-mail: [Mike.Pallotta@Ricoh-USA.com](mailto:Mike.Pallotta@Ricoh-USA.com)

Phone: 978-621-1276

**Prompt Pay Discount Offer:** 1% - 20 days

**Volume Discount Offer:** See below for details where applicable

Service Category	Description	Unit Price	Unit of Measure	Volume Discount (%) offer
Scanning	please see below	please see below	please see below	please see below
Other Service Category	Description	Unit Price	Unit of Measure	
Scanning	Comm - Image Con TIFF (S-TIFF to OCR M-PDF) Citrix	\$ 0.0193	Page /Image	5%

**RATE PER SCANNED PAGE / IMAGE**

COMP 1 RICOH - lowest bidder

RICOH - WITH 5% DISCOUNT	\$ 0.0193
<b>PROPOSED NYSPSP Rate</b>	<b>\$ 0.0213</b>
NYSPSP vs RICOH	10.536%

FAC96 Records Management, Storage and Archiving Services

January 22, 2016 through January 31, 2019

<http://www.mass.gov/anf/docs/osd/uguide/fac96.pdf>



FAC96 Records Management, Storage and Archiving Services  
 January 22, 2016 through January 31, 2019  
<http://www.mass.gov/anf/docs/osd/uguide/fac96.pdf>



**Vendor List and Contact Information**

The awarded Contractors (25 total) are listed below. Please refer to each Contractor's COMMBUYS PO for specific award information attachments (Award Summary, Rate Sheet, Signed Contract, etc.) available under the Agency and Vendor attachment sections.

Vendor Name	Records Management	Moving Services	Contract Manager	Phone	Email	Vendor Customer Code	Contract/Blankets PO # <i>By clicking on the vendors PO number this will bring you directly to their COMMBUYS page.</i>	Price per Page / Scan
A.Walecka & Son, Inc.	X	X	Thomas Muldoon	508-295-7713	tommm@zwalecka.com	VC6000160164	PO-16-1080-CSD03-SRC02-00000006684	\$ .25
ABC Moving & Storage CO, LLC		X	TELLY SBAT	508-942-9685	telly@abcmoving.com	VC6000262643	PO-16-1080-CSD03-SRC02-8770	NA
American Moving & Installation, Inc		X	David DeSisto	781-985-1332	desisto@americanmovingandinstal.com	VC0000548700	PO-17-1080-CSD03-SRC02-8787	NA
APEX INFORMATION SECURITY INC.	X		Bill Rizos	978-275-0006	wrizos@apexinfosecurity.com	VC0000402655	PO-16-1080-CSD03-SRC02-00000006680	\$ .08
Diamond Relocation Inc		X	Craig Highfield	603-560-2187	craig@diamondrelocation.com	VC0000849823	PO-16-1080-CSD03-SRC02-8777	NA
Donnegan Systems, Inc.	X		Mike Melanson	800-222-6311	mmelanson@donnegan.com	VC6000163876	PO-16-1080-CSD03-SRC02-8782	\$ .07
Eastern Micrographics, Inc. DBA New England Archives Center	X		David Monaco	413-531-1465	dmonaco@neac.com	VC6000166158	PO-16-1080-CSD03-SRC02-8780	\$ .07
Five College Movers LLC		X	Patrick MacWilliams	4136871738	patrick@fivecollegemovers.com	VC0000848940	PO-16-1080-CSD03-SRC02-8776	NA
InfoShred LLC	X		Stacey DiPiazza	850-627-5800	sdipiazza@infoshred.com	VC6000201079	PO-16-1080-CSD03-SRC02-00000006683	\$ .088
Iron Mountain Inc	X	X	Bill Silvio	781- 879-0830	William.Silvio@ironmountain.com	VC0000190561	PO-16-1080-CSD03-SRC02-00000006677	\$ .10
National Library Relocations, Inc.		X	Scott W. Miller	631-232-2233	scott@nlrbookmovers.com	VC0000848414	PO-16-1080-CSD03-SRC02-8773	NA
ProScan / ProShred	X		Joe Kelly	413-596-5479	joekelly@proshred.com	VC0000678210	PO-16-1080-CSD03-SRC02-8781	\$ .075 var
Recordkeeper Archive Centers	X		Deborah Healy	508-588-1915	bill@recordkeepersystems.com, dhealy@rkaarchives.com	VC6000167161	PO-16-1080-CSD03-SRC02-00000006681	\$ .30
Retrieves	X		Jean Macke	978-854-6120 x3400	boston@accesscorp.com	VC0000399172	PO-16-1080-CSD03-SRC02-00000006678	\$ .50

Updated: October 3, 2016

Page 6 of 9

\$ 0.0193 Ricoh bid per page



FAC96 Records Management, Storage and Archiving Services  
 January 22, 2016 through January 31, 2019  
<http://www.mass.gov/anf/docs/osd/uguide/fac96.pdf>

OPERATIONAL SERVICES DIVISION



Vendor Name	Records Management	Moving Services	Contract Manager	Phone	Email	Vendor Customer Code	Contract/Blankets PO # <i>By clicking on the vendors PO number this will bring you directly to their COMMBUYS page.</i>
RICOH AMERICAS CORPORATION	X		Mike Pallotta	978-621-1276	<a href="mailto:Mike.Pallotta@Ricoh-USA.com">Mike.Pallotta@Ricoh-USA.com</a>	VC6000217409	PO-16-1080-OSD03-SRC02-00000006685
Safe Movers, Inc. d/b/a ISAACS Moving and Storage		X	Alex Puchulu	781-436-4700	<a href="mailto:apuchulu@isaacsmoving.com">apuchulu@isaacsmoving.com</a>	VC6000179420	PO-16-1080-OSD03-SRC02-8774
Shred King Corporation	X		Don Cornell	617-479-4353	<a href="mailto:dcornell@shred-king.com">dcornell@shred-king.com</a>	VC0000341938	PO-16-1080-OSD03-SRC02-8772
Sterling Corporation		X	Scott Reiland	781 844 0759	<a href="mailto:sreiland@sterlingmail.com">sreiland@sterlingmail.com</a>	VC7000068305	PO-16-1080-OSD03-SRC02-8779
The Maverick Group Inc	X		Jose M. Rodriguez	413-746-8868	<a href="mailto:josemr33@yahoo.com">josemr33@yahoo.com</a>	VC6000185672	PO-16-1080-OSD03-SRC02-00000006679
Universal Shredding, LLC	X		Steve Rando	978-882-1515	<a href="mailto:steve@universalshredding.com">steve@universalshredding.com</a>	VC0000449569	PO-16-1080-OSD03-SRC02-00000006686
Valley Green Shredding, LLC	X		Eric Wartel	(413) 461-3333, ext. 101	<a href="mailto:eric@valleygreenshredding.com">eric@valleygreenshredding.com</a>	VC0000848947	PO-16-1080-OSD03-SRC02-8775
Wakefield Moving and Storage Inc.	X	X	Randy Davekos	978-432-6720	<a href="mailto:rdavekos@wakefieldmoving.com">rdavekos@wakefieldmoving.com</a>	VC0000612659	PO-16-1080-OSD03-SRC02-8784
William B. Meyer, Inc.	X	X	Mike Cavallo	203-668-5338	<a href="mailto:mcavallo@williambmeyer.com">mcavallo@williambmeyer.com</a>	VC0000192299	PO-16-1080-OSD03-SRC02-00000006682
William Lowe & Sons Corp	X	X	Douglas Lowe	617-242-8600	<a href="mailto:doug@lowemovers.com">doug@lowemovers.com</a>	VC0000491376	PO-16-1080-OSD03-SRC02-8783
WILLIAM WALSH, INC.		X	WILLIAM F WALSH	508-897-6900	<a href="mailto:bill@walshmovers.com">bill@walshmovers.com</a> ; <a href="mailto:debbie@thewalshcos.com">debbie@thewalshcos.com</a>	VC6000175806	PO-16-1080-OSD03-SRC02-8786

Price per Page / Scan

\$ .01 var  
 NA  
 \$ .10  
 NA  
 \$ .07  
 NA  
 \$ .06  
 \$ .15  
 \$ .06  
 NA  
 NA

no scanning svcs

no scanning svcs

**Conversion Vendor**

PO-16-1080-OSD03-SRC02-00000006697

All awarded vendors are listed under this PO - click on "Distributors" tab for list. [Click here to access the Conversion Vendor](#). Use this MBPO when obtaining at least three (3) quotes. This MBPO also contains the following: the RFR, Performance Specifications and Requirements, Statement of Work Template Guidance, Contract User Guide.

<b>CALCULATION of EXPECTED PER HOUR SCAN RATE per FTE</b>	<b>SOURCE 1</b>	<b>SOURCE 2</b>	
	<a href="#"><u>The American Health Information Management Association (AHIMA)</u></a>	<a href="http://www.fnti-imaging.com/"><u>http://www.fnti-imaging.com/</u></a>	
		<a href="#"><u>Full-spectrum Document Conversion Services</u></a>	
	Minimum avg of <b>1200 images per hr</b> can be expected per FTE	Insourced* document conversion operations average <b>625 images per hour</b> per FTE	* <b>Insourced</b> is a better measure since this is an inhouse project at NABA that will become more productive as time goes on. It would not be a fair comparison to use a commercial scan rate for an estimate of productivity

<b>CONCLUSIONS:</b>	<p><b>Employees who are Blind</b> may achieve a likely moderate <b>scanning work rate of 720 images per hour</b> (approx 60% of sighted rate) the first year of project once they are familiar with equipment and scope of scanning work -- and may possibly achieve as high as 1200 images per hr after gaining adequate length of time on the job &amp; experience</p>	<p><b>Sighted</b> workers can be expected to achieve an avg <b>scan work rate of up to 1200 images per hour per the AHIMA study</b></p>
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**SEE CALCULATIONS BELOW**

<b>SOURCE</b>	<b>The American Health Information Management Association (AHIMA)</b>
<b>AHIMA</b>	<p>2016: <i>Benchmarking Imaging - Making Every Image Count in Scanning Programs</i></p> <p><a href="http://bok.ahima.org/doc?oid=71405#.WDMkPNlrLDA"><u>http://bok.ahima.org/doc?oid=71405#.WDMkPNlrLDA</u></a></p>
<b>AHIMA General Productivity Expectations - see chart in above web source</b>	<p><b>FOLLOWING STATISTICS FROM "General Productivity Expectations"</b></p> <p><b>- see chart in above web source #1</b></p>

<b>EXPECTED (typical) SCAN RATES per ABOVE Source AHIMA</b>	Many factors affect productivity. Programs differ, functions are affected by a host of factors, and equipment variations have a tremendous impact on throughput. However, some observed averages for each step in the scanning process are possible for general reference only.		
	<b>NATIONAL LABOR STEPS - SCANNING</b>	<b>Expectations per Worked Hour</b>	<b>Factors Affecting Production</b>
	<b>Function</b>		
	<b>Prepping</b>	<b>340–500 images</b>	Tears, staples, lack of patient identification on each page, assembled or not
	<b>Scanning</b>	<b>1,200–2,400 images</b>	<b>Speed of scanner; age of scanner; scanner maintenance; size of batches</b>
	<b>Quality Control</b>	<b>1,700–2,000 images</b>	Lack of attention to detail by the prepping and indexing staff; size of viewing screen
<b>Indexing</b>	<b>720–800 images</b>	Presence of bar codes on forms; presence of bar-coded patient labels	

<b>BLIND</b>	<b>BLIND PRODUCTIVITY ESTIMATE PER FTE</b>	
<b>28 BLIND Employees X EST PRODUCTIVITY</b>		
720 avg scans per hr X 37.5 hrs / wk X 52 wks (60% of Sighted Rate) (SEE TOP OF PAGE for CALC.)	<b>1,404,000</b>	<b>BLIND OUTPUT per FTE (EST ANNUAL # SCANS EACH BLIND EMPLOYEE)</b>
<b>SIGHTED</b>	<b>SIGHTED PRODUCTIVITY ESTIMATE PER FTE</b>	
<b>8 SIGHTED Employees X EST PRODUCTIVITY</b>		
1200 images per hr X 37.5 hrs / wk X 52 Wks)	<b>2,340,000</b>	<b>SIGHTED OUTPUT per FTE (EST ANNUAL # SCANS EACH SIGHTED EMPLOYEE)</b>
<b>BLIND &amp; SIGHTED COMBINED</b>		
<b>28 BLIND Employees X EST PRODUCTIVITY per FTE</b>	<b>39,312,000</b>	<b>28 BLIND EMPLOYEES' COMBINED OUTPUT (TOTAL ANNUAL # SCANS)</b>
<b>8 SIGHTED Employees X EST PRODUCTIVITY per FTE</b>	<b>18,720,000</b>	<b>8 SIGHTED EMPLOYEES' COMBINED OUTPUT (TOTAL ANNUAL # SCANS)</b>
	<b>58,032,000</b>	<b>RAW # OF SCANS ANNUALLY</b>
	<b>1,624,896</b>	<b>2.8% EST Scans Lost (UNSCHED ABSENCES @ 2.3% plus ERRORS / WASTE @ .5%)</b>
	<b>56,407,104</b>	<b>TOTAL EST. SCANS ANNUALLY --- EXCEEDS DMV EST TOTAL of SCANS per yr</b>

**PER ABOVE - IT IS FEASIBLE FOR NABA to COMPLETE CONTRACT TASKS WITH ESTIMATED # of STAFF WITHIN ONE YEAR at a COMPETITIVE PRICE**

**NOTES from SOURCE 2**  
Full-spectrum Document  
Conversion Services

[http://www.fnti-imaging.com/Uploads/0/FCKUpload/file/FNTInsights\\_Vol2\\_No1\\_Benchmarking.pdf](http://www.fnti-imaging.com/Uploads/0/FCKUpload/file/FNTInsights_Vol2_No1_Benchmarking.pdf)

Most projects generally involve per-image conversion costs of \$0.03 to \$0.10.

Growth in labor costs should, over time, be offset by productivity gains enabled by training and investments in technology, so this indicator should be on a gradual downward trend. If it's not, consider obtaining an independent evaluation of your conversion operation, or even outsourcing.

To be effective you must adopt a production line mentality. Insourced document conversion operations typically generate 100,000 to 150,000 converted images per FTE per month (your mileage may vary). Commercial document conversion companies can deliver from 500,000 to 750,000 converted images per FTE per month.

Finally, and most importantly they apply an assembly line approach to document conversion. This means that they have segmented the conversion process to a series of connected steps and have assigned trained specialists to each step making the entire document conversion process more efficient. Here are the steps in a typical production process and the skill levels of the individuals performing each step:

**Insourced document conversion operations typically generate 100,000 to 150,000 converted images per FTE per month (your mileage may vary).**  
**CALCULATION BASED ON ABOVE**  
100,000 divided by 20 = 5,000 per day  
5,000 divided by 8 hrs = **625 per hr**  
625 per hr divided by 60 minutes = 10 per min

**CALCULATION OF PRICE per PAGE**

<b># OF SCANS per YR</b>	
<b>SCOPE OF WORK DETAILS:</b>	2 TYPES of FORMS and ATTACHMENTS to BE SCANNED PER SPEC BELOW
* The <b>MV-44 is a 2-sided form</b> with an average of <b>2 additional documents attached per application page</b> . An avg. total of 4 pages of scanning per application - using a 2-sided form plus 2 additional pages (4 pages total) for the basis of the quote for the DMV project..	
USED OER PAGE ESTIMATE OF:	4 pages x 4,000,000 applications per year Est <b>16,000,000</b> MV-44 total pages to be scanned per year.
The <b>MV-82 is also a 2-sided form</b> with an average of <b>4-5 additional documents attached per application page</b> . Using an average number of 6 pages of scanning per application.	
USED OER PAGE ESTIMATE OF:	6 pages x 6,500,000 MV 82 apps per year 39,000,000 total MV-82 pages scanned. Total pages to be scanned per yr. <b>55,000,000 pages/images to be scanned per year from MV-44 and MV-82 forms &amp; additional pages</b>
<b>Est</b>	<b>55,000,000 total pages/images per year for the above DMV scope of work</b>

<b>PRICE PER PAGE</b>		Per the sources in the tab "EST SCAN RATE PER PAGE" the following conclusions have been made
<b>CONCLUSIONS:</b>	<p><b>Employees who are Blind</b> may achieve a likely moderate <b>scanning work rate of 720 images per hour</b> (approx 60% of sighted rate) the first year of project once they are familiar with equipment and scope of scanning work -- and may possibly achieve as high as 1200 images per hr after gaining adequate length of time on the job &amp; experience</p>	<p><b>Sighted</b> workers can be expected to achieve an avg <b>scan work rate of up to 1200 images per hour per the AHIMA study</b></p>
BASED ON ABOVE THE FOLLOWING CALCULATION CAN BE MADE:		<b>55,000,000 total pages/images per year for the above DMV scope of work</b>
# scans divided by	Project budget	\$ 1,173,338
equals	TOTAL price per pg	\$ 0.0213

<b>Blind Labor</b>	28	FTEs
Avg page scans /day (7.5 X 7200 per hr)	5400	
Blind Total scans d:	151200	Per 260 days / yr
<b>Sighted Labor</b>	8	FTEs
Avg page scans /day (7.5 X 1200 per hr)	9000	
Sighted Total scans	72000	Per 260 days / yr

**FEASIBILITY OF COMPLETING CONTRACT WORK 100%**

**39,312,000** BLIND scans

**18,720,000** SIGHTED scans

RAW TOTAL **58,032,000** 290,160 mistakes / wasted scans using .5%

2.74 % est Loss due to Unshed Absences & Waste

**1,590,077** 2.24% EST unsh absences PLUS .5% ERRORS / WASTED SCANS

**56,441,923** TOTAL EST. SCANS ANNUALLY --- MEETS THE DMV EST TOTAL of SCANS per yr

# FTEs	TOT HRS per FTE per year	TOTAL HOURS all FTEs
36	1950	70200
# FTEs	Unsched. / Sick day avg Hrs/FTE/yr	TOTAL HOURS Sick/Unsch Leave
36	45	1620

**ESTIMATED LABOR LOSS (absences/breaks) and SCAN WASTE PER YEAR**

Breaks per FTE	130 hrs	(2) 15-min breaks per day x 260 days
Avg Absences per FTE =	hrs (6 days)	45 + 130 175 days / yr AVG LOST TIME
45 hrs LOST /yr X 35 FTEs	1575 hrs =	2.24% of time/production lost

**.5% ERRORS / WASTE --- Estimated based on avg work errors of NABA employees various types of duties**

Data Imaging (Scanning): NYSPSP has estimated that 37 staff (28 BLIND , 8 SIGHTED) plus 1 supervisor will be needed to accomplish the scanning tasks required by NYS DMV. The primary tasks involve 2 forms MV-44 (Driver License Application) and MV-82 (Vehicle Registration) application forms plus assorted attached documentation described in the agency's Request for Quote. It is estimated based on the number of applications DMV receives daily that a total volume of over 55 million scans will need to be performed each year to meet the requirements of the DMV contract. The scanned documents must be in PDF format and must read (OCR) Client Identification (CID) and email address fields on the forms. NOTE: A separate set of tasks to be submitted to OGS as part of a related application for data entry services involves sorting applications that contain CID #s and applicant email addresses and entering the data in a CSV formatted files so that the information can be uploaded into the DMV email database. Sorting and Key punching of CID and email data DMV requires to be recorded will be conducted by NYSPSP/NABA Data Entry staff. An OGS Services application is being submitted separately for the Data Entry tasks.