



DOCUMENT MANAGEMENT COOPERATIVE

NEW JERSEY STATE APPROVED
CO-OP# "65MCECCPS"



<https://www.escnj.us>





Having recently been awarded a Document Management Services Contract for the Educational Services Commission of New Jersey, Foveonics would like to personally introduce ourselves to the 1,300 Current Members as well as those who may be interested in joining the Cooperative.

RFP Term: 7/1/2022 – 6/30-2024

For nearly 15 years Foveonics Document Solutions have provided Elementary and Secondary Schools with innovative Document Management Solutions. As a member of the ESCNJ you can now purchase our innovative Document Solutions directly.

While many schools enhance the students experience with cutting edge equipment and applications, back office operations are mired in outdated paper processes and aging equipment no longer being supported. Foveonics Cloud Based Solutions have streamlined the processes for municipalities and government alike. Currently Foveonics manages nearly 100 million images for County, Municipal and School Districts throughout New Jersey.

If you are struggling with outdated Reader Printers that are now obsolete and are running out of space, Foveonics will help you manage the transition to a digital environment. Foveonics has scanned and microfilmed over 20 million images from various school districts in New Jersey. Some of the documents included:

-  **Student Records.** Transcript requests, grade reports, and other documentation that has to be retained long past matriculation can be easily accessed, managed, and archived.
-  School board meeting minutes. Districts can electronically search school board meeting minutes for key terms.
-  **Human Resources.** Districts have the ability to store and electronically manage employment applications, W-2 forms, performance evaluations, documents associated with leave, and other HR records.
-  **Accounting and Finance.** Receipts, invoices, check requests, purchase orders, contracts, payroll reports, and other paper-intensive A/P and A/R documents can be stored, retrieved, and managed electronically.

Our highly skilled team has a great working relationship with NJ DARM/DORES. Foveonics Document Solutions has millions of images certified by the New Jersey Records Committee. In addition, we have over 100 million images on-line with our Cloud Based Software.

New Jersey based Foveonics Imaging Technologies, Inc., founded in September 2003, is a leading document management services and solutions provider to government agencies. Foveonics has worked extensively alongside our clients and NJ DORES, assisting in the certification process for both Migration Path and Microfilm.

READY TO LEARN MORE?

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ESCNJ 16/17-48 - Document Management for Records Retention and Disposal

Educational Services Commission of New Jersey
NJ State Approved Co-op # 65MCESCCPS
Document Management for Records Retention and Disposal
RFP# ESCNJ 22/23-11
RFP TERM: 7/1/2022 – 6/30/2024

Item	Year 1	Year 2	Unit
Small Format - Up to 11 x 17			
Records Review	\$35.00	\$40.00	Hourly
Complete Disposal Schedule - <i>Including all required forms</i>	\$20.00	\$25.00	Hourly
Member Certification	\$35.00	\$45.00	Per Application
Pickup and Delivery	\$1.00	\$1.00	Per Box
Boxing and Labeling of Files	\$18.00	\$19.00	Hourly
Preparation of Files	\$18.00	\$19.00	Hourly
Purging of Files - <i>According to NJ DORES Guidelines</i>	\$18.00	\$19.00	Hourly
Indexing of Files	\$0.05	\$0.06	Per File
Imaging of Files	\$0.039	\$0.047	Per Image
Offsite Web-Based Storage	\$7.50	\$10.00	Per Month, Per GB
Searchable PDF - Must use 2 OCR engines	\$0.005	\$0.005	Per Image
Large Format - Larger than 11 x 17			
Sorting of Blueprints	\$18.00	\$19.00	Hourly
Pickup and Delivery	\$1.00	\$1.00	Per Box
Preparation of Files	\$18.00	\$19.00	Hourly
Imaging of Files	\$0.49	\$0.55	Per Image
Indexing of Files	\$0.05	\$0.05	Per File
Disposal of Duplicate Files	\$0.10	\$0.10	Per Pound
Digital Enhancement	\$0.001	\$0.001	Per Image
Offsite Web-Based Storage	\$7.50	\$10.00	Per Month, Per GB
Document Management			
Web Based Repository	\$30.00	\$35.00	Per Month
Professional Services for Solution Customization and Integration	\$125.00	\$135.00	Per Hour
Quality Assurance	\$18.00	\$19.00	Per Hour
Setup & Training Fee	\$350.00	\$350.00	Per Install
Premise Based	\$1,500.00	\$1,500.00	Per License
Personal Identifiable Information Identification / Redaction	\$0.0004	\$0.0005	Per 100 Characters
Additional Services			
Microfilm Scanning 16mm	\$0.03	\$0.033	Per Image
Microfilm Scanning 35mm	\$0.042	\$0.0462	Per Image
Microfiche Scanning	\$0.045	\$0.055	Per Image
Manual Redaction	\$0.01	\$0.011	Per Image Inspected
Data Entry	\$0.002	\$0.0022	Per Character
Color Scanning	\$0.05	\$0.052	Per Image
Bound Book Scanning	\$0.15	\$0.165	Per Image
Re-Assembly of Documents	\$18.00	\$19.00	Hourly