Professional Services
&
Imaging Software

Buckeye Local Schools

6/12/2024

To:

Buckeye Local Schools

3436 Edgewood Drive

Ashtabula, OH 44004

Attention: Kassandra Brand

Thank you for your continued interest in SC Strategic Solutions (SCSS) and its solutions. When we get involved with a client, we look at their business model to determine if our solutions can make a positive contribution to the success of organization. We work hard to understand your processes, system requirements, and the overall goals of the district. This has been the way our services have operated for over 17 years and continues to be true today.

Our comprehensive scanning services and software have helped file room's nationwide experience better allocation of space, decreased costs and improved overall productivity. SCSS has aided its client partners in improving control of the flow of their vital information. Since its inception, SCSS has been committed to providing products and services of superior quality and value aimed at improving the way districts operate. Based on our initial conversations and participation to date, along with our recent site visits, we believe that our services will:

- Free storage and retrieval of all on-site documents
- Reduce and/or eliminate internal space constraints
- Reduce document retrieval and filing in the departments
- Easily integrate with current workflow
- Improve the audit and reporting process related to annual or monthly audits
- Provide the on-going ability to grow and expand in an easy and efficient manner as volume increases in terms of images and changes occurring at the district

Additional important considerations in the selection of a document imaging vendor that differentiates SCSS solutions from other potential offerings:

- Support before, during and after project implementation
- Thorough understanding of federal and state guidelines (ORC, Ohio Historical Society)
- Highest level of security (including FERPA, HIPAA)
- CDIA+ (Certified Document Imaging Architect) Certified staff
- Company's proven history and track record
- All inclusive price, with no hidden/variable fees (this allows the district to protect itself against inflated fees that it has no control over such as hourly prep or indexing charges by the character or line)
- Insured to 2 million dollars
- 3 locations to better serve you
- Meets all government and industry standards

Sincerely,

Mark Dachille

Business Development Manager
SC Strategic Solutions

Comprehensive Scanning Services

Digital Scanning – Once your documents are at SC Strategic Solutions we will scan them in a timely, secure professional environment. We use industry standard TIFF and PDF file formats or can adapt to whatever format(s) you currently utilize. In other words, the transition to SC Strategic Solutions will be simple and "painless".

While we have your files, we will retrieve any information you need and offer same day service of your request (24/7). And we keep back-up copies of your data (indefinitely) at no cost to you.

Record Capture

- SCSS will remove and box all records from client on a customer determined schedule.
- The records will then be broken down, scanned and indexed to client specifications.
- All scanned records will be stored for 4 months after scanning at no cost; following this time period records can be returned upon request or stored for an additional length of time at a nominal cost.
- All images will automatically be uploaded to **SCView** for retrieval by authorized users.

Record Retrieval

- While records are off-site, we offer prioritized scanning at no charge.
- All record requests will be delivered at no charge 24/7.
- All records will be accessible and searchable by authorized persons or positions.

Document Services Provided

- SCSS provides for transportation of all documents to our scanning facility.
- Records are scanned on high speed production scanners for high quality images.
- Scanning verification and quality assurance will be performed to ensure image quality, image orientation and indexing schemes.
- All documents will be prepped for scanning which includes removing the documents from any binding, removing all staples, repairing tears and separating any shingled or shadow documents.
- All records will be scanned in a non-proprietary TIFF format.
    Other items that are provided at **NO COST**:
    - Cost to pick up files and deliver media
    - Cost of boxes and time to box
    - Cost of Indexing and prep (4 index fields)
    - Cost for storage before and after processing
    - Cost for retrievals 24/7
    - Cost for disaster recovery
    - Cost for certified document destruction or document return

Imaging software

SCView (CORE End User Software) Imaging Software – SCSS will provide an end user software module providing retrieve, view, edit, annotate and print scanned/indexed documents. Access to the software is administered by a SCSS manager or designated personnel. **SCView** enables different user rights to be assigned to different users individually, by group, department or globally. For example, if a user has the appropriate rights, they can open a document, redact the social security number and email it to a requester. Within **SCView**, there are various levels of security built in to ensure your information is as secure as it is accessible.

SCView Imaging System provides additional benefits with:

- No purging/archiving due to unlimited storage of images provided.
- Standard TIFF images utilized for importing/exporting images.
- Remote access capabilities for off-site locations.
- Ability to process multiple data feeds from other systems for viewing.
- Unlimited grouping feature for easily managing large amounts of data.
- Auto log off (time based).
- Ability to edit indexed data.
- Split screen functionality.

When new upgrades to the software become available to the CORE system, they will be provided at no charge. These upgrades are for additions to the CORE system. Any customized software developed at the request of the customer may incur programming fees (this will be done in writing).

SCView Modules

Requisition/USAS/AP Module – Allows for seamless integration with USAS for requisition creation, approval and submission to USAS. Additionally, this module will manage the routing and approval of invoices to the correct individual for payment approval and exception handling.

Other benefits include:

- Immediate display of both actual and pending balances upon creation.
- Real time approvals, no delays in between approval steps.
- Easily and quickly edit, return or reject requisitions with end user notifications.
- Auto generated financial packet for archiving and auditors (requisition, PO, invoice and check).
- Continuous live status updates for users where the requisition is in the approval process as well as automatic notification of PO creation.
- Automatic matching as well as reporting of all invoices pending approval, denied or approved.
- Ability to quickly and easily apply Then & Now stamps or notifications.

Electronic Forms/Workflow – Make ANY form paperless... no need for scanning, shredding, printing or paper anymore.
- Reduce costly paper handling and manual routing.
- Accelerate the delivery of paper and manual form based information.
- Tracking, routing, auditing and process awareness.
- Reduce errors and improve accuracy.

Timesheets/USPS Integration - Improve the flow of timesheet entry and approvals
- Automatically process timesheets into USPS
- Streamline approval processes
- Manage multiple jobs on one timesheet
- Manage and automate Leave Forms/ Mileage Reimbursements

Check Printing Module – Provides the ability to print payroll and budgetary checks through SCView
- Seamless printing for budgetary, deduction, payroll, and direct deposit checks
- Allows for on-demand checks when necessary and includes security options
- Supports ACH payments to vendors and as well as Positive Pay
- We can provide check stock at competitive rates (Pressure Seal or Laser Checks)

VCard Module (only with Check Module) – If used, this module can reduce the overall cost of SCView by 10 – 100% depending on the transaction volumes. Additionally, all VCard transactions are treated like checks so there is no need for additional balancing or reconciliations.

AR Invoice & Receipts Module – Easily create and track invoices and receipts
- Ability to create AR Invoices easily with options for workflow approvals
- Automatically e-mail invoices to recipients in order to save time and paper
- Track invoices with the ability to generate Aging Reports and Customer Statements
- Create receipts for pay-ins or to pay against existing invoices
- Receipts can go through workflow and automatically post to USAS
- Attach supporting paperwork for a completely paperless process

Onboarding Module – Streamline onboarding through SCView
- Paperless and self-service, so employees can dive in on their first day
- Easy setup with customizable preboarding packages per job type or category
- Route documents to adaptable workflows for processing
- Onboard Employees with digital signature
- Give your employees a home for all new-hire documentation

SCView eSignatures - Requesting e-signatures is a simple as sending an email.
- Save time, cut costs, with secure, legally-binding e-signature
- Manage multiple e-signatures with our intuitive dashboard
- View real time updates when someone view, signs or declines a document
- All documents are automatically archived in the SCView document imaging repository

Mileage/Leave Tracking Module
- Automatically tracks distances and locations using Google Maps
- Allows tracking of non-travel expenses and attachments (receipts)
- Streamline approval processes
- Integrates to Accounts Payable process and builds to Financial Packet
- Offers ability to store commonly travelled to locations for easy input

IPDP/Certification Module – Simplify your Professional Development process
- Streamline approval process with Local Professional Development Committee
- Easily track progress of Professional Development from web
- Create reminders for deadlines
- Track certifications from ODE through SCView
- Staff certificate tracking for supervisors (with built-in notifications)

Student Registration - Simplify your enrollment process and keep your student data safe and secure

- Integrated with Progress Book
- Easy to navigate parent portal
- Reduce errors with prefilled field
- District customized forms and workflow for ease of use and tracking

Financial Reports Dashboard
- Pulls in real-time data from State Software daily
- Easy to use charts, graphs, and reports for Total Revenue and Monthly Expenses
- Local and relevant data (Local unemployment rates, STAR Ohio Rates, etc.)
- Ability to generate Community Friendly **General Fund Report and 5 Year Forecast**
- Food Service and Permanent Improvement Reporting
- Auto distribution of reports to designated staff
- Daily MOE comparison
- Five-year Forecast with simulations
- State compatible Project Cash Requests/Reports/Uploads

Off-site Data Hosting

Data Hosting is ideal for businesses that want lower monthly IT cost while having around the clock server monitoring, 99+% system uptime and continuous security threat management. We include the testing and deployment of **SCView** in addition to all updates and upgrades. We closely monitor log files so we can provide insight into server performance, traffic flow, hard disk usage and security vulnerabilities.

Below are a few of our many hosting advantages:
- Redundant Internet Connections
- Placement on our 1000Mbps internal Layer 3 switched Ethernet backbone
- UPS back-up, Standby Generator Backup
- 99+% uptime on all services required for image access
- Co-location of data for disaster recovery
- Discrete Facility Secured by IP Cameras and Brinks security monitoring
- 24X7X365 Network monitoring and alerts
- Direct contact to dedicated support specialist via phone and email
- Monthly network vulnerability assessments

Security

Increase the security of your information with SCView

Security threats come in many guises: a rogue employee who makes copies of patient information for illegal purposes; a temporary employee who copies paper or digital records; a visitor or janitor who steals information off of someone's desk; or even an employee who accidentally e-mails information to the wrong person.

It is critically important for your firm to strictly control who has access to certain types of information. Your data should be viewed as a firm asset, subject to strict security measures for audit trails to provide industry compliance (HIPAA, FERPA). SCView protects information from unauthorized viewing or duplication by other staff, advisors or malicious outsiders.

With SCView, you can control who has access to your information, what content they view and what functions they perform. In addition, audit trail functionality allows the client to track who accesses what information, where and when they accessed it. Security rights are able to be delegated to a user, group, and department or by a form type. By combining all of these factors, your firm will significantly reduce the cost of compliance.

Support

System support and maintenance, our mission is comprehensive service to its customer. Our service support philosophy is to continually deliver the highest quality image and information management services and products in the industry. Our performance goal for each system is 99.9+% uptime; our professional goal is 100% customer satisfaction.

Once the system is installed and active, SCSS will conduct a project turnover meeting with appropriate personnel to ensure a seamless project turnover. Experienced personnel operate our service lines, and have the ability to dial in to an installed system, with licensee permission. This helps our staff better analyze reported problems, and assist the licensee in returning to a normal processing mode as soon as possible. Below are our standard response times.

Support phone numbers and email addresses will be provided upon contract approval. Our business support hours are from 8:00AM – 5:00PM Eastern Standard Time (EST). Optionally, 24/7/365 support can be provided (additional fees apply).

Level	Description	Targeted Response Time	Targeted Fix Time
0	The system is not functional.	2 Hours	8 Hours
1	A problem exists in the system; however, a workaround solution enables the Licensee to continue normal daily processing.	4 Hours	24 Hours
2	A system problem exists that causes some inconvenience for the customer.	8 Hours	72 Hours
3	The Licensee has requested a system enhancement.	Request will be evaluated and placed into release schedules as approved by SCSS management.	Client will be notified at time of approved request.

Fee Structure – Exhibit A

Services

Comprehensive scanning fee	$0.09 per image
Web hosting or Hard Drive Transfer	$0.01 per image (one-time fee)
OCR full text search	$0.01 per image (optional)
SCScan Station Software License	$995 per computer (one-time fee)
Fujitsu Desktop Scanner	$450.00 (one-time fee)
Electronic Form creation	$85 per hour (optional)

Software

SCView Site License $6,995 per year
- Annual Support & Upgrades
- Document Archival System
- Unlimited Users

Software Modules

Requisition/USAS Integration	$2,495 per year
Electronic Forms/Workflow	$1,995 per year
Timesheets/USPS Integration	$2,495 per year
Check Printing Module	$795 per year
AR Invoice & Receipts Module	$995 per year
Mileage & Leave Tracking Module	$1,295 per year
SCHiring Module	$2,495 per year
HR Onboarding Module	$2,495 per year
eSigning	$995 per year
IPDP/Certifications	$995 per year
Financial Dashboard	$6,950 per year
Student Registration	$3.00 per student/year ($4,995 minimum)

- Directly integrated with ProgressBook
- Includes Parent Portal

Storage

Box storage	$0.35 per cubic foot per month
Requests	$5.00 per request
Box ingestion/Exit	$3.00 per box
Shredding	$0.30 per pound

NOTE: Disclaimer: SCSS does not make any guarantee or other promise as to any results that may be obtained from using our content. To the maximum extent permitted by law, SCSS disclaims any and all liability in the event any information, commentary, analysis, opinions, advice and/or recommendations prove to be inaccurate, incomplete or unreliable, or result in any district or other losses. It remains the sole responsibility of the organization to perform necessary due diligence and to implement the necessary controls to ensure sound fiscal responsibility.

Software Option Packages

Promotional Bundle- Option 1
Document Archival with Requisition System & USAS Integration – Available Until 7/1/2024

- Annual Support, Maintenance & Upgrades   = $6,995 per year
- SCView Site License (Unlimited Users)   = $0
- 1 SCScan Station License   = $0
- Requisition/Workflow Module with Invoice Routing   = $2,495 per year
- Electronic Forms Module   = $1,995 per year
- Mileage Module with Google Integration   = $995 per year
- VCard Module (Optional)   = $0

Total Annual Software Cost   **= $12,480 per year**
Additional Note: The only cost not included above is the cost of a desktop scanner.

MASTER SERVICES AGREEMENT

This Master Services Agreement ("Agreement") is effective as of the Effective Date between SC Strategic Solutions, LLC, ("SCSS"), and

Name ("Customer"): Buckeye Local Schools

Street Address: 3436 Edgewood Drive

City, State, Zip: Ashtabula, OH 44004

Effective Date : _____ Option: _____1_____

1.   Software and Services. Customer agrees to purchase from SCSS the entire source document imaging requirements, services and software as outlined in the Statement of Work.

2.   Payments and Pricing. As full compensation for the Services performed by SCSS hereunder, Customer shall pay fees and expenses in accordance with the pricing schedule set forth as Exhibit A attached hereto and made a part hereof. Customer shall pay amounts within thirty (30) days following receipt of invoice. SCSS may not raise software costs (after purchase) by more than 4.95% in any given year. Any other alteration requires written notice by SCSS to the Customer.

3.   Term and Termination. This agreement will remain in effect for an initial term of 3 year(s) from the acceptance date set forth above. Following the end of the initial term, this agreement will be automatically renewed for successive periods unless notice of termination is given by either party to the other party - not less than ninety days prior the cancellation date.

4.   Confidentiality. Parties agree that, Confidential Information shall be maintained in strict confidence; shall be used only for purposes of this Agreement; and that no Confidential Information shall be disclosed by the recipient party, its agents or employees without the prior written consent of the other party.

5.   Property Rights. For purposes of obtaining the benefit of the Services only, SCSS grants to Customer a non-exclusive, non-transferable license to use the related software for internal purposes only. Customer shall not modify, decompile, disassemble, reverse engineer or attempt to reconstruct, reconfigure or develop derivative works based upon any of the computer hardware, equipment or software utilized by SCSS.

6.   Limitation of Liability. In the event SCSS or the Customer becomes liable for any matter arising out of or in any way relating to this Agreement, whether based on an action or claim in contract, tort, or otherwise, the amount of damages recoverable against SCSS or Customer, shall not exceed the amount paid by one part to the other for the specific services provided giving rise to the claims.

7.   Exculpation. SCSS shall not be responsible for misfiled documents within the records provided for scanning, nor for any inaccurate or incorrect information contained in records received from Customer.

8.   Force Majeure. Neither party shall be liable or deemed in default for failure to perform any duty or obligation that such party may have under this Agreement where such failure has been caused by any act of God, fire, strike, inevitable accidents, war, terrorism, or any other cause outside the reasonable control of that party, and occurring without its fault or negligence.

SC Strategic Solutions		Customer:	Buckeye Local Schools
Signature: _____		Signature:	_____
Printed Name: _____		Printed Name:	_____
Title: _____		Title:	_____
Date: _____		Date:	_____