



**Exhibit A**  
**STATE TERM SCHEDULE: 800161-ST364**

**Effective Date: 03-01-2016 to 02-28-2017**

<b>Hardcopy Storage</b>	<b>Unit</b>	<b>Price</b>
Standard Record Carton – 15" x 12.5" x 10" (top tab)	Per carton / per month	\$0.153
Standard Record Carton – 15" x 12.5" x 10" (side tab)	Per carton / per month	\$0.186
Letter Banker Carton - 24" x 12" x 10"	Per carton / per month	\$0.240
Legal Banker Carton - 24" x 16" x 10"	Per carton / per month	\$0.329
Pallet Records Storage	Per pallet / per month	\$9.86
<b>Media / Vault Storage</b>	<b>Unit</b>	<b>Price</b>
Cartridge / Tape	Per item / per month	\$0.16
Media Case - (1.0 cu. ft.) (case not provided)	Per case / per month	\$2.19
Media Case - (1.0 cu. ft.) (case provided)	Per case / per month	\$5.48
Vault - Carton - (1.0 cu. ft.) - 12" x 15" x 10"	Per carton / per month	\$2.19
<b>Services</b>	<b>Unit</b>	<b>Price</b>
<b>Activity</b>		
Inventory	Per cartridge / tape	\$0.39
	Per case / carton / file	\$1.09
Retrieval / Refile	Per cartridge / tape	\$0.17
	Per case / carton	\$1.09
	Per file	\$1.26
	Per submedia / page	\$2.47
Permanent Withdrawal - <i>This fee does not include retrieval fees.</i>	Per case / carton	\$2.19
	Per cartridge / tape	\$0.82
<b>Transportation</b>		
Next Day delivery <i>Request made before 4:00 pm. for delivery by 5:00 pm next day</i>	Flat-fee Per Round Trip	\$10.95
Same Day delivery <i>Request made before 10:00 am for delivery by 5:00 pm same day</i>	Flat-fee Per Round Trip	\$15.00
Delivery charge after first 25 miles	Per mile	\$0.33
Transportation handling	Per item	\$0.55
Transport Case Rental	Per month / per case	\$3.29
Delivery or Pickup Hourly	Per hour	\$38.34
Rush Delivery Service (within 90 minutes)	Flat-fee per round trip	\$26.28
Emergency / After-hours Delivery (weekends, holidays & evenings M-F)	Flat-fee per round trip	\$60.24
<b>Office and Administrative Services</b>		
Data Entry	Per line	\$0.27
Photo Copy Service (in conjunction with page/doc retrieval)	Per page	\$0.17
Indexing (for up to 3 fields)	Per file	\$0.33
Special Handling	Per hour	\$27.38
<b>Consulting - Document Management</b>		
Document Management Specialist	Per hour	\$78.23
Records Retention Specialist	Per hour	\$78.23
<b>Consulting - Imaging</b>		
Work Flow Process Specialist	Per hour	\$136.90
Systems Analyst	Per hour	\$136.90
<b>Consulting - Business Continuity</b>		
Business Analyst	Per hour	\$60.24
Senior Business Analyst	Per hour	\$76.66
Developer	Per hour	\$71.19

Senior Developer	Per hour	\$98.56
Data Base Administrator	Per hour	\$104.04
Senior DBA	Per hour	\$136.90
Information System Security Specialist	Per hour	\$98.56
Senior Information System Security Specialist	Per hour	\$125.95
IT Disaster Recovery & Business Continuity Specialist	Per hour	\$105.00
Senior IT Disaster Recovery & Business Continuity Specialist	Per hour	\$136.50
Project Manager	Per hour	\$120.47
Senior Project Manager	Per hour	\$158.80
Systems Administrator	Per hour	\$76.66
Senior Systems Administrator	Per hour	\$98.56
Systems Tester	Per hour	\$54.76
Senior Systems Tester	Per hour	\$76.66
Technical Writer	Per hour	\$49.29
Senior Technical Writer	Per hour	\$82.14
<b>Document Imaging</b>		
Document Prep (remove staples, paperclips and fasteners)	Per hour	\$18.62
Scan - Index- Publish at 200 dpi (includes one index value)	Per page	\$0.055
Additional indexes - each field up to 15 characters	Per document	\$0.055
Automated indexing - match & merge or barcode cover sheet	Per document	\$0.033
OCR - unverified	Per page	\$0.033
OCR - verified	Per hour	\$23.00
Scan on Demand	Per document	\$10.94
Additional CDs	Per CD	\$15.75
<b>Image Viewer and Digital Storage</b>		
ImageSilo Storage	0-100 / GB	\$20.00
	101-200 / GB	\$18.00
	201-300 / GB	\$16.00
	301-400 / GB	\$14.00
	401+ / GB	\$12.00
PaperVision Enterprise Software (PVE)	Per seat	\$1,000.00
PaperVision Enterprise Support/Maintenance	Per seat / year	\$199.50
<b>Materials</b>		
Record Storage 2-pc Carton	Per carton	\$1.74
<b>OPTIONAL – LITIGATION</b>		
<b>Document Imaging</b>	<b>Unit</b>	<b>Price</b>
DOCUMENT PROCESSING - UNDER 1 GB	Per page	\$0.03
DOCUMENT PROCESSING - OVER 1 GB	Per GB	\$262.50
DOCUMENT CONVERSION - UNDER 1 GB	Per page	\$0.05
DOCUMENT CONVERSION - OVER 1 GB	Per GB	\$735.00
FTP UPLOAD HOURLY	Per hour	\$52.50
OCR SERVICES - PER PAGE	Per page	\$0.03
BATES LABELING	Per page	\$0.07
COPIES - COLOR REPRODUCTION	Per page	\$0.51
COPIES - LIGHT LITIGATION REPRODUCTION	Per page	\$0.08
COPIES - STANDARD LITIGATION REPRODUCTION	Per page	\$0.11
COPIES - MEDIUM LITIGATION REPRODUCTION	Per page	\$0.13
COPIES - HEAVY LITIGATION REPRODUCTION	Per page	\$0.14
BLOWBACKS - B/W	Per page	\$0.07
BLOWBACKS W/ASSEMBLY - B/W	Per page	\$0.08
BLOWBACK - COLOR	Per page	\$0.51

COPIES - 11X17 COLOR REPRODUCTION	Per page	\$0.72
INDEXING / CODING	Per page	\$0.26
PREP-SCAN-PUBLISH - B/W	Per page	\$0.11
PREP-SCAN-PUBLISH - COLOR	Per page	\$0.21
ENDORISING / BRANDING	Per page	\$0.01
PREP-SCAN-PUBLISH - OVERSIZE	Per page	\$1.42
DVD'S	Per DVD	\$15.75
TABS - STANDARD ALPHA / NUMERIC	Per page	\$0.26
TABS - CUSTOM	Per page	\$0.53
BINDERS - 1" CLEAR VIEW	Each	\$6.25
BINDERS - 2" CLEAR VIEW	Each	\$8.35
BINDERS - 3" CLEAR VIEW	Each	\$11.50
BINDERS - 4" CLEAR VIEW	Each	\$16.75
FILE FOLDERS W/LABELS - LETTER	Each	\$0.79
FILE FOLDERS W/LABELS - LEGAL	Each	\$1.00
REDWELDS W/LABELS - LETTER	Each	\$2.57
REDWELDS W/LABELS - LEGAL	Each	\$3.10
GBC BINDING - LESS THAN 1"	Each	\$2.57
GBC BINDING - MORE THAN 1"	Each	\$3.62
GBC BINDING SERVICE	Each	\$5.25

**Services provided at NO CHARGE:**

- Web Access to Records Management Software (unlimited user access) - per user
- Monthly Maintenance fee - per year
- Online Report - per report

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Services not listed above reflect standard rates  
Monthly minimum storage account rate is \$33.60  
Hourly rates are calculated on the ¼ hour