



Exhibit A
STATE TERM SCHEDULE: 800161-STS364

Effective Date: 03-01-2015 to 02-29-2016

Hardcopy Storage	Unit	Price
Standard Record Carton – (1.0 cu. ft.) - 12" x 15" x 10"	Per carton / per month	\$0.146
Record Carton – (1.5 cu. ft.) - 15.5" x 19" x 11"	Per carton / per month	\$0.177
Banker Carton – (2.0 cu. ft.) - 12" x 10" x 25"	Per carton / per month	\$0.229
Other (2.0+ cu. ft.)	Per carton / per month	\$0.313
Pallet Records Storage	Per pallet / per month	\$9.39
Media / Vault Storage	Unit	Price
Cartridge / Tape	Per item / per month	\$0.156
Media Case – (1.0 cu. ft.) (case not provided)	Per case / per month	\$2.086
Media Case – (1.0 cu. ft.) (case provided)	Per case / per month	\$5.215
Vault – Carton – (1.0 cu. ft.) - 12" x 15" x 10"	Per carton / per month	\$2.086
Services	Unit	Price
Activity		
Inventory	Per cartridge / tape	\$0.37
	Per case / carton / file	\$1.04
Retrieval / Refile	Per cartridge / tape	\$0.16
	Per case / carton	\$1.04
	Per file	\$1.20
	Per submedia / page	\$2.35
	Per transport cart	\$3.13
Permanent Withdrawal - <i>This fee does not include retrieval fees.</i>	Per case / carton	\$2.09
	Per cartridge / tape	\$0.78
Transportation		
Standard delivery or pickup (1-10 items) Request made before 10:00 a.m. for delivery same day	Flat-fee Per Round Trip	\$10.43
Delivery charge after first 25 miles	Per mile	\$0.31
Delivery or pickup (add'l items over 10)	Per item	\$0.52
Transport Case Rental	Per month / per case	\$3.13
Delivery or Pickup Hourly	Per hour	\$36.51
Rush Delivery Service (within 90 minutes)	Flat-fee per round trip	\$25.03
Emergency / After-hours Delivery (weekends, holidays & evenings M-F)	Flat-fee per round trip	\$57.37
Office and Administrative Services		
Data Entry	Per line	\$0.26
Photo Copy Service (in conjunction with page/doc retrieval)	Per page	\$0.16
Indexing (for up to 3 fields)	Per file	\$0.31
Special Handling	Per hour	\$26.08
Consulting - Document Management		
Document Management Specialist	Per hour	\$78.23
Records Retention Specialist	Per hour	\$78.23
Consulting - Imaging		
Work Flow Process Specialist	Per hour	\$130.38
Systems Analyst	Per hour	\$130.38
Consulting - Business Continuity		
Business Analyst	Per hour	\$57.37
Senior Business Analyst	Per hour	\$73.01
Developer	Per hour	\$67.80

Senior Developer	Per hour	\$93.87
Data Base Administrator	Per hour	\$99.09
Senior DBA	Per hour	\$130.38
Information System Security Specialist	Per hour	\$93.87
Senior Information System Security Specialist	Per hour	\$119.95
IT Disaster Recovery & Business Continuity Specialist	Per hour	\$100.00
Senior IT Disaster Recovery & Business Continuity Specialist	Per hour	\$130.00
Project Manager	Per hour	\$114.73
Senior Project Manager	Per hour	\$151.24
Systems Administrator	Per hour	\$73.01
Senior Systems Administrator	Per hour	\$93.87
Systems Tester	Per hour	\$52.15
Senior Systems Tester	Per hour	\$73.01
Technical Writer	Per hour	\$46.94
Senior Technical Writer	Per hour	\$78.23
Document Imaging		
Document Prep (remove staples, paperclips and fasteners)	Per hour	\$17.73
Scan – Index – Publish at 200 dpi (includes one index value)	Per page	\$0.052
Additional indexes – each field up to 15 characters	Per document	\$0.052
Automated indexing – match & merge or barcode cover sheet	Per document	\$0.031
OCR - unverified	Per page	\$0.031
OCR - verified	Per hour	\$21.90
Scan on Demand	Per document	\$10.42
Additional CDs	Per CD	\$15.00
Image Viewer and Digital Storage		
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	\$190.00
Materials		
Record Storage 2-pc Carton	Per carton	\$1.74
OPTIONAL - LITIGATION		
Document Imaging	Unit	Price
DOCUMENT PROCESSING - UNDER 1 GB	Per page	\$0.03
DOCUMENT PROCESSING - OVER 1 GB	Per GB	\$250.00
DOCUMENT CONVERSION - UNDER 1 GB	Per page	\$0.05
DOCUMENT CONVERSION - OVER 1 GB	Per GB	\$700.00
FTP UPLOAD HOURLY	Per hour	\$50.00
OCR SERVICES - PER PAGE	Per page	\$0.03
BATES LABELING	Per page	\$0.07
COPIES - COLOR REPRODUCTION	Per page	\$0.49
COPIES - LIGHT LITIGATION REPRODUCTION	Per page	\$0.08
COPIES - STANDARD LITIGATION REPRODUCTION	Per page	\$0.10
COPIES - MEDIUM LITIGATION REPRODUCTION	Per page	\$0.12
COPIES - HEAVY LITIGATION REPRODUCTION	Per page	\$0.13
BLOWBACKS - B/W	Per page	\$0.07
BLOWBACKS W/ASSEMBLY - B/W	Per page	\$0.08
BLOWBACK - COLOR	Per page	\$0.49

COPIES - 11X17 COLOR REPRODUCTION	Per page	\$0.69
INDEXING / CODING	Per page	\$0.25
PREP-SCAN-PUBLISH - B/W	Per page	\$0.10
PREP-SCAN-PUBLISH - COLOR	Per page	\$0.20
ENDORISING / BRANDING	Per page	\$0.01
PREP-SCAN-PUBLISH - OVERSIZE	Per page	\$1.35
DVD'S	Per DVD	\$15.00
TABS - STANDARD ALPHA / NUMERIC	Per page	\$0.25
TABS - CUSTOM	Per page	\$0.50
BINDERS - 1" CLEAR VIEW	Each	\$5.95
BINDERS - 2" CLEAR VIEW	Each	\$7.95
BINDERS - 3" CLEAR VIEW	Each	\$10.95
BINDERS - 4" CLEAR VIEW	Each	\$15.95
FILE FOLDERS W/LABELS - LETTER	Each	\$0.75
FILE FOLDERS W/LABELS - LEGAL	Each	\$0.95
REDWELDS W/LABELS - LETTER	Each	\$2.45
REDWELDS W/LABELS - LEGAL	Each	\$2.95
GBC BINDING - LESS THAN 1"	Each	\$2.45
GBC BINDING - MORE THAN 1"	Each	\$3.45
GBC BINDING SERVICE	Each	\$5.00

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

Services not listed above reflect standard rates
Monthly minimum storage account rate is \$32.00
Hourly rates are calculated on the ¼ hour