## COST PROPOSAL FORM (updated)

SUBMIT IN A SEPARATE FILE

Technology Areas: #1, 4-13, 15,16:

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| --- |
| Key Personnel  |
| **Personnel Name** (Optional) | **Classification**(Title/Level(s)) | **Fully Burdened Hourly Rate** |
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Technology Area #3:

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| 3e. Document management scanning, indexing, OCR, and file deliveryPricing sheet for scanning one (1) pallet of records (40 boxes): Details:  File folders with documentation.  Includes additional barriers, staples, clips, bands. Standard banker’s boxes, some 11 x 17 plans, some oversized maps/plans, some post-it notes on documents/folders – post-its to be scanned separately - documents in boxes to be organized by client with goal of accommodating 1 pdf per folder structure.  Estimated 60 folders per box.Estimated 2,200 images/pages per box x 40 boxes = 88,000 images. 80% b/w, 20% color. Requirements: * 300 DPI resolution;
* OCR / Searchable PDF;
* Scan and capture information on file folder tabs;
	+ Project Number (5 – 10 characters);
	+ Project Title (up to 10 characters);
	+ Project Start Date (MM/DD/YYYY);
* PDF files and metadata to be imported into VTA’s Content Management System (CMS) (SharePoint Online)
* Page to Page quality control, Light Reassembly
* Pickup files from VTA location and return afterwards (3331 North 1st Street San Jose, CA 95134
 |
| **Description** | **Estimated Volume** | **Off-site Cost** |  **On-site Cost** | **Unit** |
| B&W Imaging | 70,400 |   |  | Per Image |
| Color Imaging | 17,600 |   |  | Per Image |
| Indexing / Metadata Capturing | 40 boxes x 60 folders x 3 fields = 7,200 |   |  | Per Capture |
| Searchable PDF (OCR) | 88,000 |   |  | Per Image |
| Import into VTA CMS | 40 boxes x 60 folders = 2,400 PDF Files |   |  | Per Hour |
| Project Management |   |   |  | Per Hour |
| Others |   |   |  |   |
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Technology Area #14:

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| **Training Course Title** | **Cost per Attendee** |
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Technology Area #2:

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| **Print Services (B1-B5)** | **Cost Per Task** |
| B1. Perfect Bound Booklet 160 pages, Duplex Full Color Cover: Minimum 80#, Gloss Body: 24# white, 158 pages Binding: Perfect or similar QTY: 1,000  |  |
| B2. Employee Mass Mailer 3 sheets of paper (1 single sided letter COLOR, 2 double-sided forms Black and White), #9 Business Return Envelope (Postage does not need to be included), all 8.5” x 11” in size Stuff into #10 Windowed Envelope Seal #10 Windowed Envelope QTY: 3,000  |  |
| B3. VTA Fact Cards (Wallet Size)Full Color Full Bleed Two Sided Final Size: 2.13” x 3.37” 1/8” Rounded Corners Final Product must be at least 14 mil thickness, Scratch and Water Resistant QTY: 3,000 |  |
| B4. Large Format Maps Typically placed inside glass cases at Bus Shelters Full Color Single Sided Size: 30” x 42” Stock: Water/weather resistant Minimum 1 Year Outdoor longevity QTY: 100 |  |
| B5. Large Format Construction Contract Books 35 pages B&W 50 pages Color Size: 22” x 34” Single Sided Stock: 20# Bond Binding: Edge or similar QTY: 50  |  |
| For Print Ship Finishing Equipment:  Annual Rate, plus SLA | $ /year |

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| Firm Name: |
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| Name | Title |
|  |
| Signature | Date |