## 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 delivery  Pricing 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 |