Proposal Document
Presented For:

CITY OF FORT LAUDERDALE

Request for Proposal

#575-11786

Scanning, Indexing, Imaging, and Media Conversion Services

Submitted by:

Advanced Data Solutions, Inc.
Atlanta/Miami/Tampa
www.adsus.net

141 Scarlet Blvd, Ste A
Oldsmar, Florida 34677
Phone: 813-855-3545
Fax: 813-855-6575
www.adsus.net

November 9, 2016

City of Ft. Lauderdale
Attn: AnnDebra Diaz, Sr. Procurement Specialist
Procurement Services Division (City Hall)
100 N. Andrews Ave. #619
Ft. Lauderdale, FL 33301

Ref: RFP #575-11786

Dear Ms. Diaz:

Advanced Data Solutions, Inc. (ADS) is pleased to submit this response to your Request for Proposal to provide Scanning, Indexing, Imaging and Media Conversion Services to the City of Ft. Lauderdale. If selected as your solution provider, ADS stands ready to perform in accordance with the requirements of the contract and the terms and conditions set forth in this RFP.

As an experienced solutions provider of records management systems and services, ADS has developed a reputation for reliability in meeting short deadlines and providing top quality services to countless government enterprises.

With a focus on State and Local government, ADS has provided electronic document management solutions to countless entities with records management needs and documentation similar (if not identical) to yours. This is what we do and who we are. We have worked directly with numerous agencies completing huge back-file conversion projects, system implementations, web hosting and on-going records management needs.

Our main operations facility is located in Oldsmar, Florida (Tampa Bay). We handle the systems and outsourcing requirements for over 200 enterprises throughout Florida and Georgia.

Our primary focus in the service bureau is on the conversion of microfilm, standard paper and large-format drawings to digital images. We have 18 years of experience integrating and interfacing literally millions of source image and index files into countless document imaging systems. Because of this, we are **uniquely qualified** to provide your conversion services. We have the **strongest** expertise within the **municipal government** of document imaging in the Southeastern US.

Our commitment to client success remains at the forefront of our strategic purpose. We believe that by investing time to understand each client's needs and business objectives we can design and deliver "best of breed" solutions.

We don't offer voicemail, we offer people resources instead. Feel free to contact our office any time, day or night, to speak to a person who will be glad to offer personal assistance.

Kindest regards,

Melody S. Engle, CEO
Advanced Data Solutions, Inc.

Table of Contents

1 Executive Summary

Each Offeror must submit an executive summary that identifies
- ✓ The business entity, its Background, main office(s), and office location that will service this contract.
- ✓ Identify the officers, principals, supervisory staff and key individuals who will be directly involved with the work and their office locations.
- ✓ The executive summary should also summarize the key elements of the proposal.

Advanced Data Solutions, Inc. is a Florida Corporation formed in 1999.

Our primary service is the conversion of paper and microform records for city and county government offices. We specialize in building and growth management records but have also worked with dozens of other departments including Police, City / County Clerk, Human Resources, Finance, Public Works, Planning and Zoning, Engineering, Public Defender and many others. Often times, our contracts extend to all departments within a city or county office.

We sell and support Laserfiche Electronic Document Management Software. In addition, we run our internal operations using Laserfiche. We routinely export data from our licensed system to Laserfiche users throughout the state which require direct system interface.

We have served Florida government offices for over eighteen years. The primary operations center and corporate office for Advanced Data Solutions, Inc. is in Oldsmar, Florida (Tampa Bay). Our other service bureau is located in Dallas, Georgia (Metro Atlanta). We have a satellite (technical support) office in Miami as well. Our Georgia location has served a similar government client base for over four years. We own and operate from our 9,000 SF building in Florida (Tampa Bay) and our 1,500 SF building in Georgia (Metro Atlanta). Our buildings are owned, not rented or leased. As such, we are in full control of our security measures and can satisfy client-specific requirements on demand.

All equipment is owned, not leased. The company maintains a very high credit rating and has strong relationships with software and equipment vendors. ADS is in very good standing with Kodak, Fujitsu, Contex and Laserfiche with available credit to have immediate shipment of new equipment and software with basically no financial limitations.

Since inception, we have serviced over 200 government clients including, but not limited to State Agencies, Local Agencies, Counties and Cities.
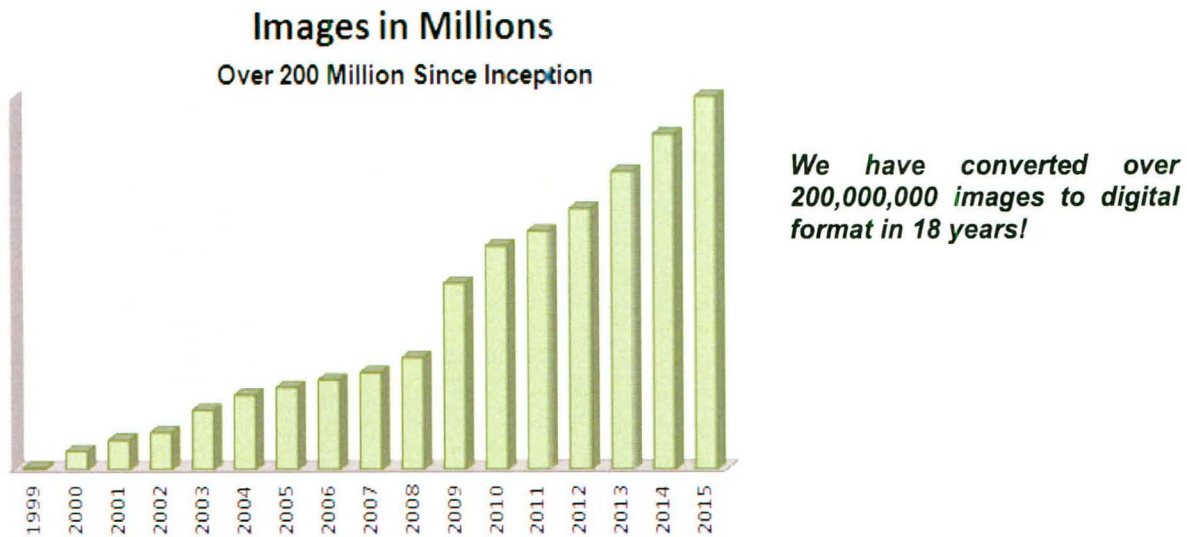
Advanced Data Solutions is the only specialized conversion company on Florida State Contract having passed rigorous credit and reference checks on three separate occasions during the last ten years.

Additional Facts

➤ We scan over **120 tons** of paper records to digital format annually.
➤ We support various software systems including Laserfiche, FileNet, Hummingbird, On-Base, SharePoint, Kodak Capture Pro, OpenText and many more.
➤ We believe in personal contact, not voicemail.
➤ Our technology partners are an extension of our company and reputation.
➤ We own ALL our equipment and do not subcontract services.

Operational Stability

Advanced Data Solutions has demonstrated operational stability by focusing on one service line through its entire 18 years of operation. We convert paper, microfilm and microfiche media to digital format. We have done this since our business opened during March 1999. In addition, we have specialized solely on the conversion of government records, many of which mirror your current initiative.

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Images in Millions
Over 200 Million Since Inception

We have converted over 200,000,000 images to digital format in 18 years!

We have grown with the industry and have basically established benchmark standards through our direct involvement with the Florida Department of State Division of Archives. Our policies have been copied and used repeatedly in public records management initiatives throughout the Southeastern United States.

Conclusion

Advanced Data Solutions has demonstrated operational stability by focusing on one service and software line through its 18 years of operation. We convert paper, microfilm / microfiche media to digital format primarily to one specific vertical market: Government. We also implement Laserfiche electronic records management systems within this market.

Our focus has remained unchanged since we began operation in 1999.

Key Elements of the Proposal

Throughout our response, we will document our technical experience, industry expertise and conversion methodologies that we have developed in 18 years of operation. We will expand on the following key elements which support our qualifications to satisfy and surpass your requirements for the completion of your project.

- ➢ Similar Conversion Projects
- ➢ Client References
- ➢ Management Team Credentials
- ➢ Equipment Capabilities
- ➢ Financial and Operational Stability
- ➢ Network and Operational Infrastructure
- ➢ Records Security
- ➢ ADS WebFlow (our internally developed Project Management Software)
- ➢ City of Ft Lauderdale Project Plan

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Your Project Team

The company's President, Melody S. Engle, has run Advanced Data Solutions since inception in 1999. She holds all officer positions and is deeply involved in the company's daily project management. The company's key employees are tenured and have been with ADS for several years. ADS currently has 40 employees in our service bureaus. Our staff members are all hands-on and cross trained in most capacities. Many of our employees have been with us for years and have been exposed to all government office document types and metadata requirements.

Your Project Team

Melody Engle Florida Office Working President & CEO 18 Years Experience at ADS	**High Level Project Management** Project Design and Implementation Production Schedule and Budget Kick Off Meeting Policy and Procedure Development Ongoing Client Communication Adherence to Production Schedules
Kay McNeil Florida Office Project Manager & Team Leader 13 Years Experience at ADS	**Metadata and File Transmission** Beta Testing of Metadata and File Transmissions Proof of Concept & Client Acceptance Completeness Checks Source Images & Metadata > Review **Overall Project Management** Project Design and Implementation Staff Training / Train the Trainer Kick Off Meeting Ongoing Client Communication Adherence to Production Schedules
James Watt Florida Office Information Technology Director 16 Years Experience at ADS	**High Level Project Management** Network Design and Configuration Implementation of Security Practices Ongoing Support of Security Practices Ongoing Client Communication

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MELODY S. ENGLE, CPA

ADVANCED DATA SOLUTIONS, INC.
WORKING PRESIDENT

WORK EXPERIENCE

Advanced Data Solutions, Inc.
March 1999 - present

She is the original founder of ADS having direct involvement in all system installations & outsourced imaging directives. She is heavily involved in the database management and workflow of all client engagements. She has been involved in document imaging and the evolution of Florida Municipal Electronic Recordkeeping for fourteen years.

Able Body Labor – 15 Corporations
Chief Financial Officer 1996 - 1999

Management supervision of the Finance & Information Technology Departments. Implementation of EDMS system managing 10 million records annually.

PricewaterhouseCoopers
Audit Manager 1990 - 1996

Managed the audit process for clients in the financial services and manufacturing industries. In addition, she worked in the firm's national office, developing advanced audit training materials used in local/national continuing professional education programs. She was a team leader for the training & implementation of the paperless audit workflow environment for the SE United States. Due to the success of the project, the firm was able to reduce audit paper retention by 95%.

PROFESSIONAL SKILLS

- Certified Public Accountant / Strong Focus on Systems Documentation and Internal Controls
- Laserfiche Certified Records Management – Specialist
- Certified Kodak Capture Pro Imaging Product Specialist
- Certified Document Imaging Architect - Pending
- Certified Records Manager - Pending
- Training: Fujitsu, Kodak, Mekel, Wicks & Wilson, Contex, Alchemy and Liberty EDMS Workflow Products

EMAIL
mengle@adsus.net

GENERAL
Place of Birth: Miami, Florida

COMMUNITY
Metropolitan Ministries
Homebound Meals /
Heritage United Methodist
Disaster Relief Efforts

KAY B. MCNEIL

EMAIL
kmcneil@adsus.net

GENERAL
Place of Birth: Willow Springs, MO

COMMUNITY
Metropolitan Ministries
Disaster Relief Efforts
U.S. Figure Skating / Volunteer

ADVANCED DATA SOLUTIONS, INC.
OPERATIONS MANAGER

WORK EXPERIENCE

Advanced Data Solutions, Inc.
2002 - present

Kay is responsible for the overall workflow and management of operations. She manages department / project leaders. **Her primary responsibility relates to client metadata: ensuring detailed accuracy of index & image files.** Her scope of responsibility includes ensuring adherence to deadlines, developing & enforcing production schedules, & maximizing workflow & efficiency. She works directly in day-to-day operations with both ADS staff & client representatives to ensure the timely production of work.

Siemens-Nixdorf Computer Corp.
Systems Analyst/Project Manager 1986 - 1995

Kay worked exclusively in the Government Division of Siemens. The client base included Fire & Sheriff Departments, Probation Offices, Clerk of Courts, Property Appraisers and Tax Collectors throughout the United States. Her duties not only included Project Management, but Systems Analysis and Design, Programming, Sales Support, RFP responses, and technical writing of Hardware, Software, and User Manuals.

Specific Projects included the design & implementation of 200 Independent Kiosks for Fee Collection of various Broward County Clerk of Courts offices and related services. Subsequent to my departure, a similar system was designed for Miami-Dade County Clerk of Courts. In addition, she was involved in the programming of the company's first EDMS system.

PROFESSIONAL SKILLS

- Strong Focus on Systems Documentation and Project Management
- Laserfiche Certified Records Management – Specialist
- Certified Kodak Capture Pro Imaging Product Specialist
- Certified Document Imaging Architect – Pending
- Training: Fujitsu, Kodak, Mekel, Wicks & Wilson, Contex, Alchemy and Liberty EDMS Workflow Products

James M. Watt

PHONE
813-855-3545

EMAIL
jwatt@adsus.net

ADDRESS
141 Scarlet Boulevard
Oldsmar, FL 34677

GENERAL
Date of Birth: 1971
Place of Birth: New York

COMMUNITY
Pinellas County Sherriff - Ride
and Run with the Stars
Girl Scouts
Lokey Charities

ADVANCED DATA SOLUTIONS, INC.
SENIOR NETWORK ENGINEER

WORK EXPERIENCE

Advanced Data Solutions, Inc.
April 2000 - present

Jim has designed, implemented and supported a wide array of business IT solutions including mobile workforce automation, remote access, network security, email and groupware solutions, network wide threat assessments, project management and many other business technology solutions for ADS.

Connelly Insurance Group
IT Specialist 1998 – present

Jim is the IT specialist for The Connelly Insurance Agency (CIG). With CIG, he designs, implements and supports an array of automation projects for the agency, which includes an agency-wide scanning and document management system, direct to the desktop network fax solution and Citrix Metaframe remote access system and other Agency Automation projects.

MOON Communications
IT Specialist 1996 – 1998

Before joining CIG, Jim Watt designed, implemented and supported the LAN/WAN infrastructure for MOON Communications. It supported patient medical records with security and fault tolerance in mind, implemented MOON's main computer room consisting of DEC Alpha 4100 servers with DEC Storage Works.

PROFESSIONAL SKILLS

- Cisco Certified Meraki Network Administrator
- Cisco CCNA
- Microsoft MCSE
- Digium dSSe
- Apple ACTC
- SonicWall CSSA

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2 Experience and Qualifications

Indicate the firm's number of years of experience in providing the professional services as it relates the work contemplated.
  ✓ Provide details of past projects for agencies of similar size and scope, including information on your firm's ability to meet time and budget requirements.
  ✓ Indicate the firm's initiatives towards its own sustainable business practices that demonstrate a commitment to conservation.
  ✓ Indicate business structure, IE: Corp., Partnership, LLC. Firm should be registered as a legal entity in the State of Florida;
  ✓ Minority or Woman owned Business (if applicable);
  ✓ Company address, phone number, fax number, E-Mail address, web site, contact person(s), etc.
  ✓ Relative size of the firm, including management, technical and support staff; licenses and any other pertinent information shall be submitted.

✓ Similar Past Projects

City of Tampa

ADS initially converted records for the Growth Management area for the City of Tampa from 2003 to 2010. Through the years, the project expanded to include the conversion of over 8 million Paper, Microfilm and Microfiche Records. We also hosted over 2 Terabytes of data within our web platform which was accessible via the Restricted Access portal on our website.

We converted millions of small and large format building permit files. As part of our services, we separated all records classified as non-public for inclusion within a Homeland Security repository. These records consisted of airport, mall, hospital, school and government building diagrams. We have converted millions of microfilm records as well consisting of similar type documentation.

Hillsborough County Public Defenders Office

During 2015, ADS converted a million pages of case files for the Information Technology Department at Hillsborough County Public Defender's office. The conversion took place within 60 days according to their short timeline requirement. As part the conversion, we created a custom import script which facilitated a simple upload of both metadata and source image files into their Optix system.

As part of the conversion, we segregated the project in a secured area with dedicated project team members who had passed certain security designations. All related data was securely transferred to the client and removed from all ADS storage devices and systems.

City of Homestead

During 2014, we were awarded the contract to perform the back-file conversion for the City of Homestead. The project was unique. It required the cleansing, handling and conversion of over a million small format records and 72 thousand wide format prints which had been maintained in the basement of Old City Hall. The records were from all departments within the city and required a significant amount of sorting and classification. The files and metadata were then imported into the City's Laserfiche EDMS system. The project was completed during their fiscal year 2015.

We have recently been awarded the contract to complete the project which consisted of approximately 600 boxes or 1.4 million records.

City of Atlanta / Hartsfield International Airport

During 2016, we performed a special project which involved the conversion of security badges, social security number redaction and extensive metadata. We completed the project within a few months. It

Exhibit 3
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consisted of million pages with nearly that much in keystroke metadata consisting of 19 separate fields.

All of the above projects were managed using our Project Management Software: ADS WebFlow. They were all completed on time and within our budget projections.

✓ Sustainable Business Practices

Sustainable Business Practices

The company's founder and President, Melody Engle, was a practicing CPA for many years prior to forming Advanced Data Solutions. She draws upon 20 years of public and private accounting experience to manage the financial affairs of ADS. As such, the company is financially strong and unencumbered. All vehicles and equipment are fully owned. Our facilities are either owned outright or have mortgages which require less than 5% of monthly cash outflow.

We focus on effective project management. By creating our own project management software (ADS WebFlow) and managing our labor costs, we operate in a streamlined environment that considers revenue, margins and overhead rates in day-to-day operations.

Our primary expense is labor. Through WebFlow, we closely match our billings to our labor costs. WebFlow is described in more detail throughout of proposal response. We utilize its capabilities for budgeting efforts which include labor time and project billings.

Financial Stability

As a private company, we do not publish internal financial statements, contract documents or client lists. **We maintain liquidity ratios that more than double those of other companies in our industry.** We have reported solid revenue numbers in a failing economy and have increased our headcount steadily since inception.

We operate on a basis of managed growth and conservative fiscal policies.

We have access to extensive lines of credit, of which, we have never used. We have credit terms with all our equipment and software vendors and maintain high credit ratings despite the less than favorable economic period. We have had total uncollectible accounts of less than $2,000 in over 18 years of business. We choose to purchase equipment rather than incur loans or leases. Through effective cash management and budgeting, we are able to acquire new conversion equipment, vehicles and software staying current with our industry and developing technology.

Many of our financial assertions are inherently verified through the mere existence of our State Contract. The Department of Management Services does a thorough review of all bidding vendors during the RFP review process which includes verification of credit ratings and other financial measurements.

Our fiscal policies have remained unchanged since inception.

✓ Business Structure / WMBE / Company Information / Demographics

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Advanced Data Solutions, Inc. is a Florida Corporation which was formed in 1999 (18 years). We currently have 40 employees and operate primarily from these two locations. **Key resumes and the Project Team Overview has been included in the previous section.**

We possess a current Florida Department of Management Services State Services Contract #973-561-010-1. We are an active legal entity with the Florida Division of Corporations. We are certified as 100% Woman Owned / WMBE with the Florida Department of Management Services, Office of Supplier Diversity. We also possess active business licenses at our office locations.

Advanced Data Solutions, Inc. **Corporate Headquarters** 141 Scarlet Boulevard, Suite A Oldsmar, Florida 34677 813.855.3545 *phone* Primary Contact: Melody S. Engle Website: www.adsus.net Email Address: mengle@adsus.net	**Advanced Data Solutions, Inc.** **Georgia Office** 445 South Main Street, Bldg A Dallas, Georgia 30132 678.363.1723 *phone* Primary Contact: Melody S. Engle Contact Email Address: mengle@adsus.net

2a Section 2.16 - Minimum Qualifications

Proposers shall be in the business of scanning, indexing, imaging and media conversion services and must possess sufficient financial support, equipment and organization to ensure that it can satisfactorily perform the services if awarded a Contract. Proposers must demonstrate that they, or the principals assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one entity similar in size and complexity to the City of Fort Lauderdale or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work. Proposers shall satisfy each of the following requirements cited below. Failure to do so may result in the proposal being deemed non-responsive.

2.16.1 Proposer or principals shall have experience in scanning, indexing, imaging and media conversion services. Project Manager assigned to the work must have experience in above mentioned services and have served as project manager on similar projects.

> ✓ **Satisfied. See responses to Questionnaire, Project Plan, Resumes and other supporting documentation provided within our response.**

2.16.2 Before awarding a contract, the City reserves the right to require that a Proposer submit such evidence of qualifications as the City may deem necessary. Further, the City may consider any evidence of the financial, technical, and other qualifications and abilities of a firm or principals, including previous experiences of same with the City and performance evaluation for services, in making the award in the best interest of the City.

> ✓ **Satisfied. We understand. We will provide any additional evidence of qualifications required.**

2.16.3 Firm or principals shall have no record of judgments, pending lawsuits against the City or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the City Commission.

> ✓ **Satisfied. We fully comply with this requirement.**

2.16.4 Neither firm nor any principal, officer, or stockholder shall be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.

> ✓ **Satisfied. We fully comply with this requirement.**

2.16.5 Firm and those performing the work must be appropriately licensed and registered in the State of Florida.

> ✓ **Satisfied. We fully comply with this requirement. We possess a current Florida Department of Management Services State Contract #973-561-010-1. We are an active legal entity with the Florida Division of Corporations. We are certified as 100% Woman Owned / WMBE with the Florida Department of Management Services, Office of Supplier Diversity. We also possess active business licenses at all of our office locations.**

2.16.6 This RFP is for City-wide scanning services, and will include City Departments that possess data ranging from restricted, private & public. Since the handling of this data in certain instances could contain Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry (PCI) and Classified Law Enforcement data, certain background clearances will be necessary for these data classes, and handled by those who are familiar with safeguarding the collection, storage and destruction of the data. The contractor or subcontractor and facility that will be handling data classified as restricted & private data classes when applicable will require the following additional requirements:
• PCI Data- Background Checks and an understanding of Payment Card Industry Data Security Standards (PCI-DSS)
• Restricted Police Data- Security levels to provide National Institute of Standards and Technology (NIST) and Department of Justice (DOJ) classified conversion. Scanning is preferable onsite, if offsite must meet Criminal Justice Information Services (CJIS) compliance standards of physical security and appropriate staff clearances for the handing, processing, and destruction of data. Prospective vendors must be able to furnish documentation that staff has appropriate background clearances and appropriate physical and logical security to handle classified data classes. This documentation shall be included in the proposal submittal.

> ✓ **Satisfied. We fully comply with this requirement. We have included Certificates of Compliance / Completion and Reports related to Security, HIPAA, SOC 3 and PCI standards. We pledge to provide any other specific clearances deemed necessary by the City of Ft. Lauderdale. We intend to perform the scanning services of Restricted Police Data on-site, as preferred above.**

2b Section VII - Questionnaire

SECTION VII – Questionnaire

1. Please indicate percentage of total revenues from document management related activities.
20% - Microfilm / Microfiche Conversion Services 70% - Small and Large Format Paper Conversion Services 10% - Laserfiche Software and Support Services 100% - Document Management Services

2. How many years have you been in the business?
ADS began operations in March 1999. We are in our 18th year of business servicing primarily Florida and Georgia municipal government offices, specializing in Building & Growth Management departments as well as other City and County departments (City Clerk, County Clerk, Police, Human Resources, Finance, Public Works and many others).

3. Where are your main, branch offices and/or service centers located?
Our main service bureau and corporate headquarters is in Oldsmar, Florida (Tampa Bay). We are owner occupied in our 9,000 SF building that runs three shifts daily. We service metro Atlanta from another full operational facility in Dallas, Georgia. We are owner occupied in our 1,500 SF building at that location. We have a satellite office near Doral, Florida as well.

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4. Please provide a list of security measures your company follows to safeguard the information contained within your customer's documents; i.e., does your company use security badges for its employees, are background checks performed on your employees and are your employees bonded? How often are your servers/workstations backed up? Please elaborate.

Advanced Data Solutions (ADS) utilizes a full-service background investigation company that specializes in obtaining pertinent information through criminal background checks. This is done on a statewide and national level. This includes criminal activities, past employment, DMV history, credit reports, drug screening and many other aspects on potential employment candidates. **We will apply requirements and background check standards specific to the City of Ft. Lauderdale. We do not utilize sub contractors for our services.** It is the policy of ADS, to perform pre-employment background checks. The purpose of performing these checks is to determine and or confirm, within appropriate legal and professional limits, the qualifications and suitability of a job candidate for the particular position for which the candidate is being considered. Our policy helps ensure the safety of the public as well as a safe working environment at our company. It also helps ensure that employment related decisions utilizing pre-employment background check are made in accordance with applicable law. The components of each candidate's background check will depend on the job. Depending on the particular position, ADS currently performs identity and address related searches, various types of criminal (including sexual offender) background checks, employment credit checks, and driving record, education, prior employment and professional license verifications. The results of a pre-employment background check are confidential and are to be shared with high level management at ADS, on a strict "need to know" basis. Procedures: 1. Pre-employment background checks are required for all candidates. 2. All candidates are required to sign appropriate authorizations and consents prior to the performing of any pre-employment background checks. 3. Candidates that provide false or misleading information in their application and/or authorization may be eliminated from any further consideration. Candidates are expected to provide accurate and complete information and not to omit material information needed to make a decision. 4. Pre-employment background checks are completed before a candidate is offered a position. All job offers are conditioned upon satisfactory completion of the pre-employment background checks. 5. Prior to taking any adverse action, appropriate pre-adverse and adverse action notices will be discussed to the candidate pursuant to federal and any state laws together with a copy of the report. 6. All candidates are individually reviewed and decisions made with respect to employment based upon the totality of the candidate's qualifications and the results of the pre-employment background checks. 7. In general, the relevance of a particular pre-employment background check to a candidate's eligibility for employment is based upon the following factors: • the nature of the job for which the applicant is being considered • the nature of any adverse or negative information; in the case of a criminal matter, the facts surrounding the matter are particularly relevant • the age of any adverse or negative information; the age of the applicant at the time of the adverse incident in relation to the present may also be relevant.

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Certain Security Measures

- ➢ FDLE background checks are performed on key employees and project team employees who handle sensitive / classified / private data
- ➢ Our driver and warehouse manager is identified through company uniform and has also passed a rigorous FDLE background check.
- ➢ All employees are subject to drug testing and random drug testing is performed monthly.
- ➢ All employees are validated through EVerify (homeland security) prior to employment
- ➢ All employees read and understand our HIPAA security policies. These policies are constantly reviewed by all employees and reinforced by project managers.
- ➢ Managers pass security / HIPAA examinations from the State of Florida

- ➢ We maintain 24 hour surveillance video cameras in all crucial areas of the company. Our cameras at no time directly face monitors or client data.
- ➢ Personal cell phones are prohibited in operational areas of the company.
- ➢ Solicitors and 3rd party vendors are not permitted past our lobby.
- ➢ All conversion records are processed on specific servers which are backed up nightly
- ➢ Every major operations room in our facility is locked with combinations which change on a periodic basis
- ➢ ADS is independently certified as PCI DSS Merchant Compliant effective 11/05/2016
- ➢ We utilize Microsoft Office 365 and adhere to all compliance guidelines inherent to that environment (see Question 5).

Network Security - Managed Data

Network and Active Data Storage is backed up hourly using our Datto appliance which is stored in our air conditioned, combination-locked server room. Inactive data is stored on DVD media discs (also in our server room), external hard drives and at client locations thus creating duplicate and off-site redundancy at a minimum. We have a fireproof safe which is used for the containment of certain and specified data discs and media.

Workstations do not contain client data. We maintain system recovery discs for all individual workstations.

The owner of the company, Melody Engle, has a concealed weapons license, and as such, has passed that level of FBI clearance. Ms. Engle is a project manager who will be involved in the day-to-day performance of your project.
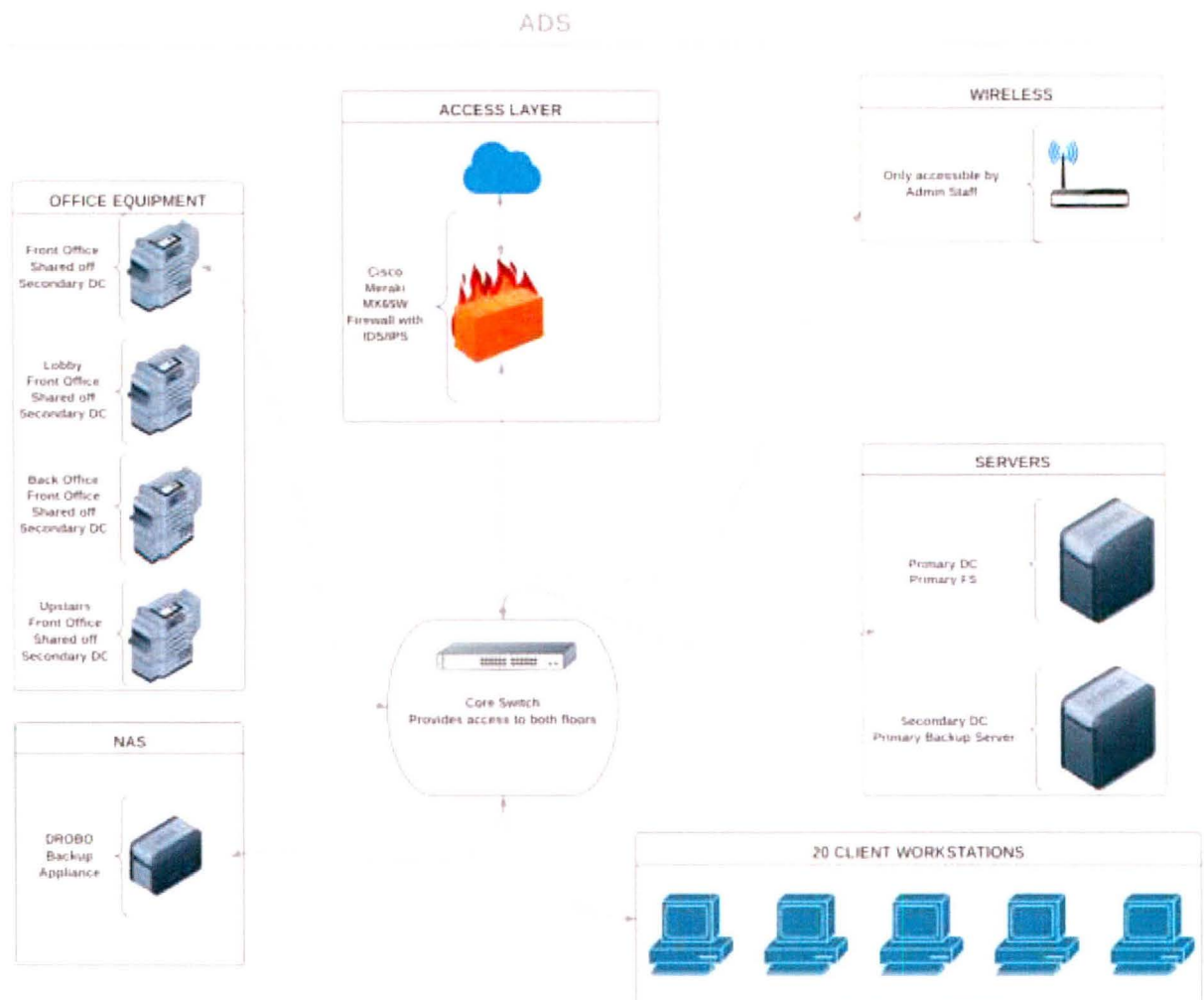
We have attached the following:

- ✓ PCI DSS Merchant Compliance Certification
- ✓ FDLE Background Checks for Key Management / we maintain background checks for other employees internally
- ✓ Certificates of Completion - Dept of Children and Families - HIPAA
- ✓ Certificates of Completion - Dept of Children and Families - Security Awareness
- ✓ SOC 3 Report - ADS Records Management System

Information Technology is further described in Question 5.

5. Please describe in detail the security devices and technologies currently deployed in your computer network and how are your servers/workstations protected from intrusion originating from either inside or outside?
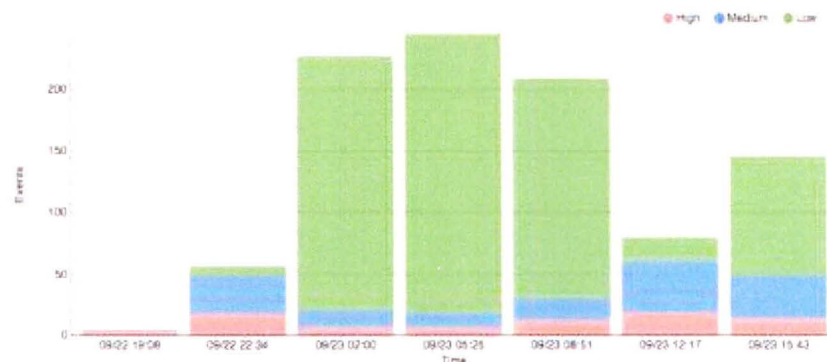
Onsite ADS Internal Network

ADS

OFFICE EQUIPMENT

Front Office
Shared off
Secondary DC

Lobby
Front Office
Shared off
Secondary DC

Back Office
Front Office
Shared off
Secondary DC

Upstairs
Front Office
Shared off
Secondary DC

NAS

DROBO
Backup
Appliance

ACCESS LAYER

Cisco
Meraki
MX65W
Firewall with
IDS/IPS

Core Switch
Provides access to both floors

WIRELESS

Only accessible by
Admin Staff

SERVERS

Primary DC
Primary FS

Secondary DC
Primary Backup Server

20 CLIENT WORKSTATIONS

Network

The current network topology consists of 50MB fiber coming from Frontier FIOS (Fiber Optical Service). This gets routed through our Cisco Meraki MX65W firewall, which also acts as our core router.

The Cisco Meraki MX65W provides IDS/IPS (Intrusion Detection/Prevention System) as well as malware protection for the network. By using Cisco's cutting edge Sourcefire detection engine, the firewall provides real time threat analysis and gives regular reports on its findings to our IT department allowing them to adjust our network security accordingly.

Port forwarding is setup on the firewall, allowing only specific protocols to be utilized. SFTP (Secure File Transfer Protocol) is configured for secure file transfers to and from our core file server, allowing only authorized users temporary access. DHCP reservations are setup for all servers and networking devices to bolster our network security.

Servers

Our server room is an air conditioned, combination locked room that is located in the Administrative offices of ADS. Only high level management have authority and access to this room. If any changes or issues occur with our servers, IT receives automatic alerts from our Remote Monitoring and Management system (RMM). In addition to remote monitoring, we perform monthly inspections of the network systems, applications and infrastructure to ensure all processes are functioning as designed. Our RMM system also includes Bitdefender, an anti-virus and anti-malware program that runs real time threat detection and automatically quarantines any potentially malicious content.

Our core domain controller and file server is a Dell PET430 running Windows Server 2012 Standard (latest available). All source images, files, and metadata are housed in the central file server until processing occurs. Once all data has been processed, it is sent to the customer per their request. Data currently on the server is backed up by our backup appliance. This server also runs our SFTP application allowing for secure file transfers as requested by our customers.

The secondary domain controller is a Dell PET410 running Windows Server 2008r2 Standard. This server runs as a backup for our core file server, as well as a redundant file server if required. In addition to the secondary duties, this server also monitors the backups for the primary file server.

Email System

ANTIVIRUS AND EMAIL PROTECTION
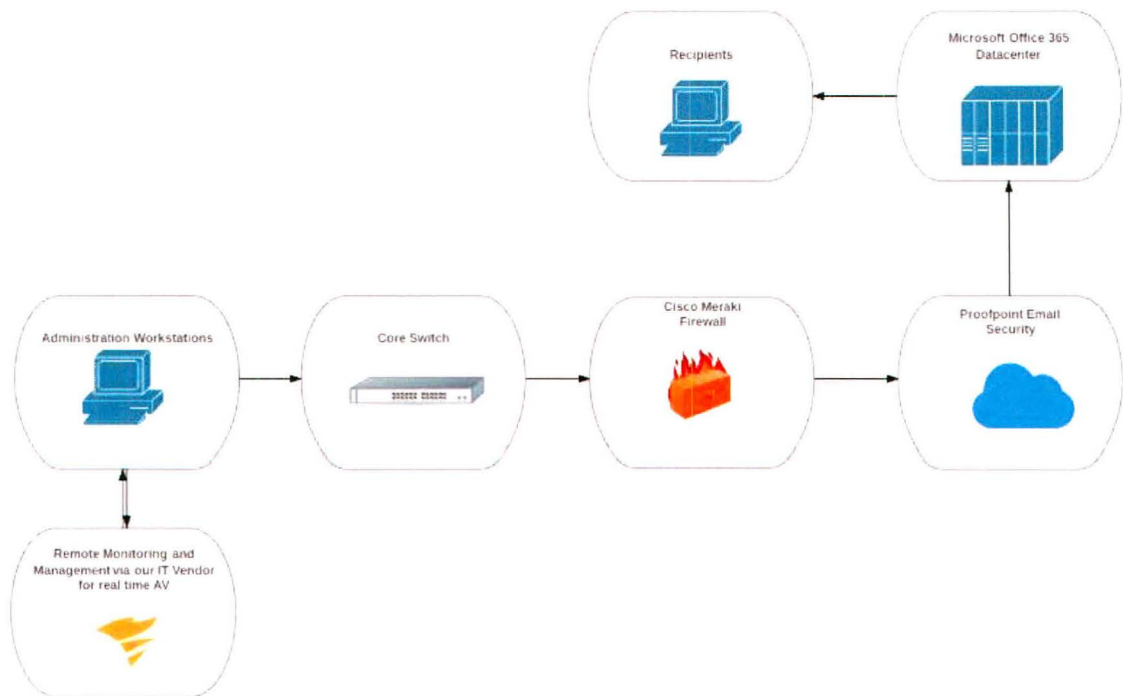
Our email is currently deployed through Microsoft Office 365, providing the most up to date compliance, including PCI-DSS level one and HIPAA-Business Associate Agreement. By hosting in Microsoft's datacenter, this allows for redundancy for all network operations. Microsoft applies real time malware and spam filtering that helps protect inbound and outbound email from malicious software and spam. Audit logs for the entire mail directory are taken and recorded in Microsoft's Exchange Administration Console (EAC) for review if necessary.

In addition to Microsoft's spam filtering, we deploy Proofpoint Email Protection. This provides enhanced security against malware, and also provides URL defense and spoof protection by checking sender-recipient relationship, email headers and domain reputation checks. Proofpoint also employs its own brand of Enterprise Continuity, allowing standalone access in the event of an emergency. This is an automatic service that gets deployed immediately when an outage has occurred.

Backups and Redundancy

SCANNING AND STORAGE PROCESS
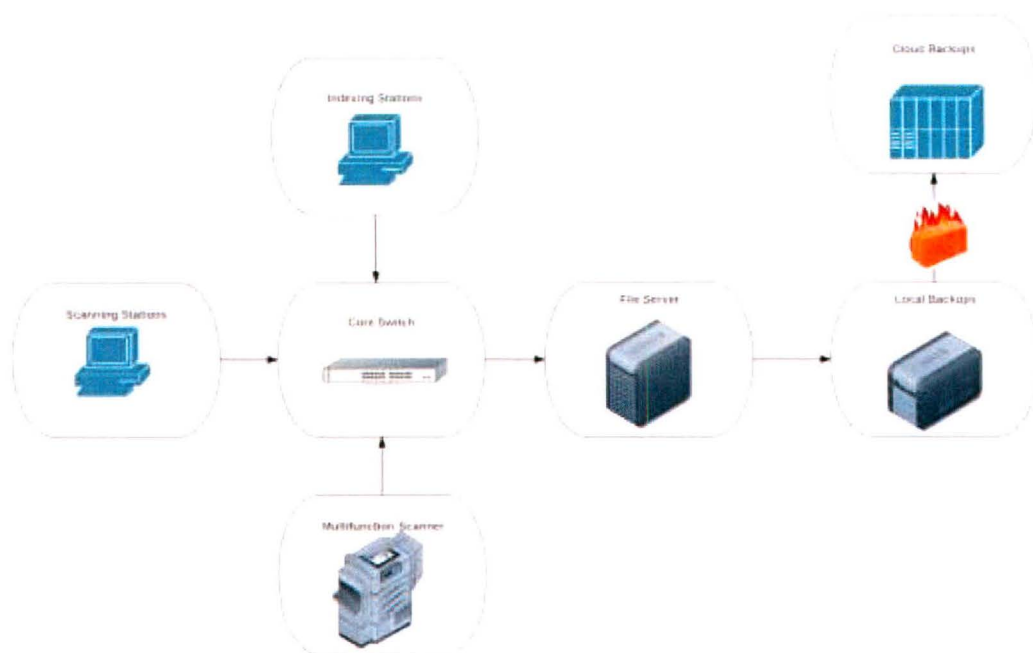
Our backup appliance runs encrypted virtual images of the server hourly. These backups are stored locally on our Datto device, which provides file level restores as well as a host for the server images locally. Hourly file level restores in addition to real time threat detection which allows for minimum exposure to new viruses, including the new forms of ransomware. These encrypted backups are sent offsite to Datto's secure datacenters which meet SSAE-16 standards.

All backups are secured with AES-256 encryption with the passkey kept only by onsite administration. This level of redundancy, in addition to current standards of anti-virus and anti-malware protection help prevent data loss from any type of encryption viruses.

In the case of a server failure, we have the ability to host the most up to date virtual image on our backup appliance. In addition to providing another level of redundancy, this eliminates downtime while our IT department resolves the issue, allowing us to stay on schedule. In the event the building was compromised, we have the ability to host the server in the cloud, allowing for access to data from one of our other sites if necessary.

Wireless

Wireless access is distributed from the Meraki MX65W using Cisco's WIPS (Wireless Intrusion Protection System) Air Marshal. This allows for real time protection against rogue access points, malicious clients sending packet floods and man in the middle attacks.

In compliance with Payment Card Information Data Security Standards (PCI DSS), the device is locked in the server room with limited access by administration and IT. It records wireless archives from WIPS for up to one year. We perform quarterly wireless scans and have monitoring setup for all alerts that get sent to administration and IT.

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We currently deploy a hidden SSID with a complex password. Only administration staff has access to the wireless network. Wireless access is never used to access or manipulate data on the network.

Workstations

All workstations on the domain are running Windows 7 Professional or Windows 10 Professional operating systems. Each user has their own Active Directory account, with access to only the application and record batch of which they have been assigned and approved. Workstations dealing with sensitive data have encrypted hard drives following HIPAA guidelines and are properly disposed of after phase out of the workstation life cycle.

Current domain policies dictate all user accounts have a unique password with at least eight characters, including a capital letter and a number. Passwords for all users are required to be changed every 30 days. Workstations are set to automatically lock after eight minutes of idle time preventing any unauthorized access.

Client machines are all individually setup with antimalware and antivirus protection using Bitdefender. Bitdefender is an industry leading real-time anti-virus and anti-malware product that prevents viruses from being run on the local work station as well as proactively scanning emails to ensure no threats exist in any attachments, including OST and PST files. This is provided and actively monitored by our IT department. If a virus or malware is detected, Bitdefender automatically quarantines the item and sends a notification based on severity of the flagged item. This is then processed by IT to ensure proper procedures on virus and malware removal.

In addition to software, all client machines are monitored by our IT department. Automated alerts are sent to IT when any hardware failure has occurred. See below for standard workstation hardware and scanning specifications.

Common Workstation Configuration (20 total client workstations)

Intel Core i5
4GB DDR3 RAM
250GB+ HDD
External Hard Drives for backups
UPS Battery Backups
Windows 7/10 Professional
Kodak Production Scanners
Kodak Capture Pro Software to Capture, QC, and Index

Kodak Production Scanners (Scan Stations)
    Daily Volume: up to 30,000 pages per day
    Throughput: 100 pages per minute
    File Formats: TIFF/Multi-page TIFF, PDF, RTF, TXT, Searchable PDF, PDF-A
    Features: Streak filtering, controlled stacking, Perfect Page technology, iThresholding, automatic color detection, autocrop, image edge fill (black or white), aggressive crop, deskew, content-based blank page detection & deletion, multi-color dropout, hole fill, automatic orientation
    Output Resolutions: 100 / 150 / 200 / 240 / 300 / 400 / 600 dpi
    Compressions: CCITT Group IV ; JPEG or uncompressed output
    Multi-Feed Detection: Intelligent ultrasonic technology; three sensors that work together or independently

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6. Please provide your company's procedures for tracking inventory (your customer's documents) once they are picked up from your customers. Please elaborate

ADS WebFlow and Inventory Tracking

We manage all of our services using ADS **WebFlow**.

ADS WebFlow is a comprehensive Project Management software that we developed and own exclusively. NO OTHER SERVICE BUREAU has such a program. It tracks all records from pick-up to re-delivery. It provides management reports and communication options that facilitate effective and immediate project management. It manages every record, every employee, every function, groups, project teams and payroll. We will provide screenshots of our program throughout our response.

Within WebFlow, we enter each batch of records upon receipt at our facility. For example, City of Orlando - Batch 65 is entered as follows:

Orlando Batch 65 10-25-16 100 Boxes

Within WebFlow, we create detailed instructions for each function.

> ➢ Document Preparation
> ➢ Small Format Document Scanning
> ➢ Large Format Print Scanning
> ➢ Indexing and Metadata
> ➢ Quality Control
> ➢ Metadata / File Output Requirements

We use our program to communicate any unusual items or irregularities. We create groups for each project team that details instructions which are available immediately to the entire team. Our Project Manager monitors all issues and modifies processes as necessary. Any matters requiring client input are communicated quickly so that production is not affected. WebFlow is the source of our payroll. Staff routinely log in and out of projects generally according to client, batch, box and function. We use this program to provide "real-time" management reports that tell us the status of each project by function. WebFlow tracks each box of records at various levels from arrival to our warehouse through its conversion, review and ultimate data transmission. It provides a multitude of information

> ➢ By Box
> ➢ By Function
> ➢ By Employee
> ➢ Percentage of Completion by Box and by Function
> ➢ Times per Box by Employee and Function
> ➢ Average Times per Box by Function

Various control mechanisms are in place within all phases of production which quickly facilitate the identification and remedy to any production issues. This includes record discrepancies, legibility issues, non-standard document and index matters, timeline issues, equipment requirements, staffing requirements and training requirements.

If there is a records request, we can immediately identify where the record is within our program. This makes records requests a quick process.

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Records Requests

Records requests are usually initiated using our request@adsus.net email address that gets routed to six different employees. One person is typically tasked with records requests with a back-up person established as necessary. You may require physical re-delivery of certain files. We will adhere to this requirement. Regardless, if a record is needed immediately, digital records requests are typically satisfied within an hour.

WebFlow facilitates the quick identification of records by their stage of production. If a box is already scanned, our clients can expect a link to the requested record within minutes. If the file has not yet been scanned, the box is retrieved and the correct file is converted and electronically sent within an hour.

ADS Pick-Up Procedures

Our driver and warehouse manager is introduced at project inception as a member of the project team and identified by an ADS uniform.

- Coordinated Batch Pick-Up between ADS Driver and Client Project Manager
- Driver Picks Up Boxes / Reconciles to Pick-Up log
- Log signed by ADS Drive and Client Project Manager
- Boxes transported directly to ADS facility
- Boxes unpacked and confirmed again at ADS facility
- Batch entered into WebFlow for tracking purposes designating physical receipt of boxes at our facility.

This screenshot depicts the initial receipt of Batch 65, picked up on 10/27/2016 consisting of 100 boxes. No work has begin yet on this project. All boxes are tracked through all levels of production.

This screenshot depicts that boxes 1001 thru 1010 have been prepared. Through other reports, we can review box preparation times, budget times, average times and projected completion dates. All boxes are tracked through all levels of production.


This screenshot depicts boxes 1001 thru 1010 have been partially prepared and scanned. All boxes are tracked through all levels of production

This screenshot depicts boxes 1001 thru 1010 have been partially prepared, scanned and reviewed. All boxes are tracked through all levels of production. WebFlow allows us to drill down to every box and every employee to see start and stop times and review any discrepancies or issues encountered.

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Through WebFlow reporting, we can quickly determine if a project is on schedule for completion. It quantifies production in terms of average times by function and by employee so that we can see if our budget hours were accurately estimated at project inception.
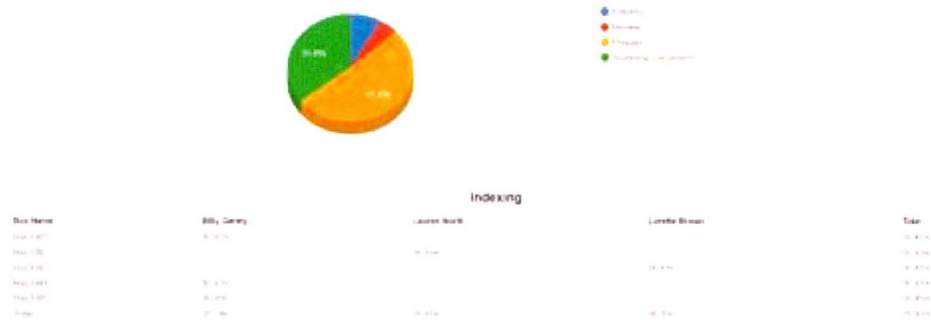
We will provide more screenshots of WebFlow within other sections of our response.

7. Please provide a list of equipment your company uses for Scanning and Media Conversion from Microfilm to Scanned Images. Include the make and model number of the equipment, how many of each and also the current version of scanning software being utilized.

Small Format Document Scanners (Black and White, Color and Grayscale)
Large Format Print Scanners (Black and White, Color and Grayscale)
Microform Digital Conversion (Black and White and Grayscale)

The list below details our inventory of conversion equipment. We constantly purchase new equipment and software as technology often changes.

Qty	Description
4	**Contex** Crystal 40 Plus / HD 4250 Large Format Scanners – Black & White (B&W), Grayscale & Color Scanning Capabilities / ScanOS Software
1	**Contex HD 5450** Large Format Scanner – Black & White (B&W), Grayscale & Color Scanning Capabilities / ScanOS Software
1	**KIP** 40 Plus Large Format Scanner – B&W, Grayscale & Color Scanning Capabilities – ScanClient Software – Version 2.0.0.16
1	**Kodak i660** – 120 Page Per Minute (PPM) Scanner / 240 Page Per Minute (PPM) Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size – Kodak CapturePro Software
6	**Kodak i4200** – 120 Page Per Minute (PPM) Scanner / 240 Page Per Minute (PPM) Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size – Kodak CapturePro Software
3	**Kodak i1440** – 100 PPM Scanner / 200 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size - Kodak CapturePro Software
1	**Fujitsu fi6800** – 130 PPM Scanner / 260 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
1	**Fujitsu fi6670** – 70 PPM Scanner / 260 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
1	**Fujitsu FI5900C** – 120 PPM Scanner / B&W, Grayscale and Color Capabilities / Scans Up to Leger (11" x 17") Size
6	**Fujitsu FI-5650C / 5750** – 57 PPM Scanner / 114 PPM Duplex Capability / B&W, **Color** & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
1	**Fujitsu FI-4860C** – 60 PPM Scanner / 120 PPM Duplex / B&W, **Color** & Grayscale Scanning / Scans Up to Ledger (11"x17") Size
5	**M4097D – IPC** (Image Enhancement Controls) – 50 PPM Scanner / 100 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
6	**M4120C** – 25 PPM Scanner / 50 PPM Duplex Capability / B&W, **Color**/Grayscale Scanning Capabilities/ Scans Up to Legal (8.5" x 14") Size
1	**Mekel Mach V Microfilm Scanner** – Quantum Scan Software / B&W and Grayscale Capabilities / Scans 35mm - 16mm roll film / Group IV tiff images and/or Jpeg files are created automatically during conversion. Other file options available. 100% Image Capture
1	**Wicks & Wilson - 4100 Microfilm** Scanner / B&W and Grayscale Capabilities / Scans 35mm and 16mm roll film / Group IV tiff images are created automatically during conversion. Other file options can be chosen prior to media conversion.
1	**Mekel Mach VII Microfiche Scanners –** / B&W and Grayscale Capabilities / Scans 35mm, 16mm, Comm Fiche, Jacketed and unjacketed / Group IV tiff images and/or Jpeg files are created automatically during conversion. Other file options available. 100% Image Capture

Document Scanning Software: Kodak Capture Pro, Version 5.1.3
Wide Format Scanning Software: NextImage Scan & Archive, Version 7.3
Microfilm Conversion Software: Quantum Scan 1.02.22 / Quantum Process 1.04.77

7. **Continued.** Also, explain your process of creating tagged TIFF images, performing indexing and quality control process.

This is a two part question as the conversion of microfilm vs. paper are two different functions. We will address paper conversion here and microfilm in the next question #8.

We utilize Kodak and Fujitsu scanners for our document conversion. In addition, we utilize Kodak Capture Pro scanning software which is a subset of Kofax VRS (Best Practice within our industry). File format is determined at output within our Kodak software. The below chart depicts the various options for this function. Obviously, we can choose from many options including single, multi-page, Group IV TIFF, PDF, Black & White, Color, Grayscale and many other features.
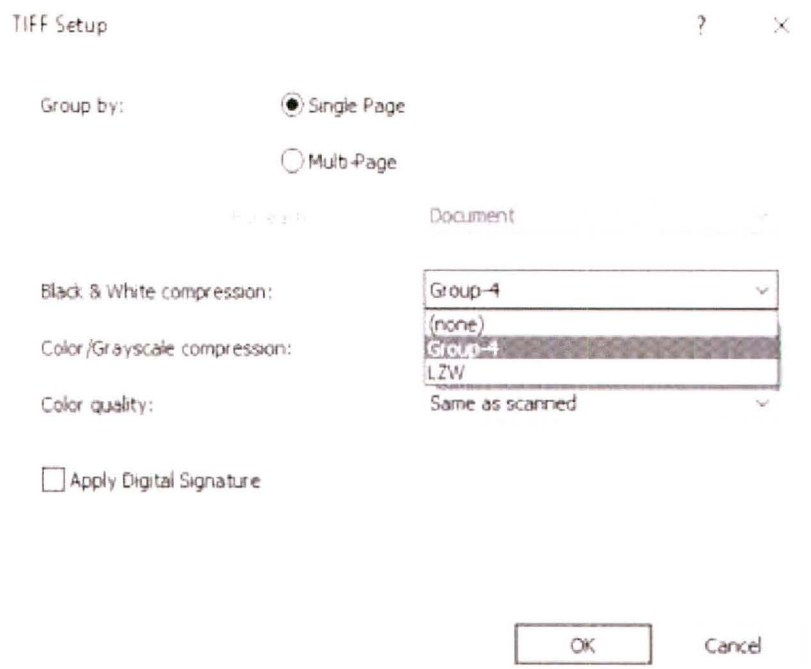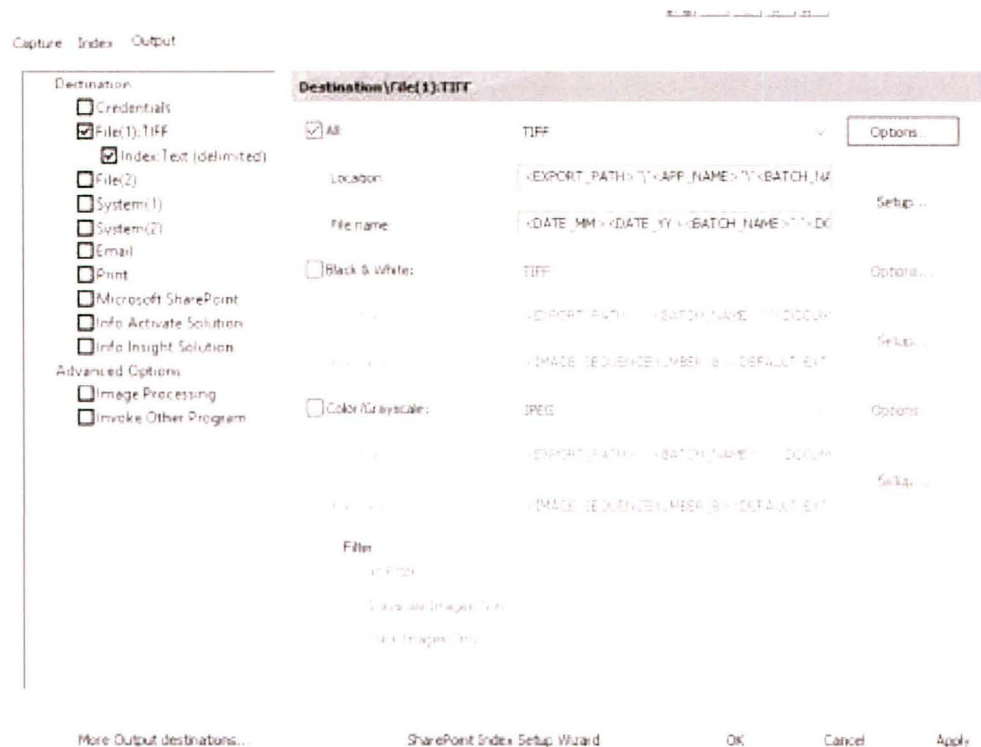
This dialog box screenshot is a help screen that supports the file output options depicted previously.

TIFF Setup dialog box

Use this box to process your output in *TIFF* format.

Group by - click the radio button for **Single-page** or **Multi-page** group

For each - If you select **Multi-page** group, select one of these options from the drop-down list: **Page**, **Document**, or **Batch**.

If your output includes black and white images, the **Black & White compression** option becomes active. Select **Group-4** or **(none)** from the drop-down list.

If your output includes color or *grayscale* images, the **Color/Grayscale compression** and **Color quality** options become available.

- **Color/Grayscale compression** - select *JPEG* , JPEG (TIFF 6), or (none).
- **Color quality** - select one of the following settings from the drop-down list: **Same as scanned, Draft, Good, Better, Best**, or **Superior**.

Apply digital signature* - click this checkbox to verify that an image output by Capture Pro Software has remained unaltered from the source document image captured. The free Image Verifier software may be used to verify that a digitally signed image has not been altered at any time. To read about the benefits of image verification and to download the Image Verifier software go to: www.kodakalaris.com/go/CSImageVerify.

OK - closes the dialog box and returns to the Job Setup dialog box.

* This option is not available with Capture Desktop Software.

To return to the Output tab, click here.

To return to the Job Setup dialog box, click here.

Capture Pro allows us to define index field / metadata requirements which includes the set-up of dual entry. Our technicians are trained and certified in the set-up and maintenance of this software. Basically, the metadata input can be tailored to meet any requirements and greatly assist in the prevention of input errors. The software even allows us to create a lst file for direct input and interface into Laserfiche.

Document - Edit Index Field   ?   ×

Label: Utility_Engineering-AMC

Description: Database Name

Type: Single Value   ∨   Setup...

Read only   ☐ Required   ☑ Double Entry

Hidden   Minimum index field length: 0

☑ Check field during scanning

Default value: Setup...

Input format: ?<0>

Output format:

Substitute Characters: Setup...

List: Setup...

OK   Cancel

Dual Entry is further illustrated towards the end of this section.

The following graphics demonstrate the image enhancements available using Kodak Capture Pro software. Although we have other scanning options, we typically use Kodak scanners and software because of the image quality which we feel is superior to other leading scanners and software.

We've concluded this through side-by-side comparisons of difficult images such as documents with watermarks, raised seals, thermo fax pages, carbon copies, dot matrix generated documents, faded records and many others.

Image quality is critical when converting police records especially. Often photographs are dark and unrecognizable when using just a standard color or grayscale setting.

iThresholding and Adaptive Threshold Processing (ATP)
Results in **enhanced image quality** and **readability**
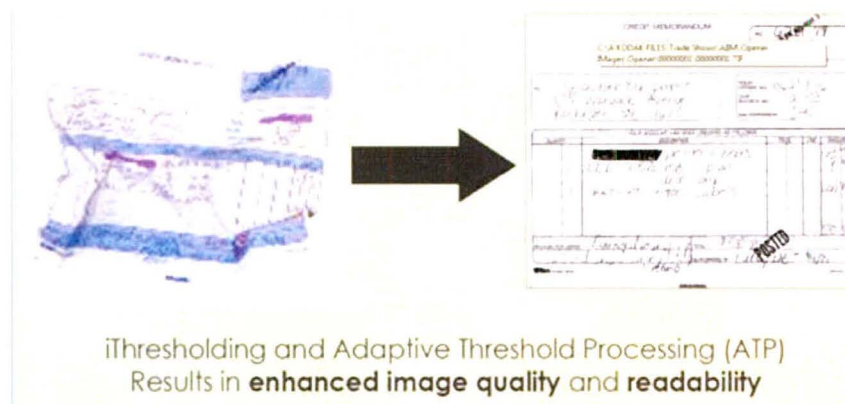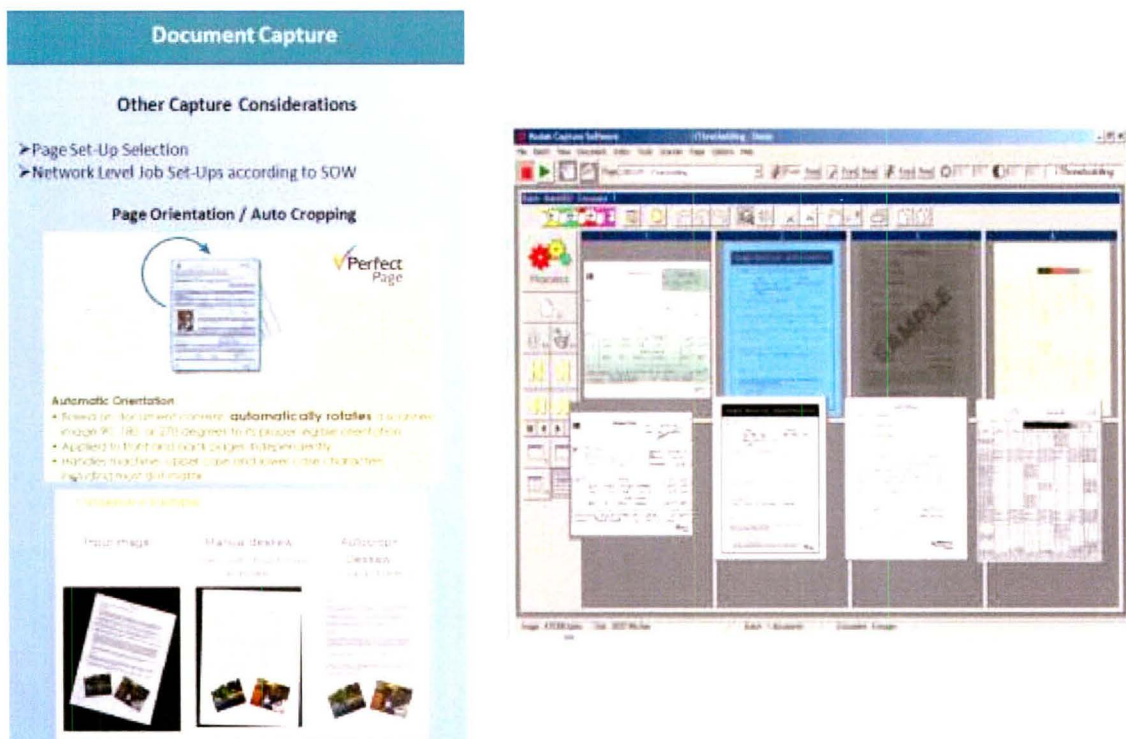
Kodak's Perfect Page technology and optics provide the best image quality available.

Wide Format Print Scanning

We utilize only the highest quality equipment and software. Our scan operators are tenured and have been with our companies for many years. All prints will be scanned on both sides if there is writing or information on both sides. A visual verification is made to ensure all raised seals are embossed and that plans stamped "VOID" on back-sides are stamped on the front side as well.

We scan at 300 DPI in accordance with Florida, Washington and national standards.

Not all print quality is the same. Scanner experience and equipment / software quality is important. Software and optics should enable brightness, contrast and adaptive threshold settings to achieve the highest quality image. Our wide format scanners facilitate oversized plans, well exceeding the common Size E drawing. Our wide format scanners also have color and grayscale settings which are necessary in certain circumstances. It should be noted that all wide format scanners are calibrated prior to each use thus stitching errors, if any, are identified.

We use 27" monitors for all our wide format scan stations so that operators can clearly identify fine lines, faded areas, aerial sections, raised seals, void stamps and signatures and frame orientation.

As you can see below, each scan operator has messages sent by a project manager or teammate utilizing ADS WebFlow. Our program prohibits job commencement until all related messages have been read. They are only eligible for deletion after they have been read. In addition, our program is the source for our ADP payroll. Thus, credit for work can only be obtained when notes are read and projects are logged for performance.

Pink scan labels will be adhered to boxes after scan and "real-time" review has been achieved. This serves to complement our WebFlow system with a visual indication of box status. These labels are signed, dated and indicate the scan station where work was performed as well.
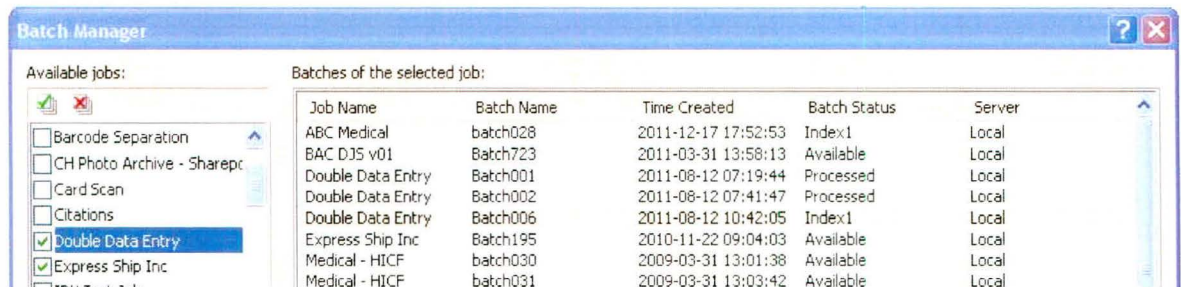
Real-Time Review

As an industry leader, we understand the best time to review image quality is during and immediately following scan. As such, our reviewer looks at all images with the scan operator after the completion of each box. At that time, rescans, if any, are performed.

We perform a complete review of client data. This includes the physical removal of EACH file from every box and making real comparisons to the images and data on the screen. Thumbnail and individual images are reviewed in the case of small format documents. Review is performed by the highest levels of management. We feel the qualifications of our review staff are the highest in the industry and are clearly over-qualified for this function. This is critical. Years of records management and data management experience exemplify our dedication to quality control.

Not only is image quality and accuracy performed during the review stage, index field verification is as well. Individual and batch index screens are reviewed and compared to client logs (if any). Human review cannot be replaced with computer generated index review. This supplements review already performed during the index phase previously described. Document familiarity and records management experience support this function. We set the benchmark while competitors replicate and duplicate our processes (many of our competitors actually outsource to us).

Dual Data Entry
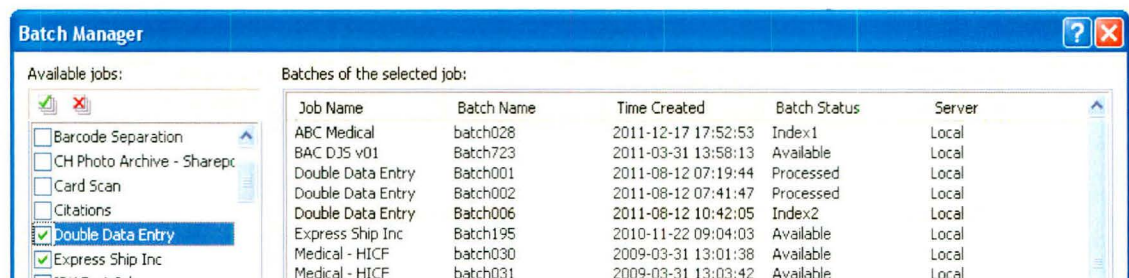
To ensure complete metadata accuracy, software is set up for dual data entry. Double Entry is used to scan documents like any other job.

Basically, when document scanning is complete and the batch is ready for indexing the operator selects **Index>Index1**. This changes the Batch Status from *Available* to *Index1*, meaning the batch is ready for the entry of the first set of index values. When the first index has entered the index values for all documents they will select **Index>Index2**. This changes the Batch Status from *Index1* to *Index2*, meaning the batch is now ready for the entry of the second set of index values.

The second index operator will not see the values entered by the first index operator. If the value entered by the second index operator matches the first value, no action is required and indexing continues. If the first and second values do not match, the Entry Resolution dialog box will be displayed and the correct entry is selected by the operator.

8. The City desires no loss of quality in converting microfilm images to scanned images. Also, the City has observed in the past that converting microfilm to scanned images increased the size of the file images; what method(s) does your company use to reduce the size of the file image when performing media conversion from microfilm? Please elaborate.

Advanced Data Solutions is an industry leader in microfilm and microfiche conversion. We have been providing our services for over a decade at the forefront of technology developments and standards. We are partnered with the Crowley Group and utilize their Mekel Microfilm and Microfiche Conversion equipment.

Our equipment is superior as is the software and related technology. All of our services are performed in-house, including metadata capture, indexing and programming. Nothing is outsourced.

While it is common for records conversion companies to outsource Microfilm / Microfiche Conversion Services, we mandate all work be performed in-house. Your media will never be shipped to another large imaging warehouse or operations center overseas. We maintain all equipment at our secured premises providing complete security and climate control areas. Media is only shipped between our conversion facility and client storage areas

Microfilm and Microfiche Conversion Overview
We Convert Millions of Images Annually!

ADS utilizes Mekel's next generation roll-film scanning and processing software technology. Through Quantum Scan, each roll and card is scanned and captured as a large continuous file providing full capture of all images. During QuantumProcess, individual images can be adjusted for brightness and contrast providing superior image quality. All frames are sized, identified and separated into individual files for full capture.

MEKEL
Technology
A Crowley Company

The name that brought the world its first microfilm scanner

MICROFILM SCANNERS   **MICROFICHE SCANNERS**

Quantum Scan   Quantum Process

MICROFILM CONVERSION SERVICES

MICROFICHE CONVERSION SERVICES

Quantum Scan

Easy To Use

Load the roll → Select a local or network directory → Start production scanning
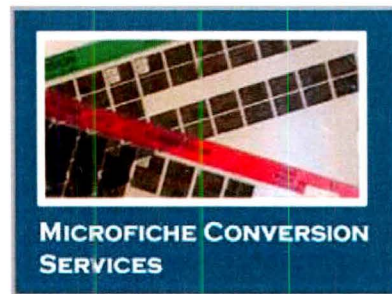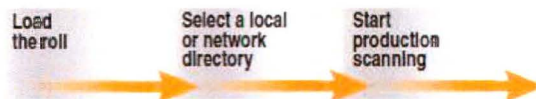
Automatic Frame Detection
Regardless of size, *QuantumScan* will find any frame automatically on a scanned roll without the need for complicated set-up wizards – 100% image capture guaranteed

Speed
Using varying resolution and reduction scenarios, the Mekel MACH V can operate at speeds up to 500 frames per minute.

Optimum Resolution
Offers the highest optical resolution on the market with an 8192 pixel CCD Array

Template Options
Create job templates for like rolls, ensuring the continuation of quick and easy scanning

Image Quality Settings
Utilize independent grayscale and bi-tonal settings for one-time, easy set-up to ensure optimum image quality capture

Advanced Focus Option
Fine-tune focus within seconds for various film thicknesses to ensure optimum image quality

Pre-Scan Testing
Provides quick confirmation that images are correctly framed and that desired image quality has been achieved before starting production scanning

Multiple Ribbon Output Options
Various strip output formats are available including: uncompressed TIFF, JPEG and bi-tonal TIFF

Advanced Frame Detection
QuantumScan detects simplex, duplex, comic and cine mode film formats on the fly

Easy Transfer
QuantumScan turns raw roll footage into manageable strips, allowing for easy transfer to centralized storage and quality assurance

Easy Workflow Integration
QuantumScan enables scripting integration to launch customized functionality within the software or for third party applications

Quantum Process

Batch Processing
Single or multiple *QuantumProcess* license availability enables digital reels to be processed across a network by multiple quality assurance technicians

Strip Zoom Capability
Use the image zoom function to allow for a range from "quick glimpse" to "detailed review" for quality and frame accuracy

Editing Toolkit
A sophisticated toolkit ensures that multiple editing functions are only a mouse click away: frame creation, resize, delete, insert, overlap, undo, mirror, invert, etc.

Fixed Grid Frame Replication
Allows for the setting of a fixed image size and spacing to be applied to all frames or selected frames in a group

Blip Removal
Provides the option to remove blips from frame detection

Irregular Frame Flag
Save time and labor by selecting a median average of all frame sizes, flagging only those images that fall outside of the average for review

Custom Processing
The "all" or "selected" options give the operator the ability to process/export all images in a roll or only those pre-selected

Multiple Output Options
Various file output options include uncompressed TIFF, PDF, TIFF G4, JPEG and others

Additional output options include: grayscale files only; bi-tonal files only; or simultaneous grayscale and bi-tonal files

100% Image Capture Guaranteed!

Note how all images are captured and framed. Frames are adjusted and individual images enhanced for brightness, darkness and contrast, all prior to process and output. The software scans the entire roll as ONE continuous strip file. Images are framed by the software and adjusted by the operator. Because it is a continuous file prior to processing, no images are missed. Only Mekel scanners and Quantum software guarantees 100% image capture.

Images highlighted in red indicate scan operator intervention is required. Microfilm is not always created with perfect spacing and alignment. Our sophisticated software accurately frames 95% of most film. However, the intelligence will identify images that do not appear uniform. Our scan operators quickly reframe / split such images so that clean images result.
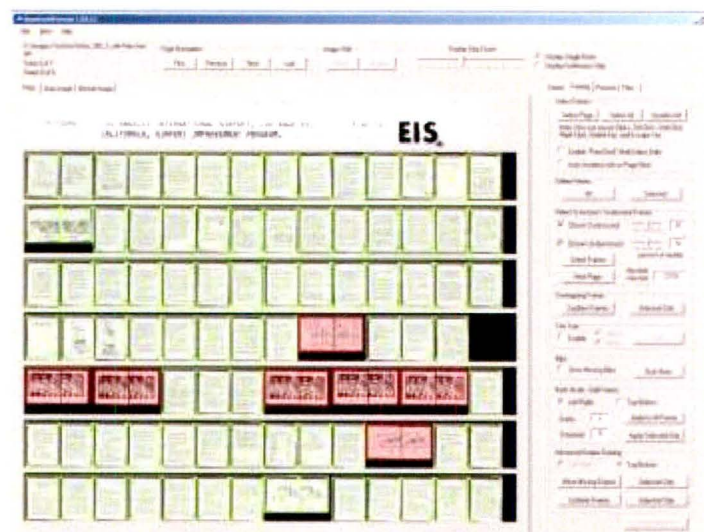
Within Quantum Process, we have the ability to view images in both grayscale and bitonal while scanning. This allows us to monitor both the quality of both image types. It gives us the ability to better measure the effects of changes we make to image quality sliders.
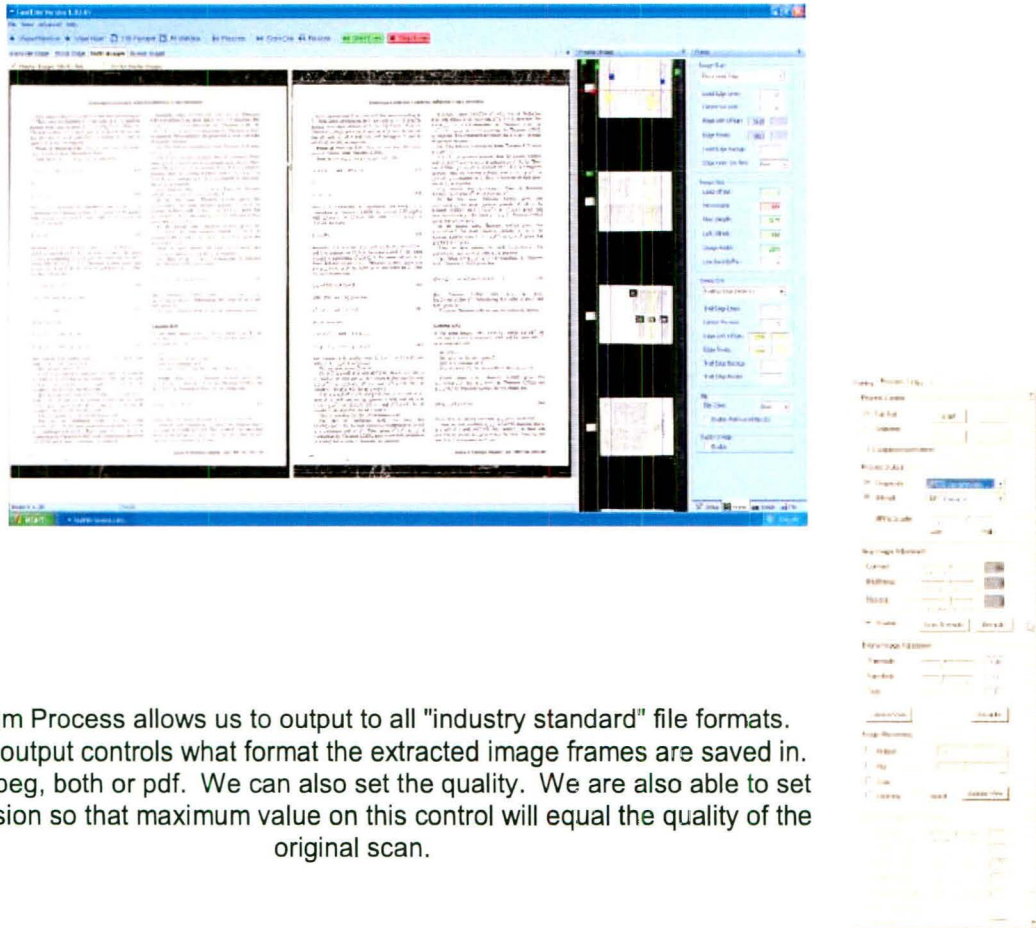
Quantum Process allows us to output to all "industry standard" file formats. Process output controls what format the extracted image frames are saved in. Bitonal, jpeg, both or pdf. We can also set the quality. We are also able to set compression so that maximum value on this control will equal the quality of the original scan.

The below chart represents the process for microfiche / microfilm / aperture card conversions.

File Reduction

We utilize the below reduction table to establish thresholds during Beta Testing and through project completion. Several test runs are initially performed and presented to the client so that consideration can be given to both image quality and file sizes. Special attention is given to page framing such that over-framing does not result in higher file sizes and under-framing does not result in lost information. As demonstrated above, our software is set to auto frame initially and our scan operator has the ability to manually adjust individual images, blocks of images and an entire strip file or roll of microfilmed images.

Reduction Table

There are fixed limits to the maximum native scanning resolution for each of the three optical formats on the MachVII/MachVI. The maximum native resolution for the media being scanned can be determined by dividing the scaling factor for the optical format being used by the reduction of the media being scanned.

The scaling factors for each of the optical formats are:

35MM = 6,000
24x = 12,000
42/48x = 14,400

For example, in the 24 x position fiche with images filmed at a 30x reduction could be scanned at up to 400dpi (12,000 divided by 30 = 400).

It is possible to scan and save images at resolutions above the maximum native resolution, but the addition data is created through interpolation and does not increase image quality but does increase file sizes of scanned images.

The table below lists the maximum native resolutions for common reductions in all three optical formats.

	35MM	24X	42/48X
12X	500dpi	1000dpi	1200dpi
16X	375dpi	750dpi	900dpi
20X	300dpi	600dpi	720dpi
24X	250dpi	500dpi	600dpi
28X	214dpi	428dpi	514dpi
32X	188dpi	375dpi	450dpi
36X	167dpi	333dpi	400dpi
40X	150dpi	300dpi	360dpi
42X	143dpi	286dpi	342dpi
48X	125dpi	250dpi	300dpi
52X	115dpi	230dpi	277dpi

Proof of Concept and Beta Testing

We like to begin projects by processing a sample batch of records for your review. This "Proof of Concept or Beta Testing" phase helps to ensure we meet your specific project requirements and eliminate misunderstandings. During this phase, we process a small batch of your records and provide you with source files and related index data. The data is then uploaded into your records management system for review. If there are any required changes, we are then able to make any necessary modifications prior to project commencement. Once your staff approves our file format, indexing scheme and upload sequence, full conversion will commence.

File sizes and related considerations will be discussed and determined during this phase.

We will convert, compile and index both 35mm and 16mm project groups. These rolls will be emailed to your management team with respective links for download. Upon review and approval, we will move forward with processing the batch of records.

9. Does your company shred documents on its site or do you hire an outside shredding vendor to perform the shredding on your site? If you do hire an outside vendor, what is the name of the company, their location and are they bonded? Describe the entire destruction process in detail, include any safeguarding measures and include where the documents are sent once they are shredded.

We shred on-site using an outside shredding company that has obtained that industry's highest certifications.

Our shredding partner is Secure On-Site Shredding (SOS). They are bonded and NAID certified. They also have both a GSA contract through US General Services Administration #GS25F0039S and a State Contract through Department of Management Services (DMS) #991-698-14-ACS. SOS has been in business since 1994 and services 34 counties throughout Florida.

Secure On-Site Shredding
Palm Harbor, Florida 34683

General Conditions

Secure On-Site Shredding is in compliance with the following shred size as stated below:

Paper or printed Material shredding must render material unreadable by using a cross cut, pierce and tear, strip cut or pulverize, disintegrator, rotary cut or Hammermill method. End product shred size must meet the following criteria:

Processes
- Cross Cut/Pierce and Tear: ¾ inch width (max) x 2 ½ inch length (max)
- Strip Cut: ⅝ inch width (max) x length: Indefinite
- Pulverize, Disintegrator or Hammermill: Screen size (max) 2-inch diameter holes
- Pulping
- The Shredding vehicle that is currently being utilized for GSA approx. shred size is 1/8 in x ½ in. The end product is comingled with approximately 10,000 lbs. of shredded material, which is housed in the rear of shredding truck.
- All shredded paper material is baled in preparation for recycling at our facility guaranteeing our clients the utmost security. Secure On-Site Shredding owns and operates a state of the art baling system. The baled material is then shipped directly to the pulp mill for post-consumer products. A third party recycling facility is in place in case the shredded material cannot be baled at our facility. All baled material is under a numbered locked seal, this guarantees security during shipping to processing mill. Transfer of custody takes place once material is placed in shredding truck for shredding process.

Our warehouse manager supervises all on-site document destruction. Destruction will begin after all appropriate project management sign-offs have occurred. This is done with complete client cooperation typically weeks after conversion. The shredding vehicle parks directly in front of our warehouse bay door and shredding occurs with no other vehicles nearby. All boxes are clearly marked and designated for destruction. Certificates of Destruction are issued immediately after records are destroyed.

Automated High Speed Trucks

10. How many square feet is your storage facility where the documents will be stored, scanned and media conversion services performed? What is the address of the facility?

Our Oldsmar (Tampa Bay) facility is over 9,000 Square Feet. Our warehouse is completely organized with high rated steel shelving which can accommodate over 4,000 boxes of records. The physical address is

141 Scarlet Boulevard, Oldsmar, Florida 34677

Our commercial-grade warehouse shelving is modular and is made from heavy gauge steel. Our upright capacity is 18,600 pounds and our per level capacity is 4,890 pounds.

Our operations tables are also commercial-grade, modular and made from heavy gauge steel.

All tables and shelving are designed to hold extreme quantities of balanced weight.

11. Please indicate 'yes' or 'no' to the following requirements about the facility where the documents will be stored and scanned and media conversion services performed:

Air Conditioned	Yes **X** No	
Security Alarm system with recorded video surveillance	Yes **X** No	
30 days minimum retention of recorded surveillance	Yes **X** No	
Fire Sprinkler system * The fire dept is right across the street Response time is literally 3 minutes.	Yes___ No **X**	
Is your fire sprinkler system a wet or dry system	Yes___ No___	
Fire Extinguishers marked in accordance with Fire Regulations throughout the facility	Yes **X** No	
Will all City records be kept at least 2 feet above the floor while stored in your facility	Yes **X** No	

12. Does your company use its own vehicles to transport documents?
We own all our vehicles without encumbrances. They are equipped with fire extinguishers and locking mechanisms controlled by our full-time driver. We currently have two 2016 Ford Transit 250 cargo vans. These vans comfortably fit 100 standard file boxes. Our routes are one-way. In other words, our vehicles are not parked at hotels or otherwise for periods of time. Our stops consist of refueling the vehicles.
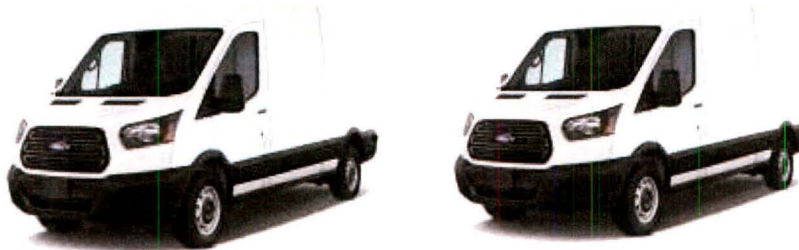
13. Does your company transport the documents in closed vehicles? Are your vehicles air-conditioned?
See our vehicles above. Yes, they are closed and locked at all times.

14. Do you transport magnetic media in magnetic containers within the vehicles?
We've never been asked to transport magnetic material. If this is required, we will purchase containers, as necessary.

15. Do you transport in Waterproof containers?
As stated above, our cargo vans are new. There are no leaks. We do have a fireproof safe that we have utilized, at times, for the transport of microfilm. It is obviously, locked and waterproof.

16. What method does your company use to straighten out the documents before scanning?
Small and large format documents are repaired as necessary. This includes unfolding pages and taping down torn areas. Large format documents which have been tightly rolled for storage are unrolled. We utilize soft lead to straighten the prints. We also counter-roll.

17. Please provide an example of your company's invoices, the Purchase Order address and Remit Address if different. Is your company able to accept a City P-CARD (credit card) as payment?

We utilize a PO Box for all mail as follows:

Advanced Data Solutions, Inc.
PO Box 248
Oldsmar, Florida 34677-0248

In compliance with your document, we can accept the P-CARD.

141 Scarlet Boulevard, Suite A
PO Box 248
Oldsmar, Florida 34677
www.adsus.net
813-855-3545

Sales Invoice

Invoice Date	Invoice #
11/9/2016	6120
P.O. No	Terms
201600592	Net 60
Box Qty	Media Date
125	11/9/2016
Disc # / Filename	
1-3	
Description	
Batch 1 - Bldg	

BILL TO:

City of Ft Lauderdale
100 North Andrews Avenue, Suite 619
Ft. Lauderdale, Florida 33301

Quantity	Description	Price	Ext. Price
62,597	Letter / Legal / Double Letter (scanning, indexing, document preparation & general image enhancement)	0.0345	2,159.60
6,727	Large Format Blueprints / Drawings (scanning, indexing, document preparation & general image enhancement)	0.415	2,791.71
4,375	Document Destruction Per Pound - See attached Certificate of Destruction and Sign Off - Batch 1 - Bldg	0.10	437.50

Total	**$5,388.81**

18. Please provide your standard turnaround times for various scanning and media conversion requests. The Proposer's response should include day of pickup and delivery; Please use a volume of 20,000 documents (10,000 standard size documents and 10,000 large formats [E Plans]) for example. This is strictly for example purposes and does not constitute an average City pick-up; the number of City documents to be picked up may be higher or lower depending on work prepared for pickup at that time. The Proposer awarded the contract will be expected to meet or exceed the proposed turnaround times listed here, if the Proposer awarded the contract cannot meet their proposed turnaround times, the City will have the option of canceling the contract.

Small format / Standard Size Documents

10,000 documents is basically four file boxes which average around 2,500 pages per box. We operate 6 - 8 small format scanners during each labor shift. It would take us a few hours to process this volume.

Large Format / E Plans

We run 2 - 4 wide format scanners during each shift. We average between 2,000 and 4,000 prints per day. Conservatively, 10,000 wide format prints are converted within 3-5 business days without any unusual rush.

19. What is the software product and version of scanning/capture tool used?

Microfilm Conversion Software - Referenced in Question 8.

20. What types of images are supported? Examples, TIFF, CCITT Group 3 & 4, others please list?

We support the following standard image types:

- ➢ TIFF
- ➢ CCITT Group 3 & 4
- ➢ PDF
- ➢ PDF / A
- ➢ SEARCHABLE PDF
- ➢ JPEG
- ➢ GRAYSCALE
- ➢ 16 & 24 BIT COLOR
- ➢ UNCOMPRESSED & COMPRESSED IMAGE FILES

21. Is the system able to provide images with the quality of a TIFF but have the compression capabilities of JPEG?

Yes it can. Here are the TIFF setup options:

TIFF Setup dialog box

Use this box to process your output in *TIFF* format.

Group by - click the radio button for **Single-page** or **Multi-page** group

For each - If you select **Multi-page** group, select one of these options from the drop-down list: **Page, Document,** or **Batch**.

If your output includes black and white images, the **Black & White compression** option becomes active. Select **Group-4** or **(none)** from the drop-down list.

If your output includes color or *grayscale* images, the **Color/Grayscale compression** and **Color quality** options become available.

- ● Color/Grayscale compression - select *JPEG* , JPEG (TIFF 6), or (none).
- ● Color quality - select one of the following settings from the drop-down list: **Same as scanned, Draft, Good, Better, Best,** or **Superior.**

Apply digital signature* - click this checkbox to verify that an image output by Capture Pro Software has remained unaltered from the source document image captured. The free Image Verifier software may be used to verify that a digitally signed image has not been altered at any time. To read about the benefits of image verification and to download the Image Verifier software go to: www.kodakalaris.com/go/CSImageVerify.

OK - closes the dialog box and returns to the Job Setup dialog box

* This option is not available with Capture Desktop Software.

To return to the Output tab, click here.

To return to the Job Setup dialog box, click here.

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22. What size image documents can the system handle? Please indicate smallest to largest.

Our small format scanners handle up to 11" x 17" / ledger sized documents. They also scan pages as small as business cards. Very small documents are taped to blank or pertinent pages for clean "pass-through" during scanning.

Our large format scanners are 44" and 54" wide. Prints larger than that width are scanned sideways. We've scanned prints as large as 6 foot in length in the past. We routinely scan drawings C - E and occasionally, size F.

Drawing Size Reference Table, Architectural and Engineering Drawing Sizes

Standard US Engineering Drawing Sizes

Drawing Size	Dimensions (millimeters)	Dimensions (inches)
ANSI C	431.8 x 558.8	17 x 22
ANSI D	558.8 x 863.6	22 x 34
ANSI E	863.6 x 1117.6	34 x 44
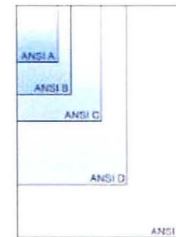
HD 5450
54" large format

IQ Quattro 4400
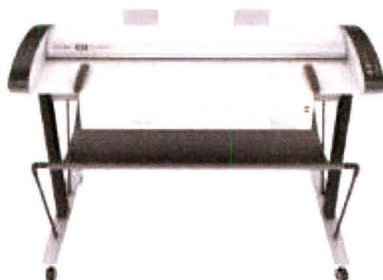
23. Do you have the ability to produce **PDF Image Only, PDF/A or PDF Searchable** images, in accordance with a published International Organization for Standardization (ISO) open standard image format? Is the image file header Non-Proprietary?

The answer is yes to all of the above to include small format document, large format prints and converted microfilm images.

This screenshot depicts standard PDF / PDF/A Options within Kodak Capture Pro.

PDF Setup dialog box

Use this box to process your output in PDF format

Group by - click the radio button for **Single-page** or **Multi-page** grouping

For each - If you select **Multi-page group**, select one of these options from the drop-down list: **Page**, **Document**, or **Batch**

Additional PDF format - select one or more of the following formats: **PDF/A**, **PDF-MRC***, **Fast Web View**, **PDF BookMark** or **Long PDF**

Fast Web View is only available for multi-page documents and may provide faster viewing when downloading large documents from a web site.

- Select **Fast Web View** if you want to configure the PDF file for faster viewing if the files are large and downloaded from the web site

- Select **PDF BookMark** when you want to bookmark each document in the PDF file. Group by **Multi-Page** for each **Batch** must be selected. Specify the value of each document bookmark using the **PDF BookMark** tab found on the **Index** tab. System and/or Index values may be used to produce unique bookmark values

- Select **Long PDF** if you expect your images to be longer than 500 cm (200 inches). This selection will impact performance. Long PDF is not available for PDF/A and PDF-MRC file formats

- If you select **PDF-MRC** as one of your additional PDF formats, select the desired Image quality: **Draft** or **Better**

- If no selections are made, your PDF format will be **PDF**

Image Quality - select **JBIG/Group4, Draft, Good** or **Better** when selecting PDF-MRC PDF format.

In general, JBIG2 will produce smaller file sizes at lower quality than Group 4. **JBIG2-Better, Group4-Draft, Group4-Good**, and **Group4-Better** are lossless.

PDF Compatibility - select a compatibility option if you require the PDF to be compatible with a specific version of Adobe Reader

Password - to encrypt the PDF file, enter a password that will be required to open and view the PDF file. Leave the field blank if you do not want to encrypt the PDF file

This screenshot depicts standard Searchable PDF / PDF/A Options within Kodak Capture Pro.

Searchable PDF Setup dialog box

Use this box to process your output in Searchable PDF format.

Group by - click the radio button for **Single-page** or **Multi-page** grouping

For each - if you select **Multi-page group**, select one of these options from the drop-down list: **Page**, **Document**, or **Batch**

PDF format - select one or more of the following formats: **PDF/A**, **PDF-MRC***, or **Fast Web View***

Fast Web View is only available for multi-page documents and may provide faster viewing when downloading large documents from a web site

Image Quality - select **JBIG/Group4, Draft, Good** or **Better** when selecting PDF-MRC PDF format

In general, JBIG2 will produce smaller file sizes at lower quality than Group 4. **JBIG2-Better, Group4-Draft, Group4-Good**, and **Group4-Better** are lossless

PDF Compatibility - select a compatibility option if you require the PDF to be compatible with a specific version of Adobe Reader

Password - to encrypt the PDF file, enter a password that will be required to open and view the PDF file. Leave the field blank if you do not want to encrypt the PDF file

OCR Quality - select the OCR setting to balance your speed vs accuracy needs. As you move the selector to the right, additional tools, such as language dictionaries and multiple OCR engines are used to improve accuracy

Primary language / Secondary language - when available, OCR will be performed to provide a capability to search for specific text in output files. Select the OCR language that you scanned documents will contain for the most accurate character recognition. If you have a mixed document set that may contain multiple languages, you can select one or more secondary languages

Customer Dictionary - a custom dictionary may be used to improve the accuracy of recognizing unique or unusual words that appear in your document set. Click **Browse** to select a custom dictionary.

To build a custom dictionary, see Using Custom Dictionaries.

Output Range - when grouping by multi-page, select either **All** or **Images** as a way to select specific images to be included in the output file.

- If you select **All**, all images in the Page, Document and Batch group selected will be in the output file

- If you select **Images**, only the specified images in the Page, Document or Batch group selected will be in the output file. For example, if you selected Multi-Page, group by Document and specify an Output Range of 1, 10, then only the first and tenth image in each document will be in the output file. If a document contains less than 10 images, only the first image will appear in the output file.

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24. Does your scan software perform thresholding, deskewing, despeckling, dynamic image enhancement, and edge enhancement?
Yes. Our software is Kodak Capture Pro which is described in detail within Question 7.

25. The City requests the Contractor to keep the City documents for up to 120 days in a secure archival environment during and after the scanning process is complete.   Are you able to comply with this request? If not, what is the maximum amount of time your company will keep the City records?
Yes, we can comply with this request. We own and operate from our Warehouse Facility that can hold up to 3,000 boxes.

26. Do you offer tiered pricing for volume image scanning services?   If so, could you please attach a description and the tiered pricing structures as an appendix to your response?
Your project consists of high volume scanning for millions of images. We are offering our best pricing based on the information given. We will be glad to negotiate lower charges if certain projects warrant streamlined processes.

27. If you do offer tiered cost per image pricing structure, if so would you consider the tiered pricing for all future services for other departments?
Your project consists of high volume scanning for millions of images. We are offering our best pricing based on the information given. We will be glad to negotiate lower charges if certain projects warrant streamlined processes.

28. Does your company require all its employees, as a condition of continued employment, have criminal background checks and sign confidential non-disclosure agreements?
Yes. We also perform drug testing and confirm all employment eligibility with EVerify to ensure compliance with homeland security guidelines.

29. City can provide a data file of the folio, permit number and other data fields that would contain the remaining value for the metadata, which could reduce most of the data entry. Is this something your agency could support?   If so, is this reflected in your price per index charge in your cost proposal?
Yes. We would basically utilize a ODBC lookups using multiple tiers to populate metadata. We do this routinely with other projects. Yes, this is reflected in our pricing.

3

3 Approach to Scope of Work / Project Plan

Project Approach & Methodologies - Paper Records & Microform Media

Our experience and focus on teamwork is the core of our approach to Records Management.

During the preliminary stage of project inception, a project discovery meeting will be scheduled with critical project team leaders from both ADS and your staff. During the meeting, items for discussion will include departmental timelines, record confidentiality, privacy considerations, file type, format and index requirements and overall expectations. Sample documents will be obtained to begin the beta testing phase of the project.

Much of how we plan a project is based on prior experience, information gathering and an initial orientation when our professional relationship begins. We ask a lot of questions and offer suggestions based on our experience with similar projects. Information is exchanged which includes contact names, phone numbers and email addresses of all ADS team members to be involved in your project. Project timelines and budgetary considerations are also discussed.

If there are any sensitive records, we want to know (i.e. your police department and human resource records). This includes certain homeland security issues and personal privacy matters. Other discussion matters include On-Site Records Conversion (your police department and human resource records), Server Space Considerations, Office Staff Coordination, Security Issues, Hours of Operation / Access, Client Deadlines any Other Special Needs or matters.

Proof of Concept and Beta Testing

We begin projects by processing a sample batch of records for your review. This "Proof of Concept or Beta Testing" phase helps to ensure we meet your specific project requirements and eliminate misunderstandings. During this phase, we process a small batch of your records and provide you with source files and related index data. Sample batches are examined, job set-up / profiles determined and conversion begins. Metadata will be created and efficiencies determined. Output files are created and transferred to your authorized team leader for review. Any modifications should be determined and performed at this point.

If there are any required changes, we are able to make any necessary modifications prior to project commencement. Once your staff approves our file format, indexing scheme and upload sequence, proof of concept is achieved and full conversion will begin. In certain circumstances, ADS is employed to perform batch uploads remotely on a pre-established schedule. This typically occurs late at night or during "after hours" time designations.

Upon proof of concept and your acceptance, we schedule the first full pick-up.

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The below diagram depicts a basic conversion project. Within Phase I and II of a project, our programs develop custom interface source and index file schemes which allows the direct batch import of thousands of files within your system.

Phase I Discovery	Phase II Proof of Concept	Phase III Paper Conversion	Phase IV QA & Upload
○ Determine the size, scope and timeline of the project ○ Establish a relationship with office managers, staff, & staff ○ Determine document types currently used within current system & proposed electronic filing system	○ Obtain and convert sample files ○ Process & upload sample files in batch format within proposed electronic filing system ○ Obtain proof of concept from office administrator, & staff	○ Conversion begins will full staff and systems deployed ○ Boxes are unloaded and prepped in exact order and according to instructions created during Proof of Concept ○ Files immediately scanned, auto-indexed, verified and re-bound ○ Files refiled, but CLEARLY marked as processed and complete	○ Data verification / Quality Assurance ○ High level review personnel perform independent confirmation of file name & ID, document type, and other pertinent information. This process occurs immediately following or concurrent to Phase III ○ Password protected and encrypted data discs provided to client and IT personnel ○ Thousands of files are uploaded and programmed to seamlessly integrate with client system ○ Client sign-off obtained

Throughout our response, we have provided documentation of our ADS WebFlow project management software and its capabilities. We have demonstrated our government-specific industry expertise and shown that your project requirements mirror what we do already on a daily basis for many municipalities throughout Florida. Basically, your project plan has been written and utilized for the last 18 years of our operation.

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Microfilm Conversion

The conversion of microfilm media and the conversion of your paper records theoretically follow the same procedures. We decided years ago to add microform conversion to compliment our paper conversion services. We applied the same measurements of quality control with regards to image quality and metadata accuracy to that line of business. We also felt more comfortable not outsourcing that function to another company. At present, we perform the outsourcing services for three major service bureaus in Florida. These companies either do not have the capacity to handle their paper conversion clients, or they do not have the equipment / technical expertise to handle the microform conversion services. This is why we strongly recommend companies, if able, perform a site visit to confirm the microform data is actually being process at the location where it was sent. This also ensures the conversion takes place at that location and client media is not sent overseas.

The below diagram represents a timeline to complete your microfilm conversion project. Consideration is always given to client review / approval time needs as well. While we are comfortable converting at this volume, your project team might want to work at slower pace.

Advanced Data Solution / City of Ft Lauderdale
Microfilm Conversion Project Timeline

Film 35mm - 100 Rolls
Film 16mm - 2923 Rolls

Completion	Rolls Processed	Size
Jan-17	100	35mm
Feb-17	300	16mm
Mar-17	300	16mm
Apr-17	300	16mm
May-17	300	16mm
Jun-17	300	16mm
Jul-17	300	16mm
Aug-17	300	16mm
Sep-17	300	16mm
Oct-17	300	16mm
Nov-17	223	16mm

3023

Please refer to the Question 8 for technical information regarding our microfilm conversion processes.

Paper Conversion

Paper conversion refers to the conversion of both small and large format records. We have strong expertise with regards to Growth Management, Building, Planning and Zoning and Public Works. We are very familiar with these record types and establish "best of breed" practices statewide. Service bureaus without this expertise might not understand the "marriage" that exists with these different sized records. The files have to be separated by size and processed on two different scanning systems. Then they are reviewed and tagged within those systems and subsequently "rejoined" together digitally without error. We have developed controls and processes through the years that streamline this effort. We can guarantee 100% image capture with no chance of lost data during this process.

We examined our current and projected production requirements and determined we could easily accommodate the below conversion schedule. We derived these estimates from your Q&A responses. Our capacity is basically unlimited as we have ample equipment, facilities and staffing resources to process your records. However, our experience has shown that client project team members who are often tasked with other responsibilities, cannot keep up with accelerated schedules which necessitate the review and sign-off of records which are processed and slated for destruction.

Advanced Data Solution / City of Ft Lauderdale
Paper Conversion Project Timeline
Monthly Box Pick-Up By Records Type

Completion	Backlog	Current Records	Total Boxes
Jan-17	100	25	125
Feb-17	100	25	125
Mar-17	100	25	125
Apr-17	100	25	125
May-17	100	25	125
Jun-17	100	25	125
Jul-17	100	25	125
Aug-17	100	25	125
Sep-17	100	25	125
Oct-17	100	25	125
Nov-17	100	25	125
Dec-17	100	25	125
Jan-18	100	25	125
Feb-18	100	25	125
Mar-18	100	25	125
Apr-18	100	25	125
May-18	100	25	125
Jun-18	100	25	125
Jul-18	100	25	125
Aug-18	100	25	125
Sep-18	100	25	125
Oct-18	100	25	125
Nov-18	100	25	125
Dec-18	100	25	125
Jan-19	100	25	125
Feb-19	100	25	125
Mar-19	100	25	125
Apr-19	100	25	125
May-19	100	25	125
Jun-19	100	25	125
Jul-19	100	25	125
Aug-19	100	25	125
Sep-19	100	25	125
Oct-19	100	25	125
Nov-19	100	25	125
Dec-19	100	25	125
	3,600	900	4,500

Departmental Focus / Quality Control

Document Preparation, Document Scanning, Indexing and Quality Control / Review are separate departments within our operational structure. Within each of these departments are individual managers and project managers which control the workflow of all active projects. Various control mechanisms are in place within all phases of production which quickly facilitate the identification and remedy to any production issues. Our trained staff has been with our company and within the industry for years. Inventory logs within ADS WebFlow are maintained for each of these functions which serve to monitor all issues encountered throughout the lifecycle of each project or records batch. This includes, but is not limited to, record discrepancies, legibility issues, non-standard document and index matters, timeline issues, equipment requirements, staffing requirements and training requirements.

Real-Time Review

As an industry leader, we understand the best time to review image quality is during and immediately following scan. As such, our reviewer looks at all images with the scan operator after the completion of each box. At that time, rescans, if any, are performed.

We perform a complete review of client data. This includes the physical removal of EACH file from every box and making real comparisons to the images and data on the screen. Thumbnail and individual images are reviewed in the case of small format documents. Review is performed by the highest levels of management. The qualifications of our reviewers are attached in the Resume section. We feel the qualifications of our review staff are the highest in the industry and are clearly over-qualified for this function. This is critical. Years of records management and data management experience exemplify our dedication to quality control.

Final Review

Final review is considered equally critical to the previous phases described above. As each batch of records is somewhat unique, it is difficult to completely describe this process.

All index discrepancies are resolved during the final review stage of production. Incomplete index information is either resolved internally or through direct input with client project team personnel in a "real time" manner.

In the past, we have been subject to strict quality control review both internally and through client verification. We have always scored extremely high in terms of accuracy with regards to overall page counts and index data output. Although we always strive for 100% accuracy, we acknowledge error results of 0.03%. By using utilities such as double feed detection on production-level Kodak and Fujitsu scanners, most page omissions are avoided. In addition, images are typically reviewed at least three times during the scan, review, index and final review stages of production.

Delivery of Source Files and Index Metadata

We will provide TIFF files scanned at resolutions of 300 dpi. Data Volumes will be copied onto DVD media discs in accordance with State of Florida conversion requirements. All discs will be labeled by Batch Name, Date and Description as defined. All batches will be completed, inclusive of data transmission, within the periods defined by the City.

Project Work Plan

Our Work Plan will be finalized during the planning phase of project implementation. We will use our WebFlow program to schedule out all batches and files to be converted. Project team members will be assigned their respective tasks within WebFlow. Since our program allows for interoffice communication, we will establish the team and ensure all instructions and notes get transmitted to everyone involved. If an exception or new trend is discovered during conversion, we make sure everyone who works on the project is notified immediately. Projects cannot be billed or released until all levels of production have been accomplished within our program.
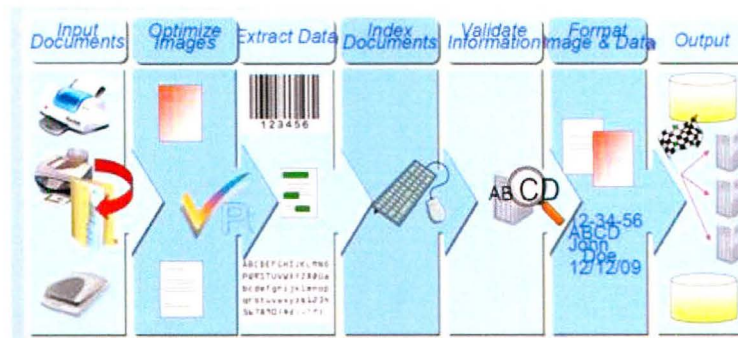
We manage all client production requirements through WebFlow. This program is the source for all task scheduling, budget and time management, enterprise, group / individual communication / notification and payroll reports. All tasks are managed at the detail task level such as record pick-up, document preparation, document scanning, wide format scanning, indexing / data input, review, output, billing, re-delivery and destruction. All projects are managed at the box or batch level and at the project level.

ADS WebFlow is a great project management tool. However, we also employ certain manual operations which serve to reinforce the controls we track electronically. For example, all deliveries are manually entered into the Workflow upon box unloading. Total box counts are reconciled to the Pick-Up documents signed by authorized client and ADS representatives. Document Preparation, Small Format Scanning, Large Format Print Scanning, Microform Conversion, Compilation and Review functions are indicated on the physical boxes themselves via color coded labels, signatures, dates and scan/review stations. All of these controls are cross checked with the WebFlow program through each batch lifecycle.

Hourly labor usages vary widely depending on client requirements as they constantly change. Our WebFlow projects and captures activity by batch, box, employee, function and client. If a project goes over budget, it is identified and resolved immediately. Thus, we are always on task for project completion according to agreed upon schedules.

Interface and System Diversity

The conversion of millions of images includes more than just scanning paper or microformed records. It involves extensive industry experience and programming knowledge that easily facilitates the batch upload of thousands of batch files into various EDMS systems. We utilize Laserfiche internally to run our operations and have experience with exporting records via Briefcases or Volumes.

4

4 References

Provide at least three references, preferably government agencies, for projects with similar scope as listed in this RFP. Information should include:
- ✓ Client Name, address, contact person, telephone and E-mail addresses
- ✓ Description of work.
- ✓ Year the project was completed.
- ✓ Total cost of the project, estimated and actual. *

* Project Costs are typically managed by our clients based on estimated image counts. We can provide guidance in terms of how many small and large format pages are in standard and non-standard boxes for clients that need assistance in budgeting their project costs. Our costs are fixed, which means our estimate always equals the actual cost projected.

Orange County / Document Imaging, Data Conversion and Custom Interface

ADS was contracted for the conversion of millions of small / large format, microfilm and microfiche images initially as part of a basic conversion project in 2004. The project outlined specific volume milestones and required close teamwork with client project team members. After project commencement, multiple technical issues were encountered which required significant research, beta testing and custom programming. ADS provided industry expertise beyond the scope of the contract which resulted in a best of breed solution that exceeded expectations and product timeline deliverables. Our industry expertise facilitated the immediate creation of a custom interface and program designed specifically for a client's unique operating environment. Over 20 million images and 100 million indices have been successfully implemented within this client's system over the last 10 years. Our contract extends to all departments within the County and has included the County Administrator's Office, Contracts and Legal, Planning & Zoning, Environmental Protection, Public Works, Research and Growth Management. Services are ongoing.

Name: Aneta Duhigg
Address: 201 S. Rosalind Avenue, Orlando, Florida 32801
Telephone: 407-836-5873
Email: Aneta.Duhigg@ocfl.net
Completion Date: Ongoing / Monthly Pick-Ups
Project Cost: Initially $750,000 / Recurring Revenues Approximate $200,000

City of Orlando / Document Imaging Services

ADS began converting small and large format documents for the City during 2014. Since that time, we have primarily converted small and large format documents for the areas within Growth Management. All records are imported into the City's EDMS system. Metadata and source image formats are designed for simple integration. Services are ongoing. To date, we have converted 3,123,000 small format pages and 515,000 large format prints for the city.

Contact Name: Tisa Mitchell, Project Manager
Address: 400 South Orange Avenue, Orlando, Florida 32801
Telephone: 407-246-3179
Email: Tisa.Mitchell@cityoforlando.net
Completion Date: Ongoing.
Project Cost: $214,000 To Date

50

Pompano Beach / Document Imaging, Microform and System Implementation

ADS began converting small and large format documents for the City during 2002. In 2010, we began the back-file conversion of millions of microformed images & data input resulted in concise data management & drastically improved record retrieval times. We converted nearly 1 million images from the City's microfiche library and tagged files with appropriate metadata. This project was completed in eighteen months.

Paper scanning services are ongoing citywide. We work with various departments including police, finance, public works and others, but focus primarily on Growth Management. We convert building permit files consisting of a multitude of small documents and large format prints. To date, we have converted over three million small format documents and 250 thousand large format prints.

During 2003, we implemented an Alchemy document imaging system within the City Clerk's office. This system grew to 45 users. The system managed paper records spanning 50 years and simplified public records requests. We have managed the set-up & support of multiple databases (Folder structures, indexing schemes, password security, drop-down menus, search routines, and extensive OCR).

During 2015 / 2016, we migrated the city from Alchemy to **Laserfiche** in a citywide deployment that included all of the above plus the development and design of several extensive workflows and forms processing routines.

Contact Name: Robin Bird, Director of Growth Management
Address: 100 W. Atlantic Boulevard, Pompano Beach, Florida 33060
Telephone: 954-786-4629
Email: Robin.Bird@copbfl.com
Completion Date: Ongoing.
Project Cost: Microfiche Conversion - $250,000 / Paper Conversion -$100,000 Annually

Bloomin' Brands, Inc. (fka Outback Steakhouse) Document Imaging Conversion

ADS began converting small format documents for BBI(OSI) during 2011. We are responsible for the daily pick-up, document imaging, indexing and nightly upload of thousands of payable and accounting records. The project serves to immediately process vendor payable files for over 1,200 Outback Steakhouse, Flemings, Carrabba's and Bonefish Grill fine dining restaurants. As part of our beta testing and proof of concept, we were asked to provide custom programming of full text OCR searches which performed cross checks with BBI's vendor information and lookup tables to populate certain metadata fields. Subsequent to our processing, images and metadata are uploaded to secured servers nightly. The metadata is further refined and accessed by processors from offshore locations. High volume days can involve the conversion of up to 50,000 images with 400,000 keystrokes of metadata.

Contact Person: William Sizemore
Address: 2202 North West Shore Boulevard, 5th Floor, Tampa, Florida 33607
Telephone: 813-830-4327
Email: WilliamSizemore@BloominBrands.com
Completion Date: Ongoing
Project Cost: $425,000 / $10,000 Per Month Ongoing

We've provided four references above. In addition, we specifically chose four other large conversion projects to describe within Section 2 - Experience and Qualifications. In total, we've provided eight examples of our capacity to service large clients and meet both technical and predetermined project deadlines.

5

5 Minority / Women (M/WBE) Participation

> If your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, provide copies of your certification(s).
> - ✓ Certifications Attached
> - ✓ State Contract Also Included

State of Florida

Woman Business Certification
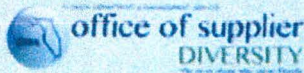
Advanced Data Solutions, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

05/19/2016   to   05/19/2018

Chad Poppell, Secretary
Florida Department of Management Services

office of supplier
DIVERSITY

Office of Supplier Diversity • 4050 Esplanade Way, Suite 380 • Tallahassee, FL 32399 • 850-487-0915 • www.dms.myflorida.com/osd

Certification
as Women or Minority Business Enterprise

Advanced Data Solutions, Inc.

Federal Number 59-3565568

has been reviewed and identified as W/MBE with the City of Tampa Government

Class - Caucasian Female   *Valid from 4/27/2015 to 4/26/2017*   *Certificate Number 427*

Certification is Applicable in:

Document Imaging, Software & Hardware Sales, Internet Connectivity & Document Retrieval

This certification is good for two (2) years, therefore you are required to update your submission by submitting a new W/MBE Disclosure Affidavit and by certifying that the information on file is accurate. However, if at anytime the composition of the W/MBE status of your firm changes it will be necessary to complete another Disclosure Affidavit. The City of Tampa Government reserves the right to terminate or cancel this certification at anytime when it is found that the composition of the organization has changed and no longer meets the definition established for W/MBE certification

Gregory K. Hart, MBD Manager
Minority & Small Business Development Office

Certification

as Small Local Business Enterprise

(City of Tampa Florida seal — Organized July 15, 1887)

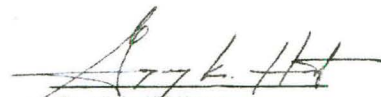### *Advanced Data Solutions, Inc.*

Federal Number 59-3565568

has been reviewed and identified as SLBE with the City of Tampa Government

Class - Small Business   *Valid from 4/27/2015 to 4/26/2017*   *Certificate Number 318*

Certification is Applicable in:

Document Imaging, Software & Hardware Sales, Internet Connectivity & Document Retrieval

This certification is good only for two (2) years. You are required to update your status by submitting a recertification SLBE Disclosure Affidavit. However, if at any time the composition of the SLBE status of your firm changes it will be necessary to complete another Disclosure Affidavit. The City of Tampa Government reserves the right to terminate or cancel this certification at anytime when it is found that the composition of the organization has changed and no longer meets the definition established for SLBE certification.

Gregory K. Hart, MBD Manager
Minority & Small Business Development Office
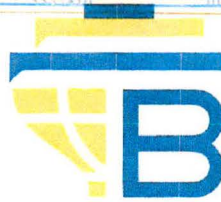
PORT TAMPA BAY™

Small Business Enterprise Certification

Advanced Data Solutions, Inc.
Federal ID #59-3565568

Services Provided: Document/Records Management &
Conversion Services

Valid from 09/07/2016 to 09/08/2017

Donna Casey

Procurement & Small Business

Please note this certificate is valid only with Port Tampa Bay.
It is not reciprocal with the City of Tampa or Hillsborough County and may not be reciprocal with any other local governmental agency.

Hillsborough County

P U B L I C   S C H O O L S

Excellence in Education

Hillsborough County Public Schools
Office of Supplier Diversity Registration Certificate

Advanced Data Solutions, Inc.

Is registered with Hillsborough County Public Schools
Office of Supplier Diversity as a SBE/WMBE

Registration Expiration Date: **05/19/2018**

Eric J. Graham
Supplier Diversity Officer

Advanced Data Solutions, Inc.
Florida Information Technology Services Contract

Search [Search]

☐ Search Current Location Only

Advanced Data Solutions, Inc.

CBE Code	Florida Climate Friendly Preferred Products	Recycled Products	Utilizes Authorized Resellers	Coverage Area
A - Non-Minority	No	No	No	Statewide

Ordering Instructions

Primary Contact

Company Name: Advanced Data Solutions, Inc

Contractor Representative Name: Melody S. Engle

Contractor Representative Title: President

Street Address or P.O. Box: 141 Scarlet Blvd., Suite A

City, State, Zip: Oldsmar, FL 34677

Email Address: mengle@adsus.net

Phone Number: 813-855-3545

Ordering Fax Number: 813-855-6575

Internet Address: www.adsus.net

Federal ID Number: 59-3565568

Remit Address: 141 Scarlet Blvd., Suite A

City, State, Zip: Oldsmar, FL 34677

Secondary Contact

Contractor Representative Name: Carol Orloski

Contractor Representative Title: Government, Legal and Medical Specialist

Email Address: corloski@adsus.net

Phone Number: 813-855-3545

6

6 Subcontractors

Proposer must clearly identify any subcontractors that may be utilized during the term of this contract.

ADS will not utilize subcontractors for this initiative.

7

7 Required and Other Forms

- ✓ Proposal Certification
- ✓ Cost Proposal
- ✓ Non-Collusion Statement
- ✓ Local Business Preference (LBP)
- ✓ Contract Payment Method
- ✓ Sample Insurance Certificate
- ✓ Business License
- ✓ Addendum 1
- ✓ SOC 3 Report
- ✓ PCI DSS Merchant Compliance Certificate
- ✓ HIPAA and Security Training Certificates
- ✓ FDLE Criminal Background Checks / Key Employees

BID/PROPOSAL CERTIFICATION

Please Note: If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit http://www.dos.state.fl.us/).

Company: (Legal Registration) Advanced Data Solutions, Inc.

Address: 141 Scarlet Blvd. Ste.A

City: Oldsmar   State: FL   Zip: 34677

Telephone No. 813-855-3545 FAX No. 813-855-6286 Email: mengle@adsus.net

Delivery: Calendar days after receipt of Purchase Order **(section 1.02 of General Conditions)**: < 30

Total Bid Discount **(section 1.05 of General Conditions)**: $ 0

Does your firm qualify for MBE or WBE status **(section 1.09 of General Conditions)**:   MBE ____   WBE ✓

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.	Date Issued	Addendum No.	Date Issued	Addendum No.	Date Issued
1	10/31/16				

VARIANCES: If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A. **If submitting your response electronically through BIDSYNC you must also click the "Take Exception" button.**

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars ($500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

Melody S. Engle   _[signature]_
Name (printed)   Signature

11/8/16   President
Date: Title

revised 04/10/15

SECTION VI - COST PROPOSAL PAGE - REVISED

Proposer Name: Advanced Data Solutions, Inc.

Proposer agrees to supply the services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

Cost to the City: Contractor must quote firm, fixed, costs for all services identified in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

PRICING FOR SCANNING/IMAGING SERVICES:
Pricing for scanning/imaging must include prepping and indexing of up to 30 characters. For indexing above 30 characters, provide per character cost below.

TRANSPORTATION COSTS
Proposers must include any transportation costs in the unit price per image.

#	Item Description	Estimated Quantity	Unit Price	Total Price
1	Unit cost/per scanned image, letter and legal sized documents, up to 11" x 17"	8,089,900	0.034500	279,101.55
2	Unit cost/per scanned image, for E size shop drawings.	1,096,700	0.415000	455,130.50
3	Unit cost/per scanned image, of 35mm building plans including drawings, permits, letter, etc. 100 rolls of microfilm required to be converted to scanned images (average of 1100 images per roll).	110,500	0.0345000	3,812.25
4	Unit cost/per scanned image, of 16mm rolls, 2923 rolls of microfilm required to be converted to scanned images (average 2000 images per roll).	5,846,100	0.0190000	111,075.90
5	Destruction documents after scanning and review of scanned images by the City is complete. Unit price per pound	30,000	0.10000	3,000.00
6	Cost per character for indexing above 30 characters	100	0.00250	0.25
6	Grand Total			$852,120.45

Submitted by:

Melody S. Engle
Name (printed)

Signature

11/9/14
Date

President
Title

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

> 3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).
>
> 3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME	RELATIONSHIPS
_____	_____
_____	_____
	_____
	_____

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local BUSINESS preference classification as indicated herein, and further certifies and agrees that it will re-affirm it's local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

(1) _____
       Business Name

is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the City of Fort Lauderdale current year Business Tax Receipt **and** a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

(2) _____
       Business Name

is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Business Tax Receipt **or** a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

(3) _____
       Business Name

is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.

(4) _____
       Business Name

requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

(5) _____
       Business Name

requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

(6)   Advanced Data Solutions, Inc.
       Business Name

is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. and does not qualify for Local Preference consideration.

BIDDER'S COMPANY: Advanced Data Solutions, Inc.

AUTHORIZED COMPANY PERSON: Melody S. Engle   11/08/2016
                                                       NAME   SIGNATURE   DATE

October 25, 2013

CONTRACT PAYMENT METHOD BY P-CARD

THIS FORM MUST BY SUBMITTED WITH YOUR RESPONSE

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract.

Please indicate which credit card payment you prefer:

_____ Master Card

_____X_____ Visa Card

Company Name: Advanced Data Solutions, Inc.

Name (printed) Melody S. Engle   Signature_____

Date: 11-08-16   Title: President

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/27/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
Hub International Southeast 600 Cleveland Street Suite 600 Clearwater, FL 33755	PHONE (A/C, No, Ext): (727) 797-0441		FAX (A/C, No): (727) 669-0673
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Owners Insurance Company		32700
INSURED	INSURER B :		
Advanced Data Solutions , Inc. Melody Shearin Engle 141 Scarlet Blvd, Ste A Oldsmar, FL 34677	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES   CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
A	AUTOMOBILE LIABILITY			4795673300	04/04/2016	04/04/2017	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☒ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☒ HIRED AUTOS ☒ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE ☐ OTH-ER ☐	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
For Information Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE *[signature]*

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ACORD 25 (2014/01)   The ACORD name and logo are registered marks of ACORD

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/19/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland, NJ 07068	PHONE (A/C, No, Ext):		FAX (A/C, No):
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Employers Compensation Insurance Company		11512
INSURED	INSURER B :		
ADVANCED DATA SOLUTIONS INC 141 SCARLET BLVD STE A Oldsmar, FL 34677	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES   CERTIFICATE NUMBER: 436918   REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [Y] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	EIG206177302	01/10/2016	01/10/2017	X PER STATUTE ☐ OTHER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE *Nancy M. Mim*

RD 25 (2014/01)

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/27/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Brown & Brown of Florida, Inc. 83 N Park Place Blvd Suite #101 Clearwater, FL 33759	PHONE (A/C, No, Ext): (727) 461-6044	FAX (A/C, No): (727) 442-7695
	E-MAIL ADDRESS:	

	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Hartford Casualty Insurance Company	29424
INSURED Advanced Data Solutions, Inc. 141 Scarlet Blvd, Suite A Oldsmar, FL 34677	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES   CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			21SBAKO0961	07/17/2016	07/17/2017	EACH OCCURRENCE	$ 1,000,000
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
	X EPLI $5,000						MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
For Insurance Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE *Rebecca Sengaroun*

ACORD 25 (2014/01)   The ACORD name and logo are registered marks of ACORD

| Type: PRINTING | CITY OF OLDSMAR | Vendor: 08996.1 |

CITY OF OLDSMAR
100 STATE STREET WEST, OLDSMAR, FL 34677 Phone: 813-749-1123
LOCAL BUSINESS TAX RECEIPT
Fiscal Year 2017 Expires: September 30, 2017

Owner: ADVANCED DATA SOLUTIONS, INC.
(727)638-6265

Business 141 SCARLET BLVD SUITE B
Address: OLDSMAR FL 34677-3021

Issued: 09/16/2016
Tax: $87.00

_____
Authorized Signature

Name: ADVANCED DATA SOLUTIONS, INC.
Mailing 141 SCARLET BLVD STE A
Address: OLDSMAR FL 34677-3021

Issuance and retention of this receipt is contingent upon
receipt holder's compliance with the City of Oldsmar Code of
Ordinances. The City reserves the right to inspect business premises
LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AND IS NON-REFUNDABLE
Applicant

ADDENDUM NO. 1

RFP No. 575-11786
TITLE: Scanning, Indexing, Imaging and Media Conversion Services

ISSUED: October 31, 2016

This addendum is being issued to make the following change(s):

1. Section 2.16.6 has been added to Minimum Qualifications as follows:

   2.16.6 This RFP is for City-wide scanning services, and will include City Departments that possess data ranging from restricted, private, and public. Since the handling of this data in certain instances could contain Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry (PCI) and Classified Law Enforcement data, certain background clearances will be necessary for these data classes, and handled by those who are familiar with safeguarding the collection, storage and destruction of the data.
   The contractor or subcontractor and facility that will be handling data classified as restricted and private data classes when applicable will require the following additional requirements:
   •   PCI Data- Background Checks and an understanding of Payment Card Industry Data Security Standards (PCI-DSS)
   •   Restricted Police Data- Security levels to provide National Institute of Standards and Technology (NIST) and Department of Justice (DOJ) classified conversion. Scanning is preferable onsite, if offsite must meet Criminal Justice Information Services (CJIS) compliance standards of physical security and appropriate staff clearances for the handing, processing, and destruction of data.
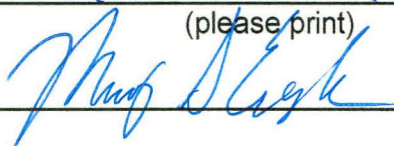   Prospective vendors must be able to furnish documentation that staff has appropriate background clearances and appropriate physical and logical security to handle classified data classes. This documentation shall be included in the proposal submittal.

2. Section VI - Cost Proposal Page has been revised. Proposers shall use the revised page included with this addendum.

3. The bid end date has been changed to Thursday, November 10, 2016.

All other terms, conditions, and specifications remain unchanged.

AnnDebra Diaz, CPPB
Senior Procurement Specialist

Company Name: Advanced Data Solutions, Inc.
(please print)

Bidder's Signature: _____

Date: 11/9/16

Advanced Data Solutions, Inc.

Service Organization Controls 3 Report

Relevant to Security, Processing Integrity and Confidentiality for the Period from April 1, 2016 through September 30, 2016

Table of Contents

1. Report of Independent Accountants

2. Management of Advanced Data Solutions, Inc.'s Assertion

3. Description of Advanced Data Solution's Electronic Document Management System for the Period from April 1, 2016 to September 30, 2016.

4. Trust Service Principles and Criteria

DRESLIN FINANCIAL SERVICES

Certified Public Accountants & Business Advisors

1: Report of Independent Accountants

To the Management of Advanced Data Solutions, Inc.:

We have examined management's assertion that, Advanced Data Solutions, Inc.'s (ADS), during the period April 1, 2016 through September 30, 2016, maintained effective controls to provide reasonable assurance that:

- the Advanced Data Solutions Records Management System was protected against unauthorized access, use, or modification to meet ADS' commitments and system requirements
- the Advanced Data Solutions Records Management System was available for operation and use to meet ADS' commitments and system requirements

based on the criteria for security and availability in the American Institute of Certified Public Accountants' TSP section 100, *Trust Services Principles and Criteria for Security, Availability, Processing Integrity, Confidentiality, and Privacy* updated as of March 2016. This assertion is the responsibility of ADS management. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included (1) obtaining an understanding of the ADS relevant security and availability controls , (2) testing and evaluating the operating effectiveness of those controls; and (3) performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

Because of the nature and inherent limitations of controls, error or fraud may occur and not be detected. Furthermore, the projection of any conclusions, based on our findings, to future periods is subject to the risk that the validity of such conclusions may be altered because of changes made to the system or controls, the failure to make needed changes to the system or controls or a deterioration in the degree of the effectiveness of the controls.

In our opinion, ADS' management's assertion referred to above is fairly stated, in all material respects, based on the aforementioned criteria for security and availability.

Dreslin Financial Services
Certified Public Accountants
Largo, Florida
October 5, 2016

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2: Management of Advanced Data Solutions, Inc.'s Assertion

October 5, 2016

Advanced Data Solutions, Inc. (ADS) maintained effective controls over the Security and Availability of its records management system to provide reasonable assurance that:

➢ the Advanced Data Solutions Records Management System was protected against unauthorized access, use or modification to meet ADS system requirements.

➢ the Advanced Data Solutions Records Management System was available for operation and use to meet ADS commitments and system requirements

➢ the Advanced Data Solutions Records Management System was protected against unauthorized access (both physical and logical)

during the period April 1, 2016 through September 30, 2016, based on the criteria for security and availability principles set forth in the AICPA's TSP section 100, Trust Services Principles and Criteria for Security, Availability, Processing Integrity, Confidentiality and Privacy updated as of March 2016.

Advanced Data Solutions, Inc.

Melody S. Engle
President

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3: Description of Advanced Data Solution's Records Management System for the Period from April 1, 2016 to September 30, 2016.

A.   COMPANY OVERVIEW

Advanced Data Solutions, Inc. (ADS), founded in Florida during 1999, is a records management service company which converts paper and microform records to digital format.

ADS provides outsourced conversion services:

> ➢ Document Scanning
> ➢ Microform Conversion
> ➢ Data Entry

B.   SCOPE OF THE REPORT

Report Framework

This report is considered a Service Organization Control 3 (SOC3) report under the internal control reporting framework established by the American Institute of Certified Public Accountants (AICPA).

Scope

The scope of this report is limited to ADS Records Management System (ARMS). This report covers the outsource services described above and the suitability of the design of controls to meet the criteria for the security, processing integrity and confidentiality principles set forth in TSP section 100, Trust Services Principles, Criteria and Illustrations for Security, Availability, Processing Integrity, Confidentiality and Privacy (AICPA Technical Practice Aids) (applicable trust services criteria) covering the period from April 1, 2016 through September 30, 2016.

ADS believes the Availability Principle of the Trust Services Principles is not applicable to readers of this report because users generally do not have access to ARMS. Client user access is limited. Furthermore, ADS believes the Privacy Principle of the Trust Services Principles is not applicable to users because ADS is not subject to regulatory requirements regarding privacy of data.

C.   SUMMARY OF ADS RECORDS MANAGEMENT SYSTEM

ARMS consists of scanners, computer servers, network file system, PCs and applications used for converting paper and microform data to digital format. Software is limited to currently supported Microsoft Windows operating systems on Company issued personal computers and the following applications.

> ➢ Kodak Capture Pro - Document Scanning Software developed by Kodak Alaris
> ➢ Fujitsu Scandall Pro - Document Scanning Software developed by Fujitsu
> ➢ Contex Next Image Scan & Archive - Wide Format Scanning Software developed by Contex
> ➢ Kip Scan Client - Wide Format Scanning Software developed by Consistent Software
> ➢ Quantum Scan / Quantum Process - Microform Conversion Software developed by Mekel

D.   OVERVIEW OF ARMS AND ITS BOUNDARIES

Boundaries of the ARMS

The boundaries of the ARMS include applications (described above) and infrastructure that directly support the outsourced conversion services provided by ADS to customers, including infrastructure software, people, procedures and data.   Any applications, databases and infrastructure that indirectly support the records management services provided to customers are not included within the boundaries of ARMS.

Infrastructure

The ADS primary facility is located in the city of Oldsmar, Florida.   There are appropriate security controls limiting physical access to its office space and its operations.   ADS has two servers and several work stations which utilize the Windows Operating System to manage security on the IT resources applications and data.   ADS utilizes firewalls, intrusion detection systems and virus detection to monitor its network, application and data.

The ADS simply designed infrastructure is presently responsible for supporting our technology solutions.   These servers are summarized below by operating system and the various purposes served.

Operating System	Server Purpose
Windows Server 2012	Monitoring Tools, Application Servers, FTP Services, Networking Systems, Backup/Recovery Services, Domain Control, System Management Tools, Source Image Storage, Metadata Storage
Windows 2008 R2	Monitoring Tools, Application Services, Networking Systems, Backup/Recovery Services, Source Image Storage, Metadata Storage

Software

The ARMS is comprised of third-party developed applications as described.   All changes to the applications are developed and managed by third-party vendors.   ADS separately maintains an information technology infrastructure and specific software applications to effectively operate and support ARMS.

People

Advanced Data Solutions organizational structure provides a framework for planning, executing and controlling business operations.   Senior leadership play important roles in establishing the Company's tone and core values.   The organizational structure assigns roles and responsibilities to provide for adequate staffing, security, efficiency of operations and segregation of duties. Management has also established authority and appropriate lines of reporting to key personnel.

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Procedures

Information Security (IS) policies and procedures are formally documented by Senior Management to detail policies and procedures related to system security, confidentiality and processing integrity. The IS policies and procedures are reviewed, updated and approved by management on a quarterly basis or as changes occur.

Data

The IS policies and procedures formally document policies for classifying data based on its criticality and sensitivity, as well as procedures detailing how classifications are used to define protection requirements, access rights, access restrictions, data retention and data destruction requirements.

Data is collected physically via chain of custody transfer of paper and microform records. Source image data is created digitally through the conversion of paper and microform scanning processes. Metadata is created from ADS input at the direction of the customer.

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4: Trust Service Principles and Criteria

Criteria Common to All Security, Processing Integrity and Confidential Principles

CC1.0	Common Criteria Related to Organization and Management
CC1.1	The entity has defined organizational structures, reporting lines, authorities and responsibilities for the design, development, implementation, operation, maintenance and monitoring of the system enabling it to meet its commitments and requirements as they relate to security, processing integrity and confidentiality.
CC1.2	Responsibility and accountability for designing, developing, implementing, operating, maintaining, monitoring and approving the entity's system controls are assigned to individuals within the entity with authority to ensure policies and other system requirements are effectively promulgated and placed in operation.
CC1.3	Personnel responsible for designing, developing, implementing, operating, maintaining and monitoring the system affecting security, processing integrity, and confidentiality have the qualifications and resources to fulfill their responsibilities.
CC1.4	The entity has established workforce conduct standards, implemented workforce candidate background screening procedures and conducts enforcement procedures to enable it to meet its commitments and requirements as they relate to security, processing integrity and confidentiality.

CC3.0	Common Criteria Related to Risk Management and Design and Implementation of Controls
CC3.1	The entity (1) identifies potential threats that would impair system security, processing integrity and confidentiality commitments and requirements, (2) analyzes the significance of risks associated with the identified threats and (3) determines mitigation strategies for those risks (including controls and other mitigation strategies).
CC3.2	The entity designs, develops and implements controls, including policies and procedures, to implement its risk mitigation strategy.
CC3.3	The entity (1) identifies and assesses changes (for example, environmental, regulatory, and technological changes) that could significantly affect the system of internal control for security, processing integrity and confidentiality and reassesses risk and mitigation strategies based on the changes and (2) reassesses the suitability of the design and deployment of control activities based on the operation and monitoring of those activities, and updates them as necessary.

CC4.0	Common Criteria Related to Monitoring of Controls
CC4.1	The design and operating effectiveness of controls are periodically evaluated against security, processing integrity and confidentiality commitments and requirements, corrections and other necessary actions relating to identified deficiencies are taken in a timely manner.

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CC5.0	Common Criteria Related to Logical and Physical Access Controls
CC5.1	Logical access security software, infrastructure and architectures have been implemented to support (1) identification and authentication of authorized users; (2) restriction of authorized user access to system components, or portions thereof, authorized by management, including hardware, data, software, mobile devices, output, and offline elements; and (3) prevention and detection of unauthorized access.
CC5.2	New internal and external system users are registered and authorized prior to being issued system credentials and granted the ability to access the system. User system credentials are removed when user access is no longer authorized.
CC5.3	Internal and external system users are identified and authenticated when accessing the system components (for example, infrastructure, software, and data).
CC5.4	Access to data, software, functions and other IT resources is authorized and is modified or removed based on roles, responsibilities, or the system design and changes to them.
CC5.5	Physical access to facilities housing the system (for example, data centers, backup media storage, and other sensitive locations as well as sensitive system components within those locations) is restricted to authorized personnel.
CC5.6	Logical access security measures have been implemented to protect against security, processing integrity and confidentiality threats from sources outside the boundaries of the system.
CC5.7	The transmission, movement and removal of information is restricted to authorized users and processes, and is protected during transmission, movement, or removal enabling the entity to meet its commitments and requirements as they relate to security, processing integrity and confidentiality.
CC5.8	Controls have been implements to prevent or detect and act upon the introduction of unauthorized or malicious software.

CC6.0	Common Criteria Related to System Operations
CC6.1	Vulnerabilities of system components to security, processing integrity and confidentiality breaches and incidents due to malicious acts, natural disaster, or errors are monitored and evaluated and countermeasures are implemented to compensate for known and new vulnerabilities.
CC6.2	Security, processing integrity and confidentiality incidents, including logical and physical security breaches, failures, concerns and other complaints, are identified, reported to appropriate personnel, and acted on in accordance with established incident response procedures.

CC7.0	Common Criteria Related to Change Management
CC7.1	Security, processing integrity and confidentiality commitments and requirements, are addressed, during the system development lifecycle including design, acquisition, implementation, configuration, testing, modification and maintenance of system components.
CC7.2	Infrastructure, data, software and procedures are updated as necessary to remain consistent with the system commitments and requirements as they relate to security, processing integrity and confidentiality.

CC7.3	Change management processes are initiated when deficiencies in the design or operating effectiveness of controls are identified during system operation and monitoring.
CC7.4	Changes to system components are authorized, designed, developed, configured, documented, tested, approved and implemented in accordance with security, processing integrity and confidentiality commitments and requirements.

Additional Criteria for Processing Integrity Principles

PI1.0	Additional Criteria for Processing Integrity
PI1.1	Procedures exist to prevent, detect and correct processing errors to meet processing integrity commitments and requirements.
PI1.2	System inputs are measured and recorded completely, accurately and timely in accordance with processing, integrity commitments and requirements.
PI1.3	Data is processed completely, accurately and timely as authorized in accordance with processing integrity commitments and requirements.
PI1.4	Data is stored and maintained completely and accurately for its specified life span in accordance with processing integrity commitments and requirements.
PI1.5	System output is complete, accurate, distributed and retained in accordance with processing integrity commitments and requirements.
PI1.6	Modification of data is authorized, using authorized procedures in accordance with processing integrity commitments and requirements.

Additional Criteria for Confidentiality Principles

C1.0	Additional Criteria for Confidentiality
C1.1	Confidential information is protected during the system design, development, testing, implementation and change processes in accordance with confidentiality commitments and requirements.
C1.2	Confidential information within the boundaries of the system is protected against unauthorized access, use and disclosure during input, processing, retention, output, and disposition in accordance with confidentiality commitments and requirements.
C1.3	Access to confidential information from outside the boundaries of the system and disclosure of confidential information is restricted to authorized parties in accordance with confidentiality commitments and requirements.
C1.4	The entity obtains confidentiality commitments that are consistent with the entity's confidentiality requirements from vendors and other third parties whose products and services comprise part of the system and have access to confidential information.
C1.5	Compliance with confidentiality commitments and requirements by vendors and others third parties whose products and services comprise part of the system is assessed on a periodic and as-needed basis and corrective action is taken, if necessary.
C1.6	Changes to confidentiality commitments and requirements are communicated to internal and external users, vendors and other third parties whose products and services are included in the system.

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securityMETRICS

Certificate of PCI DSS Merchant Compliance

Payment Card Industry Data Security Standards Validation

Based on the information provided by the merchant listed below involving its security policies, procedures, and regulations, SecurityMetrics has found the merchant to be compliant with the Payment Card Industry Data Security Standards (PCI DSS), endorsed by Visa, MasterCard, American Express, Discover, and JCB card brands.

Advanced Data Solutions, Inc.

Last Passing Scan Date: 05 Nov 2016

Self Assessment Questionnaire (SAQ D 3.2) Compliant Date: 05 Nov 2016

SecurityMetrics recognizes the merchant for its efforts to reduce credit card theft and fraud. By achieving PCI certification, this merchant is maintaining rigorous data security standards to ensure that its customer's credit card information remains safe and secure. In order to maintain PCI DSS compliance the merchant's self-assessment questionnaire must be passed every 12 months and any scans, if applicable, must be passed every 3 months.

www.securitymetrics.com

www.pcisecuritystandards.org

Ian Taylor

Director of Security Fulfillment

CERTIFICATE OF COMPLETION

AWARDED TO

Kay McNeil

For completion of the 2016 HIPAA Training

Awarded

10/11/2016

Department of Children and Families
Training and Development

CERTIFICATE OF COMPLETION

AWARDED TO

Melody Engle

For completion of the 2016 HIPAA Training

Awarded

11/7/2016

Department of Children and Families
Training and Development

CERTIFICATE OF COMPLETION

AWARDED TO

Kay McNeil

For completion of the 2016 Security Awareness Training

Awarded

11/7/2016

Department of Children and Families
Training and Development

CERTIFICATE OF COMPLETION

AWARDED TO

Melody Engle

For completion of the 2016 Security Awareness Training

Awarded

11/7/2016

Department of Children and Families
Training and Development

Carol Orloski

FLORIDA DEPARTMENT OF LAW ENFORCEMENT
CRIMINAL HISTORY INFORMATION
Search Florida's Criminal Histories
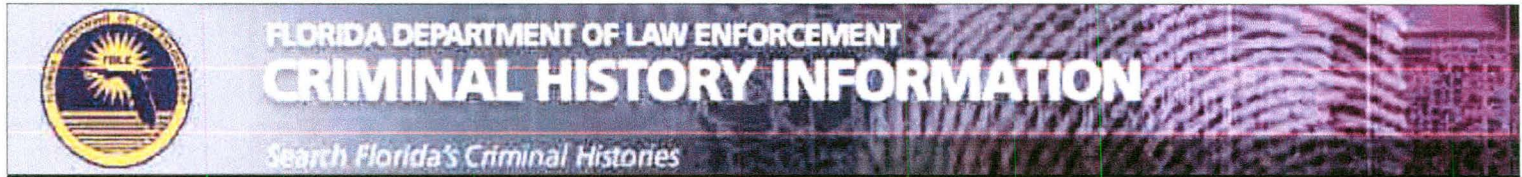
The following is your search criteria:
Tran ID: 8480255
Name: SVOBODA, PAUL A
Maiden Name/Alias:
Maiden Name/Alias 2:
SSN: XXX-XX-1434
DOB: 09/16/1957
Age:
Race: W
Sex: M

Search conducted: 11/1/2016 03:41:07 PM

FDLE found NO Florida criminal history based on the information provided. No criminal record check was conducted for 'her states or for the FBI. This record (or statement that there is not a record) is based on a request from a member of .ie public. This customer used the FDLE Internet system to search for the Florida record. FDLE is providing this to respond to the customer's request.

1

Carol Orloski

FLORIDA DEPARTMENT OF LAW ENFORCEMENT
CRIMINAL HISTORY INFORMATION
Search Florida's Criminal Histories

The following is your search criteria:
Tran ID: 8480312
Name: ENGLE, MELODY SHEARIN
Maiden Name/Alias:
Maiden Name/Alias 2:
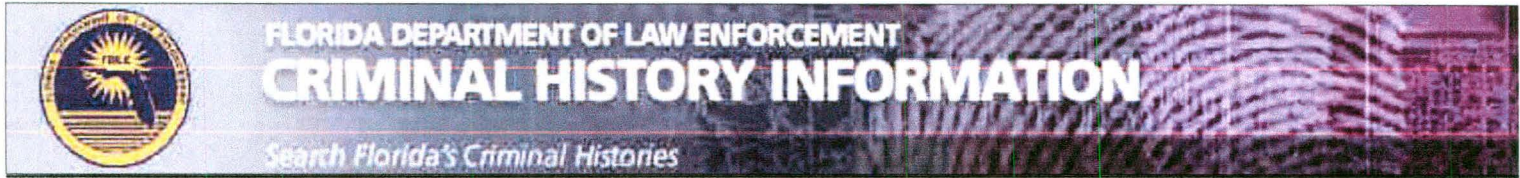SSN: XXX-XX-1975
DOB: 12/11/1964
Age:
Race: W
Sex: F

Search conducted: 11/1/2016 03:47:24 PM

FDLE found NO Florida criminal history based on the information provided. No criminal record check was conducted for †her states or for the FBI. This record (or statement that there is not a record) is based on a request from a member of ₋₁e public. This customer used the FDLE Internet system to search for the Florida record. FDLE is providing this to respond to the customer's request.

1

Carol Orloski

FLORIDA DEPARTMENT OF LAW ENFORCEMENT
CRIMINAL HISTORY INFORMATION
Search Florida's Criminal Histories

The following is your search criteria:
Tran ID: 8480299
Name: MCNEIL, KAY B
Maiden Name/Alias:
Maiden Name/Alias 2:
SSN: XXX-XX-5955
DOB: 04/17/1956
Age:
Race: W
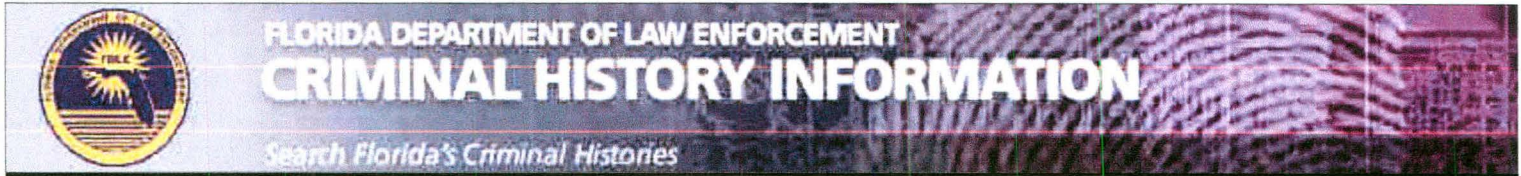Sex: F

Search conducted: 11/1/2016 03:42:54 PM

FDLE found NO Florida criminal history based on the information provided. No criminal record check was conducted for 'her states or for the FBI. This record (or statement that there is not a record) is based on a request from a member of .ie public. This customer used the FDLE Internet system to search for the Florida record. FDLE is providing this to respond to the customer's request.

Carol Orloski

FLORIDA DEPARTMENT OF LAW ENFORCEMENT
CRIMINAL HISTORY INFORMATION
Search Florida's Criminal Histories

The following is your search criteria:
Tran ID: 8479698
Name: ORLOSKI, CAROL LYNN
Maiden Name/Alias:
Maiden Name/Alias 2:
SSN: XXX-XX-6144
DOB: 02/03/1960
Age:
Race: W
Sex: F

Search conducted: 11/1/2016 01:08:00 PM

FDLE found NO Florida criminal history based on the information provided. No criminal record check was conducted for her states or for the FBI. This record (or statement that there is not a record) is based on a request from a member of the public. This customer used the FDLE Internet system to search for the Florida record. FDLE is providing this to respond to the customer's request.