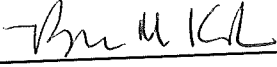




**Responders Signature Form**

Responder eDocs Technologies, LLC  
Proposal must be signed here   
Address 700 River Road, Pittsburgh, PA 15212  
Telephone number 844-336-2748

**Individual Partnership or Corporation**

The responder certifies that they come under the class checked below:

**Please insert names:**

A. Individual owner \_\_\_\_\_

B. Partnership partners \_\_\_\_\_

C. Corporation eDocs Technologies, LLC  
Exact name of corporation

Pennsylvania  
State incorporated

**Note:**

All county proposals under the jurisdiction of Luzerne County Manager and Luzerne County Correctional Facility are furnished in duplicate. One copy of the proposal is to be filled out and submitted with the bid and the remaining copy to be retained for the responders records.

**Proposals should be as net prices and shall prevail in the awarding of contracts.**

**Failure of the responders to sign the bid and have the signature of an authorized representative or agent on the proposal in the space provided, will be cause for rejection of the proposal. Signatures must be written in ink. Typed, printed or stamped signatures will not be accepted.**

It is understood by both the county and responders that all trade names, catalogue numbers or bids "as per sample" offered on this proposal shall meet the specifications, unless the responder states that such trade names, catalogue numbers or samples are not equal to the specified item.

## Return to Purchasing Department

### Non Collusion Affidavit

State of Pennsylvania

County of Allegheny

Brian M. Konick, being first duly sworn, deposes and says that:

- (1) She/He is the Principal & Chief Operating Officer (owner, partner, officer, representative or agent) of the Bidder that had submitted the attached proposal.
- (2) She/He is fully informed with respect to the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal
- (3) Such proposal is genuine and is not part of any conspiracy, collusion or deception.
- (4) Neither the said responder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other responder, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached bid has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other responder, or to fix any overhead, profit or cost element for the prices or the proposal price of any responder, or to secure through any collusion, conspiracy connivance or unlawful agreement any advantage against the any person interested in the proposed contract; and the price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the responder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
- (5) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer.
- (6) Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a responder/proposer or potential proposer, and they will not be disclosed before proposal opening.
- (7) No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than its proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

(8) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

(9) The above representations are material and important, and will be relied on by Luzerne County in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Luzerne County of the true facts relating to the submission of proposals for this contract.

(Signed) Brian M. Kawick

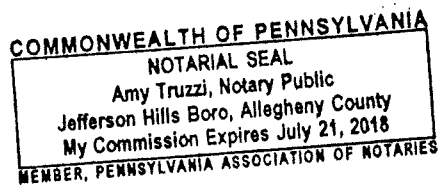
Brian M. Kawick  
(Name)

Principal & Chief Operating Officer  
(Title)

Subscribed and sworn to before me this 25th day of January 2017

Amy Truzzi  
Name

Notary Public  
Title



My commission expires 7-21-18



Riverside Center for Innovation  
700 River Avenue  
Pittsburgh, PA 15212  
844.336.2748  
[www.edocstechnologies.com](http://www.edocstechnologies.com)

eDocs Technologies  
RFP Response

Luzerne County Clerk Of Courts  
Document Conversion/Migration  
Ref #111516RFPCOC

Prepared For



Luzerne County Purchasing Department  
Attention: Mr. Mark A. Zulkoski  
Penn Place Office Building  
20 North Pennsylvania Avenue  
Wilkes-Barre, PA 18711  
570-820-6337  
[mark.zulkoski@luzernecounty.org](mailto:mark.zulkoski@luzernecounty.org)

January 25, 2017

By:  
Brian Konick  
eDocs Technologies, LLC  
700 River Avenue  
Pittsburgh, PA 15212  
412-638-7540  
[brian@edocstechnologies.com](mailto:brian@edocstechnologies.com)

January 25, 2017

Mr. Mark A. Zulkoski  
Luzerne County Purchasing Department  
Penn Place Office Building  
20 North Pennsylvania Avenue  
Wilkes-Barre, PA 18711

Mr. Zulkoski:

eDocs Technologies very much appreciates the opportunity to assist the Luzerne County Clerk of Courts in Migrating the Imaged Documents in OnBase to the AOPC.

The eDocs team has significant experience in both OnBase and with other PA Counties in dealing with the OnBase-to-AOPC conversion. We have endeavored to prepare this response in a format that will identify our experience, the specific project objectives and detail the components, processes and services, as well as options & costs necessary to complete this conversion solution for Luzerne County.

Thank you for the opportunity to be of service. We look forward to working with you and your County on this important project.

Sincerely,  
eDocs Technologies, LLC



By: Brian M. Konick  
Principal & Chief Operating Officer

## **Project Overview**

The Luzerne County Clerk of Courts Department is seeking proposals for the conversion and transfer of imaged documents from the existing Luzerne County OnBase system to the State of Pennsylvania's AOPC system.

The Luzerne County Purchasing Department invites qualified vendors or individuals to submit a proposal to provide this one-time service. There is no expressed or implied obligation for Luzerne County to reimburse responding vendors for any expenses incurred in preparing proposals.

## **Project Specifics**

Luzerne County Clerk of Courts employs an OnBase system to store and retrieve legal documents filed within its office. These documents are scanned at the time of filing and converted to JPEG or TIFF formats. They are tracked by the OnBase database which links each document to a docket entry. The images are stored one page per file, with the OnBase program keeping track of sets of files making up a complete document.

The typical OnBase image file size is under 60 KB. There was a 5 month period where documents were converted in a high resolution JPEG format resulting in image files of 1 MB each. There are also a number of files in the 500 KB range. As of October 25<sup>th</sup>, 2016 there are a total of 4.1 million files in 10,831 folders consuming 337 GB disk space. Files are being added at a rate of 25,500 per month (1.5 GB/mo).

The document images are stored on a Microsoft Windows 2003 server hosted in a virtual environment. There is insufficient "scratch" space to work directly on the source server, however, a new server can be made available in a different virtual environment to access and convert the files.

## **Scope of Work**

The vendor will be responsible for transferring imaged documents from the OnBase system to the AOPC in a format specified by the AOPC for import into their system.

This project will involve the following:

- Converting images from JPEG, TIFF, TXT or other standard formats to PDF files.
- Combining multipage documents from multiple single-page images to a single multi-page PDF file.
- Reading docket information from the OnBase database and creating index files to match the newly created PDF files as required by the AOPC.
- Delivering the output files to the AOPC and Luzerne County.

## Deliverables

- (1) Images in PDF format: (Delivered to AOPC)
  - Each PDF File contains one (1) complete imaged document
  - The specific format for each file is PDF
- (2) Index in CSV format containing the following fields: (Delivered to both AOPC and Luzerne County)
  - County Name (Static: "Luzerne")
  - Docket Number in XX-99-XX-99999999-9999 format.
  - Image filename (All filenames must be unique)
  - Registry Entry ID (Numeric only – if available in OnBase)
  - RegistryEntryDateFiled (If available in OnBase)
  - IsPrivate (Boolean value if available in OnBase)
  - The filename of index file for each batch must be unique.
- (3) Document Delivery Advice: (delivered to Luzerne County)
  - For each batch delivered to the AOPC, a document delivery advice must be provided indicating the date of delivery, the number of documents delivered and the unique index filename(s) transmitted.
- (4) Delivery methods
  - Delivery of files to the AOPC may be via Secure FTP or by the mailing of physical media.
  - Delivery of files to Luzerne County may be via secure e-mail, encrypted attachment to plain e-mail, encrypted physical media, or a County accessible folder on a co-located server, if used for the conversion.
  - The data may be transferred in batches. The batches may be as large or as small as deemed appropriate for transmittal. Each batch must include one index file and all relevant document files.

Note that the above is a general description of the file format. The files must conform to the exact format required by the AOPC.

Due to the volume of data involved, and the nature of a system in production it is expected that upon completion of the import of document batches by the AOPC, a final conversion batch may be required to capture any documents that may have been filed since the last export from OnBase and prior to the commencement of direct upload of new documents.

## Testing Acceptance Criteria

The AOPC will reject any files that do not conform to their specifications for import. Any files rejected by the AOPC must be modified to conform to their specifications.

Luzerne County will perform an analysis of the index files to determine if all documents have been properly converted and indexed. It will be the vendor's responsibility to correct any errors or omissions.



## eDocs Proposed Process

eDocs has performed several other Counties data migration to the State Courts of Pennsylvania. During each conversion and delivery, eDocs has performed the 4 basic steps that Luzerne is requesting:

1. Binding of the images and conversion to a .pdf
2. Index files broken down into sets to match the data being presented
3. Document delivery validation.
4. Final delta of the remaining data.

eDocs is aware that the items above are the only requirements to this response, however, it is our experience that there is a great deal of cleanup to have a truly successful conversion.

There are two levels of attachment of the documents in the CPCMS application. The first is at the Case level which is purely at the Docket Number level. The Second and most important, is the filing level (Date level).

To attach a document at the filing level the Docket Number must be correct and the date of the filing must exist.

Once all documents are attached at the Case Level the County can come in and repair the documents to get them to attach at the Filing level. eDocs takes the approach of repairing as much of the data as possible prior to the conversion so the client has a more successful conversion with less repair after the upload and attachment by the AOPC to the CPCMS application. Unless Luzerne County truly has the Registry Entry ID on the documents there are many other issues that can occur.

In every County to date, there has been cleanup required to attach all of the documents at the Case level. eDocs has identified other tasks to attach as much information as possible to the filing level. eDocs can and will only quote the first 4 items to meet the requirements of this RFP. It is our recommendation that Luzerne consider the ramifications of not correcting any of the data or even examining what is there prior to converting and uploading the documents to the State.

eDocs has encountered the following issues:

1. Documents with corrupt images that will not let the document bind into the .pdf.
2. Documents that have more than one Docket Number on them (end users utilized the F-6 functionality of OnBase).
3. Documents that have more than one filing date. (end users utilized the F-6 functionality of OnBase)
4. Documents that have no filing date
5. Documents that have invalid Alpha codes (which is the 3<sup>rd</sup> position in the Docket Number.)
6. Basic data entry mistakes in various types.

It is eDocs recommendation and approach to repair as much of the data as possible prior to combining, converting and delivering the information to the State. It is eDocs experience that with data of this volume there will be documents that will need to be repaired or they will not attach to the Docket case level or filing level. eDocs has extensive experience with the OnBase database and prefers to write SQL queries to create solid metrics on the existing data. Upon acceptance of eDocs, the queries and data will be shared with Luzerne County. As data is repaired it can be converted and uploaded in phases with Document Delivery reports.

We believe that our experience in this conversion and association with the State can ensure that Luzerne County has the most positive experience possible with such a critical, highly visible project. We look forward to working with Luzerne.

## Pricing for Conversion and Uploading Only

Professional Services	Item Number	Qty	Price	Total
eDocs Professional Services : 1. Extracting metadata from the OnBase database 2. Combining and converting documents to .PDF 3. Creating FTP process 4. Uploading and validating delivery 5. Final Delta Copy of remaining documents.	eDocsPS1	200hrs	155.00 per hr.	\$31,000.00
	<b>Solution Total</b>			<b>\$31,000.00</b>

## Pricing for Data Cleanup, Conversion and Uploading

Professional Services	Item Number	Qty	Price	Total
Establish credentials for Remote connectivity, test all credentials and access.	eDocsPS1	4	155.00	\$620.00
Write Custom SQL queries to identify Data metrics. Run all queries against the OnBase database. Provide all metrics to Luzerne County Project Manager	eDocsPS1	4	155.00	\$620.00
Repair document discrepancies identified by queries	eDocsPS1	40	155.00	\$6,200.00
Rerun all queries for validation that after repairs queries return 0 items.	eDocsPS1	4	155.00	\$620.00
eDocs Professional Services : 1. Extracting metadata from the OnBase database 2. Combining and converting documents to .PDF 3. Creating FTP process 4. Uploading and validating delivery 5. Final Delta Copy of remaining documents.	eDocsPS1	200	155.00	\$31,000.00
	<b>Solution Total</b>			<b>\$39,060.00</b>

eDocs would also provide all the metrics of items that need to be prepared if Luzerne County would like to make the corrections internally. After the corrections are finalized, eDocs would rerun the queries to validate that they are now clear and no errors are identified.