

**APPENDIX A
Pricing for SHARE**

For Document Management Services, contractor shall quote participating SHARE Entities the rates and/or discount required for a custom implementation of the services specified by the RFP. Contractor’s proposed rate chart for categories/available services for Document Management Solution Services are found below.

Rate Chart (Firm/Organization)		Procurement No.: NCT 2022-003
Respondent Name:	ManCom, Inc.	
Notes:	Respondents should furnish a proposal that specifies a pricing model(s) that will apply to all orders placed under this contract. The pricing model(s) can be based on quantity or a flat rate across the board. Please provide a current suggested list pricing (rate card) for the services you intend to provide in your proposal.	
Document Solutions Rate Chart - SHARE Cooperative Purchasing Program		
Item	Description	% Discount off Catalog Price
1	Bid Item #2: Document Imaging/ Digitization – Per Page (Paper)	0%
2		0%
3		0%
Contractor shall provide additional Document Management Solution services at catalog price less: ***The ManCom pricing is based on an approved discounted Government rate.		0%

EXHIBIT E MODIFIED

ManCom Itemized Project Pricing Details:

Fixed Unit Rates – Project Origination			
Item #	Description	Unit(s)	Price
1.	Project Origination Fee	Per Project	\$237.50
2.	Document Preparation	Per image	\$0.035
3.	Separator Sheets	Per image	\$0.041
4.	Document Reconstructions	Per image	\$0.32
5.	Scanning – Papers	Per image	\$0.14
Indexing			
#	Item	Unit(s)	Price
1.	Level - 1: 2 Fields or up to 20 Alphanumeric	Per image	\$0.20
2.	Level – 2: 3 Fields or up to 30 Alphanumeric	Per image	\$0.40

3.	Level – 3: 3 Fields or up to 40 Alphanumeric	Per image	\$0.60
4.	Level – 4: 6 Fields or up to 100 Alphanumeric	Per image	\$0.80
Scanning			
#	Item	Unit(s)	Price
1.	Scanning – Drawings and Oversized	Per image	\$3.85
Conversion			
#	Item	Unit(s)	Price
1.	File Conversion PDF Searchable	Per image	\$0.95

On-Site Services

Provide on-site services for all Contract Line Items Listed above.

- On-site services are priced based on standard pricing plus per hour up charge for each person (staff) provided.
- Other costs incurred by client / customer are:
 - Delivery Charge for equipment
 - Set-up and testing for equipment and software
 - Travel expenses for all personnel provided for the project
 - Equipment Rental Fee(s)

TERMS AND CONDITIONS

- a. Prices, are based on an 8.5"x11" page size. Prices for oversize pages will be based on the number of whole or partial 8.5"x11" segments.
- b. All material provided by the customer can be returned with the converted data if the customer so requests.
- c. A backup copy of all delivered data will be maintained for a minimum of 30 days. Longer tape backup storage can be offered at a negotiated per GB fee.
- d. The prices shown are for processing of unclassified documents.
- e. For all Small Jobs, Origination Fee is required in addition to standard imaging rates.