DCS DIVISION OF CENTRAL SERVICES

First·Choice·for·Service

DCS RATE SUMMARY FOR FY2013
INTEGRATED DOCUMENT SOLUTIONS
DOCUMENT CONVERSION, SCANNING, and MICROFILM

Rates are based on the most common type of document. Each specific job is unique and the actual cost will be based on a detailed evaluation of the requirements and priced based on standardized internal unit rates. **Every job should be carefully evaluated and priced by DCS service unit specialists before a bid decision is made by a customer.**

Data Conversion

Data Entry (per 1000 keystrokes)	$	4.72
OCR/Image Recognition–Base Rates	$	0.49
Index–Less than 5 field Index	$	0.18
Hourly–Web or Database Data Entry	$	20.00

Scanning

Less than 1 million per project per year	$	0.041
More than 1 million per project per year	$	0.027
Maps, Plats and large documents	$	1.50

Prep

Base single box pieces	$	0.041
De-Prep	$	0.028
QC (Quality Control)	$	0.0055
Index – Scan/Barcode Indexing	$	0.058

Microfilm Processing

16 mm 110 ft. Rotary (Per Image)	$	0.064
35 mm Planetary	$	0.392

Microfilm Conversion

Microfilm conversion (Clean)	$	0.03
Microfilm conversion (Old)	$	0.079
QC (Clean)	$	0.002
QC (Old)	$	0.008
16mm Arc Writer	$	0.004

These services listed above are specific to our Southern Regional facility/Pueblo. For more information about these specific IDS services and pricing, please contact Cindy Goure at 719-948-5741 or cindy.goure@state.co.us.

DPA Department of Personnel & Administration

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EDW (Electronic Data Warehouse)

File Import	$	0.004

CD/DVD Duplication

CD Duplication	$	2.35
DVD Duplication	$	3.35
Setup	$	15.00

Warehouse

Pallet Storage – Monthly Charge	$	22.00
Document Destruction (Per Box)	$	7.50

Application Setup

Hourly Charge	$	99.75

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