



"DCS will provide the best value to the State in every service we offer and to every customer we serve." DCS sets its rates to recover all costs without profit while remaining competitive with the private sector.

Rates are based on the most common type of document or service. 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 an IDS Account Manager before a bid decision is made by a customer.**

Data Conversion

Data Entry (per keystrokes)	\$	0.0108
Index — > 5 Field Index	\$	0.39 – 0.642
Index — < 5 Field Index	\$	0.304
Hourly — Web or Database Data Entry	\$	73.139

Microfilm Conversion

Microfilm Conversion (clean)	\$	0.090
Microfilm Conversion (old)	\$	0.189
Aperture & Microfiche Card Conversion	\$	0.052

Scanning/Quality Control (QC)

Price per Image	\$	0.052
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Prep

Simple Box Prep	\$	0.060
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Index

Scan/Barcode Indexing	\$	0.091
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These services listed above are specific to our Southern Regional facility/Pueblo. For more information about these specific IDS services and pricing, please contact Diana (Rae) Wiant. 719-948-5751 | diana.wiant@state.co.us.