

VENDOR CONTRACT

Between Dynamic Information Solutions Company, Inc. and
(Company Name) D.I.S.C., INC.

THE INTERLOCAL PURCHASING SYSTEM (TIPS)

For

Document Imaging and Duplicating Services
CONTRACT NUMBER #4111915

General Information

The vendor contract shall include the contract, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation and the awarded vendor's proposal. Once signed, if an awarded vendor's proposal varies or is unclear in any way from the TIPS contract, TIPS, at its sole discretion, will decide which provision will prevail. Other documents to be included are the awarded vendor's proposals, task orders, purchase orders and any adjustments which have been issued.

The following pages will constitute the contract between the successful vendors(s) and TIPS. Bidders shall state, in a separate writing, and include with their proposal response, any required exceptions or deviations from these terms, conditions, and specifications. If agreed to by TIPS, they will be incorporated into the final contract.

The Vendor Contract ("Contract") made and entered into by and between The Interlocal Purchasing System (hereinafter referred to as "TIPS" respectfully) a government cooperative purchasing program authorized by the Region VIII Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This contract consists of the provisions set forth below, including provisions of all Attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any Attachment, the provisions set forth shall control.

Definitions

PURCHASE ORDER is the TIPS member's approval providing the authority to proceed with the negotiated delivery order under the contract. Special terms and conditions as agreed to between the vendor and TIPS member will be added as addendums to the PO. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some of the addendums possible.

PREMIUM HOURS are defined as those hours not included in regular hours or recognized holidays. Premium hours are to be approved by the TIPS member for each delivery order and noted in the delivery order proposal as a line item during negotiations.

REGULAR HOURS are defined as those hours between the hours of 7 AM and 6 PM Monday thru Friday.

Terms and Conditions

Freight

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

Warranty Conditions

All supplies equipment and services shall include manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be an authorized dealer, distributor or manufacturer for all products. All equipment proposed shall be new unless clearly stated in writing.

Customer Support

The Vendor shall provide timely and accurate customer support to TIPS members. Vendors shall respond to such requests within one (1) working day after receipt of the request. Vendor shall provide training regarding products and services supplied by the Vendor unless otherwise clearly stated in writing at the time of purchase. (Unless training is a line item sold or packaged and must be purchased with product.)

Contracts

All contracts and agreements between Vendors and TIPS Members shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised.

Contracts for purchase will normally be put into effect by means of a purchase order(s) executed by authorized agents of the participating government entities.

Davis Bacon Act requirements will be met when Federal Funds are used for construction and/or repair of buildings.

Tax exempt status

A taxable item sold, leased, rented to, stored, used, or consumed by any of the following governmental entities is exempted from the taxes imposed by this chapter: (1) the United States; (2) an unincorporated instrumentality of the United States; (3) a corporation that is an agency or instrumentality of the United States and is wholly owned by the United States or by another corporation wholly owned by the United States; (4) the State of Texas; (5) a Texas county, city, special district, or other political subdivision; or (6) a state, or a governmental unit of a state that borders Texas, but only to the extent that the other state or governmental unit

exempts or does not impose a tax on similar sales of items to this state or a political subdivision of this state. Texas Tax Code § 151.309.

Assignments of contracts

No assignment of contract may be made without the prior written approval of TIPS. Payment can only be made to the awarded Vendor or vendor assigned dealer.

Disclosures

1. Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
2. Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in the TIPS program.
3. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

Renewal of Contracts

The contract is for one (1) year with an option for renewal for 2 consecutive years. Total term of contract can be up to 3 years if sales are reported through the contract and both parties agree.

Shipments

The Vendor shall ship ordered products within five (5) working days after the receipt of the order. If a product cannot be shipped within that time, the Vendor shall notify TIPS and the requesting entity as to why the product has not shipped and shall provide an estimated shipping date, if applicable. TIPS or the requesting entity may cancel the order if estimated shipping time is not acceptable.

Invoices

The Vendor or vendor assigned dealer shall submit invoices, to the TIPS participant. Each invoice shall include the TIPS participant's purchase order number. The shipment tracking number or pertinent information for verification of TIPS participant receipt shall be made available upon request. The Vendor or vendor assigned dealer shall not invoice for partial shipments unless agreed to in writing in advance by TIPS and the TIPS participant.

Payments

The TIPS participant will make payments directly to the Vendor or vendor assigned dealer at net 30 days after receiving invoice.

Pricing

The Vendor contracts to provide pricing to TIPS and its participating governmental entities that is the lowest pricing available to like cooperative purchasing customers and the pricing shall remain so throughout the duration of the contract.

The Vendor agrees to promptly lower the cost of any product purchased through TIPS following a reduction in the manufacturer or publisher's direct cost to the Vendor. Price increases will be honored. However, the Vendor shall honor previous prices for thirty (30) days after written notification to TIPS of an increase.

All pricing submitted to TIPS shall include the participation fee to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to customer. The normal fee is 2%, but can be negotiated with the Vendor.

Participation Fees

Vendor or vendor assigned dealer contracts to pay the participation fee for all contract sales to TIPS on a monthly scheduled report. Vendor must login to the TIPS database and use the "Submission Report" section to report sales. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS contract. Failure to pay the participation fee will result in termination of contract. Please contact TIPS at tips@tips-usa.com or call (866) 839-8477 if you have questions about paying fees.

Indemnity

- 1. Indemnity for Personality Contracts.** Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's performance of this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, invitees, whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.
- 2. Indemnity for Performance Contracts.** The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's work under this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Vendor further agrees to indemnify and

hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for injuries (including death) to an officer, employee, agent, subcontractor, supplier or equipment lessee of the Vendor, arising out of, or resulting from, Vendor's work under this contract whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.

Attorney's Fees--Texas Local Government Code § 271.159 is expressly referenced.

Pursuant to §271.159, TEXAS LOC. GOV'T CODE, in the event that any one of the Parties is required to obtain the services of an attorney to enforce this Agreement, the prevailing party, in addition to other remedies available, shall be entitled to recover reasonable attorney's fees and costs of court.

Multiple Vendor Awards

TIPS reserves the right to award multiple vendor contracts for categories when deemed in the best interest of the TIPS membership. Bidders scoring 80% or above will be considered for an award. Categories are established at the discretion of TIPS.

State of Texas Franchise Tax

By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

Miscellaneous

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the contract or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS participants will submit any orders at any time. TIPS reserves the right to request additional proposals for items already on contract at any time.

Purchase Order Pricing/Product Deviation

If a deviation of pricing/product on a purchase order occurs, TIPS is to be notified within 24 hours of receipt of order.

Cancellation for non-performance or contract deficiency

TIPS may terminate any contract if TIPS Members have not used the contract, or if purchase volume is determined to be "low volume" in any 12-month period. TIPS reserves the right to cancel the whole or any part of this contract due to failure by awarded vendor to carry out any obligation, term or condition of the contract. TIPS may issue a written deficiency notice to awarded vendor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the contract;

- Providing work and/or material that was not awarded under the contract;
- Failing to adequately perform the services set forth in the scope of work and specifications;
- Failing to complete required work or furnish required materials within a reasonable amount of time;
- Failing to make progress in performance of the contract and/or giving TIPS reason to believe that awarded vendor will not or cannot perform the requirements of the contract; and/or
- Performing work or providing services under the contract prior to receiving a TIPS reviewed purchase order for such work.

Upon receipt of the written deficiency, awarded vendor shall have ten (10) days to provide a satisfactory response to TIPS. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by awarded vendor under this contract shall become the property of the TIPS Member on demand.

TIPS Member Purchasing Procedures

Purchase orders are issued by participating TIPS member to the awarded vendor indicating on the PO "Contract Number". Purchase Order is emailed to TIPS at tipspo@tips-usa.com.

- Awarded vendor delivers goods/services directly to the participating member.
- Awarded vendor invoices the participating TIPS member directly.
- Awarded vendor receives payment directly from the participating member.
- Awarded vendor reports sales monthly to TIPS (unless prior arrangements have been made with TIPS to report monthly).

Form of Contract

The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a vendor submitting an offer requires TIPS and/or TIPS Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

Vendor contract documents: TIPS will review proposed vendor contract documents. Vendor's contract document shall not become part of TIPS's contract with vendor unless and until an authorized representative of TIPS reviews and approves it.

Licenses

Awarded vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded vendor. Awarded vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. TIPS reserves the right to stop

work and/or cancel contract of any awarded vendor whose license(s) expire, lapse, are suspended or terminated.

Novation

If awarded vendor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. TIPS reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of awarded vendor.

Site Requirements (when applicable to service or job)

Cleanup: Awarded vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

Preparation: Awarded vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order.

Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

Registered sex offender restrictions: For work to be performed at schools, awarded vendor agrees that no employee of a sub-contractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or reasonably expected to be present. Awarded vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion.

Awarded vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

Safety measures: Awarded vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

Smoking

Persons working under contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

Invoices

The awarded vendor shall submit invoices to the participating entity clearly stating "Per TIPS Contract". The shipment tracking number or pertinent information for verification shall be made available upon request.

Marketing

Awarded vendor agrees to allow TIPS to use their name and logo within website, marketing materials and advertisement. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this contract by awarded vendor must have prior approval from TIPS.

Supplemental agreements

The entity participating in the TIPS contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. TIPS, its agents, TIPS members and employees shall not be made party to any claim for breach of such agreement.

Legal obligations

It is the responding vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in this RFP and any awarded contract thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

Audit rights

Awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Contract. TIPS and Region 8 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. TIPS shall have authority to conduct random audits of Awarded Vendor's pricing that is offered to TIPS Members. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 8 ESC or TIPS.

Force Majeure

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and fully particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

Services

When applicable, performance bonds will be required on construction or labor required jobs over \$100,000 and payment bonds on jobs over \$25,000 or awarded vendor will meet the TIPS member's local and state purchasing requirements. Awarded vendors may need to provide additional capacity as jobs increase. Bonds will not require that a fee be paid to TIPS. The actual cost of the bond will be a pass through to the TIPS member and added to the purchase order.

Scope of Services

The specific scope of work for each job shall be determined in advance and in writing between TIPS Member and Awarded vendor. It is okay if the TIPS member provides a general scope, but the awarded vendor should provide a written scope of work to the TIPS member as part of the proposal. Once the scope of the job is agreed to, the TIPS member will issue a PO with the estimate referenced as an attachment along with bond and any other special provisions agreed to for the TIPS member. If special terms and conditions other than those covered within this solicitation and awarded contracts are required, they will be attached to the PO and shall take precedence over those in the base contract.

Project Delivery Order Procedures

The TIPS member having approved and signed an interlocal agreement, or other TIPS membership document, may make a request of the awarded vendor under this contract when the TIPS member has services that need to be undertaken. Notification may occur via phone, the web, email, fax, or in person.

Upon notification of a pending request, the awarded vendor shall make contact with the TIPS member as soon as possible, but must make contact with the TIPS member within two working days.

Scheduling of Projects

Scheduling of projects (if applicable) will be accomplished when the TIPS member issues a purchase order that will serve as "the notice to proceed". The period for the delivery order will include the mobilization, materials purchase, installation and delivery, design, weather, and site cleanup and inspection. No additional claims may be made for delays as a result of these items. When the tasks have been completed the awarded vendor shall notify the client and have the TIPS member inspect the work for acceptance under the scope and terms in the PO. The TIPS member will issue in writing any corrective actions that are required. Upon completion of these items, the TIPS member will issue a completion notice and final payment will be issued.

Support Requirements

If there is a dispute between the awarded vendor and TIPS member, TIPS or its representatives will assist in conflict resolution or third party (mandatory mediation), if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded vendors TIPS project files, documentation and correspondence.

Special Terms and Conditions

It is the intent of TIPS to contract with a reliable, high performance vendor to supply products and services to government and educational agencies. It is the experience of TIPS that the following procedures provide TIPS, the Vendor, and the participating agency the necessary support to facilitate a mutually beneficial relationship. The specific procedures will be negotiated with the successful vendor.

- **Contracts:** All vendor purchase orders must be emailed to TIPS at tipspo@tips-usa.com. Should an agency send an order direct to vendor, it is the vendor's responsibility to forward the order to TIPS at the email above within 24 business hours and confirm its receipt with TIPS.
 - **Promotion of Contract:** It is agreed that Vendor will encourage all eligible entities to purchase from the TIPS Program. Encouraging entities to purchase directly from the Vendor and not through TIPS contract is not acceptable to the terms and conditions of this contract and will result in removal of Vendor from Program. Vendor is expected to use marketing funds for the marketing and promotion of this contract.
 - **Daily Order Confirmation:** All contract purchase orders will be approved daily by TIPS and sent to vendor. The vendor must confirm receipt of orders to the TIPS member (customer) within 24 business hours.
 - **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, then updated pricing must be posted by 1st of each month.
 - **Back Ordered Products:** If product is not expected to ship within 3 business days, customer is to be notified within 24 hours and appropriate action taken based on customer request.
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Check one of the following responses to the General Terms and Special Terms and Conditions:



We take no exceptions/deviations to the general and/or special terms and conditions.

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)



We take the following exceptions/deviations to the general and/or special terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general or special terms and conditions that you are taking exceptions/deviations to. The proposer must clearly state if you are adding additional terms and conditions to the general or special terms and conditions. Provide details on your exceptions/deviations below:

This image shows a single sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

CONTRACT Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in compliance with the terms, specifications and conditions at the prices quoted unless noted in writing. The undersigned further certifies that he or she is an authorized agent of the company and has authority to negotiate and contract for the company named below.

Company Name: Dynamic Information Solutions Company, Inc. (D.I.S.C., Inc.)
Mailing Address: 15 SHACKLEFORD DRIVE, Suite A
City: Little Rock
State: AR
Zip: 72211
Telephone Number: 501-223-2236
Fax Number: 501-223-4094
Email Address: johnp@diselhc.com
Authorized Signature: John Parham
Printed Name: John Parham
Position: CIO

This contract is for a total TERM of one year with the option of two additional years. Vendors shall honor the participation fee for any sales made based on the TIPS contract. Failure to pay the fee will be grounds for termination of contract and will affect the award of future contracts.

<u>Blonde McNaught</u>	<u>11-19-2015</u>
TIPS Authorized Signature	Date
<u>David Wayne Fitts</u>	<u>11-19-2015</u>
Approved by Region VIII ESC	Date

The Interlocal Purchasing System (TIPS Cooperative) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Kim Thompson Coordinator of Office Operations	Address	Region VIII Education Service Center 4845 US Highway 271 North Pittsburg, TX 75686	Address
Email	Kim.Thompson@tips-usa.com			Contact
Phone	(903) 575-2608	Contact	Kim Thompson, Coordinator of Office Operations	Department Building
Fax	(866) 929-4402			Floor/Room
Bid Number	4111915	Department Building		Telephone
Title	Document Imaging and Duplicating Services			Fax
Bid Type	RFP			Email
Issue Date	09/01/2015	Floor/Room		
Close Date	10/9/2015 3:00:00 PM CT	Telephone	+1 (866) 839-8477	
Need by Date		Fax	+1 (866) 839-8472	
		Email	bids@tips-usa.com	

Supplier Information

Company D.I.S.C.
 Address 15 Shackleford Drive
 Suite A
 Little Rock, AR 72211

Contact
 Department
 Building
 Floor/Room

Telephone 1 (501) 223-2236
 Fax 1 (501) 223-4094
 Email

Submitted 10/7/2015 2:10:53 PM CT
 Total \$0.00

Signature John L. Parham

Email johnp@discllc.com

Supplier Notes

Bid Notes

Bid Activities

Bid Messages

Please review the following and respond where necessary

#	Name	Note	Response
1	Yes - No	Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.	No
2	Yes - No	Highly Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB? Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.	No
3	Yes - No	The Vendor can provide services and/or products to all 50 US States?	Yes
4	States Served:	If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX)	
5	Company and/or Product Description:	This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)	D.I.S.C., Inc. is a technology company focusing on both the "Green Initiative" with our DocsServer Document Imaging Technology and "Energy Conservation" by providing energy saving technology. DocsServer Document Imaging is a robust document imaging solution either as a Network solution or as Hosted Software. DocsServer uniquely provides a Color Coded TAB view of documents and provides Barcode Scanning/Indexing and Full Text Searching of unstructured data.
6	Primary Contact Name	Primary Contact Name	John Parham
7	Primary Contact Title	Primary Contact Title	CEO
8	Primary Contact Email	Primary Contact Email	johnp@discllc.com
9	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	5012232236
10	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions)	5012234094
11	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions)	5016811979
12	Secondary Contact Name	Secondary Contact Name	SAME
13	Secondary Contact Title	Secondary Contact Title	SAME
14	Secondary Contact Email	Secondary Contact Email	SAME
15	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	5012232236
16	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions)	5012234094
17	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions)	5016811979
18	Admin Fee Contact Name	Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.	John Parham
19	Admin Fee Contact Email	Admin Fee Contact Email	johnp@discllc.com
20	Admin Fee Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	5012232236

21	Purchase Order Contact Name	Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.	John Parham
22	Purchase Order Contact Email	Purchase Order Contact Email	johnp@discllc.com
23	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	5012232236
24	Company Website	Company Website (Format - www.company.com)	www.discllc.com
25	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	71-0842791
26	Primary Address	Primary Address	15 Shackleford Drive, Suite A
27	Primary Address City	Primary Address City	Little Rock
28	Primary Address State	Primary Address State (2 Digit Abbreviation)	Arkansas
29	Primary Address Zip	Primary Address Zip	72211
30	Search Words:	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)	Document imaging, document scanning, off-site scanning, document conversions, microfilm digitizing, micro-fiche digitizing, full text searching, ocr, barcodes, barcode scanning, cloud software, hosted document imaging software, network servers, network workstations, large format book scanners, scanners, high speed scanners, cloud backup services, custom software development, image enabling, electronic report management, records retention, records management, turnkey document imaging, professional services, network installation, land records document imaging, large books scanning
31	Yes - No	Do you wish to be eligible to participate in a TIPS contract in which a TIPS member utilizes federal funds on contracts exceeding \$100,000? (Non-Construction) (If YES, vendor should download the Federal Regulations for Contracts document from the Attachments section, fill out the form and submit the document in the "Response Attachments" FEDERAL FUNDS section.) (Vendor must also download the Suspension or Debarment Certificate document from the Attachments section, fill out the form and submit the document in the "Response Attachments" SUSPENSION OR DEBARMENT section.)	Yes
32	Yes - No	Certification of Residency (Required by the State of Texas) Company submitting bid is a Texas resident bidder?	No
33	Company Residence (City)	Vendor's principal place of business is in the city of?	Little Rock
34	Company Residence (State)	Vendor's principal place of business is in the state of?	Arkansas
35	Felony Conviction Notice:	(Required by the State of Texas) My firm is, as outlined on PAGE 5 in the Instructions to Bidders document: (Questions 36 - 37)	(No Response Required)
36	Yes - No	A publicly held corporation; therefore, this reporting requirement is not applicable?	No

37	Yes - No	Is owned or operated by individual(s) who has/have been convicted of a felony? If answer is YES, a detailed explanation of the name(s) and conviction(s) must be uploaded to the "Response Attachments" FELONY CONVICTION section.	No
38	Pricing Information:	Pricing information section. (Questions 39 - 42)	(No Response Required)
39	Yes - No	In addition to the typical unit pricing furnished herein, the Vendor agrees to furnish all current and future products at prices that are proportionate to Dealer Pricing. If answer is NO, include a statement detailing how pricing for TIPS participants would be calculated in the PRICING document that is uploaded to the "Response Attachments" PRICING section.	Yes
40	Yes - No	Pricing submitted includes the TIPS administration fee?	No
41	Yes - No	Vendor agrees to remit to TIPS the required administration fee?	Yes
42	Yes - No	Additional discounts to TIPS members for bulk quantities or scope of work?	Yes
43	Start Time	Average start time after receipt of customer order is ____ working days?	30
44	Years Experience	Company years experience in this category?	19
45	Resellers:	Does the vendor have resellers that it will name under this contract? (If applicable, vendor should download the Reseller/Dealers spreadsheet from the Attachments section, fill out the form and submit the document in the "Response Attachments" RESELLERS section.	Yes
46	Prices are guaranteed for?	(__ Month(s), __ Year(s), or Term of Contract) (Standard term is "Term of Contract")	1 Year

Line Items		
Response Total:		\$0.00

Resellers - Dealers

Reseller/Dealer Name	Address	City	State
Benecom, Inc.	4140 Poche Court West	New Orleans	LA
Dyersburg Business Mach	405 US-51	Dyersburg	TN
Southern Office Support	1077 Kefauver Dr	Milan	TN
Tipton Systems	5725 Manchester Ave.	St. Louis	MO

Zip	Contact Name	Contact Email	Contact Phone
70129	Gabe Raggio	gaber@benecominc.com	(504) 254-1441
38024	Kevin Anderson	ka@dyersburgbiz.com	(731) 286-2679
38358	John Eason	jeason@southernofficesu	731-562-0144
63110	Alan Bergfeld	alan@tiptonsystems.com	(314) 781.7750

Contact Fax	Company Website
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731-287-1588

www.benecominc.com

(314) 781.2997

www.southernofficesupport.com/

www.tiptonsystems.com/

2 CFR PART 200 Contract Provisions

Required Federal contract provisions of Federal Regulations for Contracts

The following provisions are required to be in place and agreed if the procurement is funded with federal funds. TIPS or its members are the subgrantee or subrecipient by definition in most cases. Not all provisions herein apply to all contracts. Compliance is required as it applies to the individual purchase contract.

Appendix II to Part 200

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards


2 CFR PART 200

These contract provisions are incorporated by reference or attachment into all contracts with your company when TIPS or its members purchase is with federal funds if you respond to a TIPS competitive procurement request for proposals or bid..

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

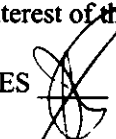
Federal Rule (1) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Notice: Pursuant to Federal Rule (1) above, when federal funds are expended by TIPS or its members, TIPS or its members reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES  Initial of Authorized Company Official

Federal Rule (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)


Pursuant to Federal Rule (2) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. TIPS OR ITS MEMBERS reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for convenience of the TIPS OR ITS MEMBERS. Any award under this procurement process is not exclusive and the District reserves the right to purchase goods and services from other vendors when it is in the best interest of the District.

Does vendor agree? YES  Initial of Authorized Company Official

Federal Rule (3) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."


2 CFR PART 200 Contract Provisions

Pursuant to Federal Rule (3) above, when federal funds are expended by TIPS OR ITS MEMBERS, for all construction contracts awarded by grantees and their contractors or subgrantees, the proposer certifies that during the term of an award, when federal funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with Equal Opportunity Employment laws specifically Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

Does vendor agree? YES  Initial of Authorized Company Official


Federal Rule (4) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (4) above, when federal funds are expended by TIPS OR ITS MEMBERS, during the term of an award for all contracts and subgrants for construction or repair, when Federal Funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with all provisions listed or referenced therein.

Does vendor agree? YES  Initial of Authorized Company Official

Federal Rule (5) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (5) above, when federal funds are expended by TIPS OR ITS MEMBERS, the proposer certifies that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process for construction contracts awarded by grantees and subgrantees the proposer agrees to be in compliance with all requirements listed or referenced therein.


Does vendor agree? YES  Initial of Authorized Company Official

Federal Rule (6) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a

2 CFR PART 200 Contract Provisions

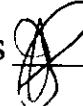
small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (6) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES  Initial of Authorized Company Official


Federal Rule (7) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (7) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES  Initial of Authorized Company Official

Federal Rule (8) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award \$25,000 or greater (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

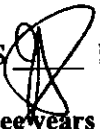
Pursuant to Federal Rule (8) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor certifies that they are not debarred from receiving a contract from the federal government as provided therein.

Does vendor agree they are not debarred as specified above ? YES  Initial of Authorized Company Official

Federal Rule (9) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

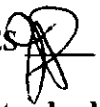
Pursuant to Federal Rule (9) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term and after the awarded term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor certifies to the terms included or referenced in Federal Rule 9 above.

2 CFR PART 200 Contract Provisions

Does vendor certify to the provisions in Federal Rule (9) above? YES  Initial of Authorized Company Official


Federal Rule (10) 2 CFR 200.233 Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Pursuant to Federal Rule (10) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that the awarded vendor retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Does vendor agree? YES  Initial of Authorized Company Official

Federal Rule (11) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

Pursuant to Federal Rule (12) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

Does vendor agree? YES  Initial of Authorized Company Official

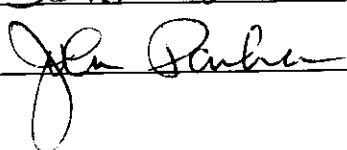
Federal Rule (12) 2 CFR §200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

Pursuant to Federal Rule (12) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with mandatory standards and policies relating to Procurement of recovered materials which are listed above.

Does vendor agree they will comply? YES  Initial of Authorized Company Official

Company Name Dynamic Information Solutions Company, Inc. (D.I.S.C., Inc.)

Print name of authorized representative John Parham

Signature of authorized representative 

Date 9-16-2015

Signature above acknowledges all provisions in this four page document and the vendor/proposer/bidder responses herein to the 12 rules.

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:

Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the EDGAR, §200.212 Suspension and debarment.

Vendor Name: DYNAMIC INFORMATION SOLUTIONS COMPANY, INC. - D.I.S.C., INC

Vendor Address: 15 SHACKLEFORD DRIVE, SUITE A, LITTLE ROCK, AR 72211

Vendor E-mail Address: johnp@discLLC.com

Vendor Telephone: 501-223-2236

Authorized Company Official's Name: John Parham

Signature of Company Official: John Parham, CEO

Date: 10-7-15

References

**** Must have at least 3 References. References must be School, City, County, University, State Agency or Other Government.**

Organization	City	State	Contact Name	Contact Phone
Clark County Circuit Clerk Office	Arkadelphia	Arkansas	Martha Jo Smith	(870) 246-1419
Ouachita County Clerk Office	Camden	Arkansas	Britt Williford	(870) 837-2217
St. John Parish Sheriff Dept	LaPlace	Louisiana	Kenneth Oubre	(985) 652-9513
Polk County District Court Clerk	Mena	Arkansas	Dena Ross	479-394-3271
Orleans Parish District Attorney	New Orleans	Louisiana	John Rohr	504-821-6343



All Warranty Information is included in the Pricing Sheet by
Specific Line Item Product



Mission Statement

“D.I.S.C., Inc. is a premier provider of technology-enabled solutions that solves mission-critical problems for our clients through interactive re-engineering business processes and superb customer service providing a powerful competitive leverage in today’s market.”

About D.I.S.C., Inc.

D.I.S.C., Inc. is a manufacturer and national provider of document management technology since 1996. Our flagship product, DocsServer, is distributed and sold nationally through value added resellers. DocsServer Document Management is a robust, yet affordable solution for managing paper and electronic records including accounting, HR, legal contracts and customer files. The DocsServer solution is very scalable and provides scanning and managing of documents from a few hundred per day to many thousands per day all from a secure central repository that can contain millions of documents. Our DocsServer marketing team has over 55 years of document management experience and CDIA (Certified Document Imaging Architech) certification.

With D.I.S.C., Inc. technology, including DocsServer document management and DocsRecords Manager, you can capture, process and collaborate on important documents and content, protect data integrity throughout its lifecycle and access documents to more effectively manage everyday business processes. Whether you're working with AP, HR, Education or Land Record documents they and their unstructured content drive your daily business activities. DocsServer takes that content and delivers it instantly in the context of your specific business applications, processes and people. With Full Text OCR of documents they can now be retrieved immediately by Keywords or other search phrases.

D.I.S.C., Inc. product suite includes the essential components of document management, electronic report management, document routing, and records retention. Together, these full-featured products bring order to the volumes of unorganized content that stifle productivity — from the point of capture throughout the information lifecycle, right up to disposition. Combined with industry expertise and proven best practices our products drive our specialized solutions for a variety of industries, bringing measurable efficiency to your most important business areas.

The D.I.S.C., Inc. team has been involved in over 500 installations of document management technology throughout the nation. For the past 19 years our DocsServer Document Management solution has been supported by a team of professionals with over 75 years of combined technical support experience. Typically support calls are returned within 1-2 hours and our remote software support is available 8-5 M-F CST.

Web Site

WWW.DISCLLC.COM

Sales Contact Information:

John Parham

501.681.1979

johnp@discllc.com

sales@discllc.com

Office: 501.223.2236

DocsNANO delivers document imaging that is not only affordable but extremely productive!

DocsNANO, an easy to use self-contained document imaging server powered by DocsServer Document Imaging Technology!



DocsNANO - THE easy way to manage paper documents!

Self-contained server with DocsServer

Powerful, affordable and easy to install

Includes Sophos Anti-virus and DocsBackup

Capacity to manage over 400 Storage Boxes

Automated Barcode scanning/indexing

DocsOCR Full Text Searching



DocsNANO - The complete Document Imaging Solution!

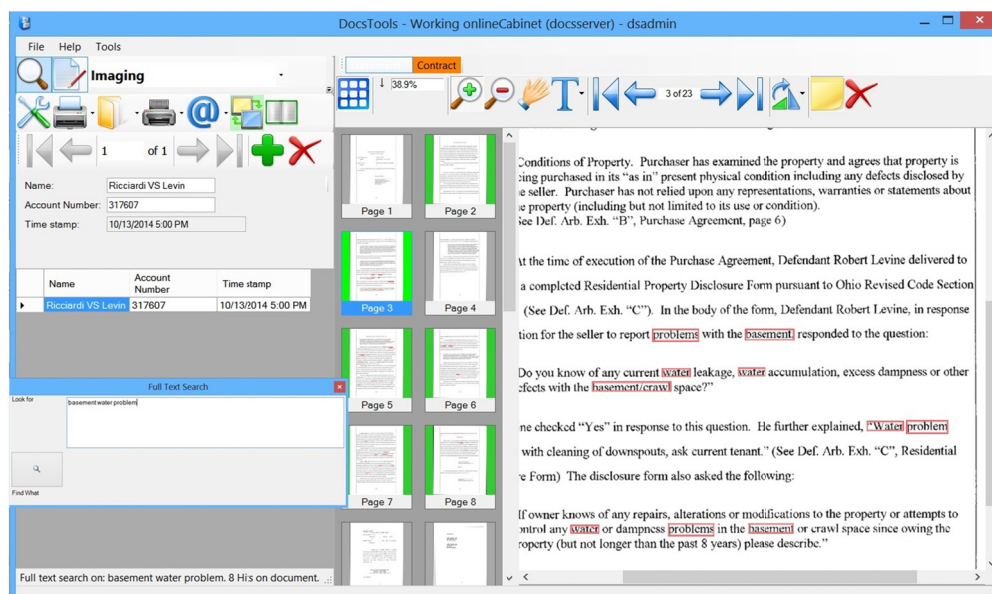
*Can you hold 400 boxes
of Case Files, Financial Records and
Ordinances/Resolutions in the palm of your hand!*



Document Imaging Technology!



**With DocsNANO
you can!**



DocsNANO delivers document imaging that is not only affordable but extremely productive!

DocsNANO, an easy to use self-contained document imaging server that is ideal for managing Student Records, Medical Records, HR Files, City Records, County Records, Legal Files, Law Enforcement Records and Financial/Accounting Records!



DocsNANO - THE easy way to manage paper documents!

Self-contained server with DocsServer



Powerful, affordable and easy to install

DocsTools Automated Barcode scanning/indexing



Includes Full Text Searching with DocsOCR



Leverage digital copiers with DocsCapture



Capacity to manage over 400 Storage Boxes

Multiple Cabinets with Security and Audit Trail

DocsNANO - The complete Document Imaging Solution!



**Document Imaging Technology!
Sample Law Enforcement Application**

Can you hold 400 boxes of paper in your hand?



With DocsNANO you can!



DocsNANO - A small package packed with features!



DocsNANO - *THE* easy way to manage paper documents!



DocsServer - Create Cabinets, Index Fields, Users and assign Permissions, Track User Activity



DocsTools - 10 Clients for Scanning, Barcode Index, Retrieve and Display Documents, Email and Print



DocsOCR - Full Text Search for unstructured data by Keywords, Phrases, Fuzzy Search and Wild Cards



DocsCapture - Leverage digital copiers and scan to the network with automated indexing and capture

Capacity to manage over 1 million documents or approximately 100 4-drawer filing cabinets



DocsNANO - Easily expand the system as the client grows and needs change to company wide solution

Create a Disaster Recovery Backup for paper files as a significant part of any Business Continuity Plan



Perfect solution for managing:

HR Files
Financial Records
Legal Files
Law Enforcement Files

Student Records
County Records
City Records
Medical Records

DocsServer 4.0 Document Imaging

An Electronic Filing System that enhances business processes for Educational Systems

*An Electronic Filing System that is the ideal solution for leveraging documents and providing instant critical information to improve business processes. A proven and extremely affordable solution to capture, organize, route, deliver and archive business critical information including **Business Operations**, **AP/AR**, **HR** and **Student Records**.*



Contract #: 2111512

DocsServer *THE Paperless Office!*

● **Store APSCN Reports**

Automatically store off-line APSCN Reports such as student Disciplinary and Attendance Reports with DocsERM

● **Improved Student Services**

Centralized document repository for immediate access to student records while reducing storage requirements by 90%

● **Improved Auditing Processes**

Instant access to key financial information greatly reduces auditing time for financial transactions including grant billing

● **Improve Compliance**

Controlled access to content and security with Audit Trail tracking insures accountability

● **Automate Business Processes**

Utilize existing data to create barcodes for barcode scanning/indexing of Financial Records and HR processes

● **Records Management/Retention**

Create a Records Retention Program along with document routing for approval processes

● **Disaster Recovery Plan**

Create an automated off-site backup or a DocsServer Redundant "hot site"

Scan. Index. Retrieve. Empower

Document Imaging

Records Management

Document Routing

Color Coded Tabs

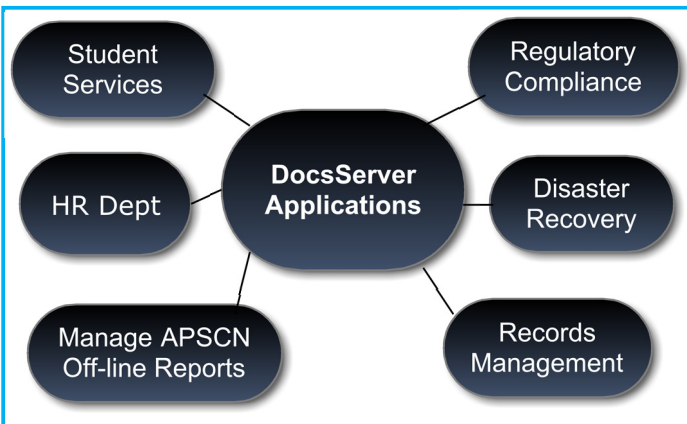
Electronic Report Mgmt

User Activity Auditing

Built-in Barcode Indexing

Archive APSCN Reports

Specialized Educational Solutions



Contact Information:

D.I.S.C., Inc.
15 Shackelford Drive, Suite A
Little Rock, Ar 72211
Office: 501.223.2236 Email:sales@discllc.com



DocsServer 4.0 Document Imaging

DocsServer 4.0 is a full-featured document management system designed for the Education Industry. It allows colleges and schools to efficiently manage, organize, store and provide universal access to Student and Administrative Records, either as scanned images or electronic files.



Contract #: 2111512

DocsTools Client with color Tabs

DocsTools presents a unique structured "view" of Student Records with color coded tabs

Barcodes automatically creates Student Folder and inserts documents into associated Tabs

Create DocsOffline Cabinet with 256-bit encryption to satisfy Student Records requests, audit requests, etc.

Also works great with HR, Finance and other Depts.

Student Number	Last Name	First Name
430292998	PARHAM	JOHN
429873841	SMITH	BOB
921908401	Parham	John

DocsServer easily manages Financial and Accounting Records as well as HR!

CHK NO	DOC NAME	DATE	COM
26351	BUC-EE'S, LTD.	10/25/2003	HOLD
NULL	NULL	NULL	NULL



Import Word, Excel, photos and other electronic files



Automated Barcode Indexing

Index

Index Manually



Store





Canaan Title Solutions brings you the industry's leading title plant software using the best and most current development tools. The benefits delivered by Canaan Title Solutions can be further enhanced by Internet publishing on Canaan Online. These dynamic products can help improve productivity and provide better customer service and increased profitability.

Canaan Online

Canaan Online is our desktop application for selling access to your title plant database and images using the Internet as a network. By selling access to your valuable records, you can gain income from orders and searches that are being performed by other companies. For consistency and familiarity, online users use the same application as your in-house staff.

Canaan Support

Our goal is to provide personalized, knowledgeable, friendly service to each client that uses Canaan Title Plant, and other supported products. We answer the phone and work hard to knock out whatever issue you may be having, whether it's the title plant software, backups, server issues, printers and much more. The staff at Canaan Title Solutions has worked for years in the title software industry helping clients with a variety of issues every day. The core of our company has over 65 years of combined knowledge of title plant software support and over 85 years of combined computer support know-how.

Software specifically designed for the title industry with the researcher in mind.



For more information, contact:
D.I.S.C., Inc.
Office: 501.223.2236
Email: sales@discllc.com



All the Tools!

www.canaanllc.com

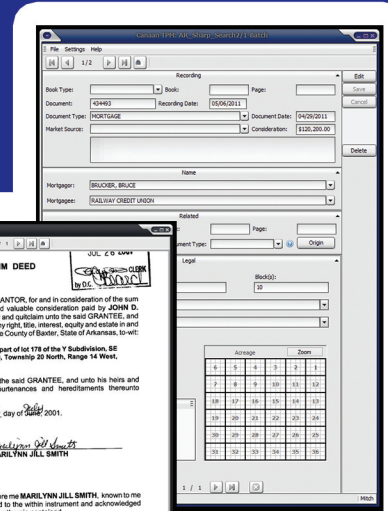
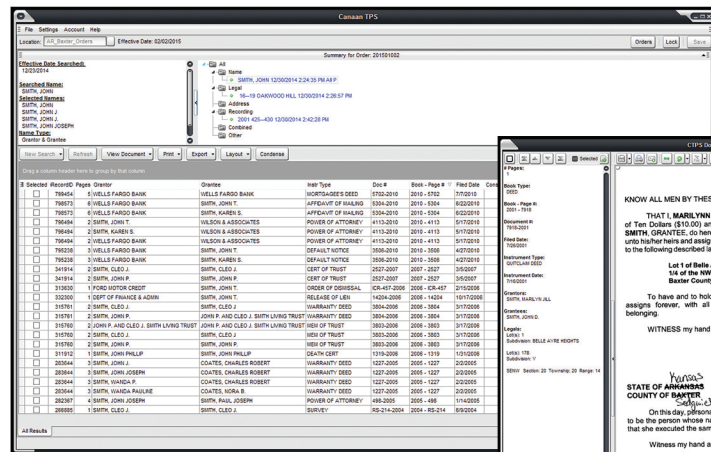
The Ultimate Title Plant Experience



Canaan Title Plant

Canaan Title Plant is a comprehensive, affordable title plant software that offers an easy-to-understand maintenance module with all the tools to import, index and verify documents, along with a powerful searching module to ensure the researcher can finish the task efficiently.

The software uses the latest technology to bring the user a very modern, state-of-the-art title plant experience.



Maintenance Manager Features

- The Landing organizes the plant manager's duties from importing, to indexing, to verifying, to reports, to posting.
- Built-In image import module with various stapling functions.
- Third-party data/image import/export tool.*
- Function Keys and QuickLists to help make quick work of indexing.
- Customizable land screen with a wide variety of field options.
- Index quarter calls down to 2-1/2 acres.
- View Document/Index window makes it easy to verify the keying.
- Key unlimited number of parties, land descriptions, and addresses with a simple key stroke.

*based on Canaan Title Plant neutral format guidelines.

- Customizable results grid to view the results in just the right way.
- Built-In PDF writer to print results grid and/or Images.
- Six ways to search, including a combined search that is great for creating reports.
- View Document/Index window makes it easy to view images and all of the indexing.
- Export results to a spreadsheet to create great reports.

Additional Features

- Utilizes a SQL database.
- Runs on Windows XP to 8.1 and beyond.
- Users do not require access rights to the database or the image folders on the server.
- Separate module to access security settings

Order Manager Features

- Order-based with automatic date down capabilities.
- Easy-to-read layout. Select records to glean just the results that apply.



indus[®]



Contract #: 2111512

BookScanner 9000



D.I.S.C., Inc.

501.223.2236

Authorized Reseller



indus® BookScanner 9000

A scanner designed specifically for books, periodicals and fragile documents

Scanning or copying pages from a book has always been an unwieldy task that risks damage to the book, with less than satisfactory results.

Unlike typical flatbed scanners and copiers, the BookScanner 9000 doesn't require the book to be turned over.

Instead, it scans from overhead, protecting the book binding and at the same time producing high quality color, grayscale and black and white images.

Large Scan Area

Scan a book as large as 18 inches high x 28 inches wide when open, or a flat document of the same size. Books can be as thick as 4 inches and yet the BookScanner 9000 delivers flat, distortion free images.

Formats Supported

The BookScanner 9000 supports the most popular formats: TIFF, JPEG, JPEG2000, and PDF.

Quality Scans

Image quality is the most important requirement to the user. The BookScanner 9000 is designed for sharp, high quality images. Only the center of the lens is used to expose a narrow band of the original document to the 7500 pixel line CCD that travels across. This produces a high quality, distortion free, true optical 400 dpi scan from corner to corner.

Fast Speed

The BookScanner 9000 is designed to give fast results. It scans the entire 28 inches wide by 18 inches high book in just 2.7 seconds. No time is wasted because the BookScanner 9000 scans in both directions of travel.



**Scan and e-mail pages,
save to USB, print
and much more.**

Superior Illumination

In any imaging system, good illumination is important to produce high quality results. The BookScanner 9000 uses a bank of powerful long life LEDs that only illuminate a small portion of the original at any one time and travel with the imaging system to produce vivid, high quality images.

Built-in Book Cradle

Prevent damage to spines of thick books and even out the two sides of the book to obtain flat and focused images with the help of the built-in book cradle and cover glass.



Shown with custom workstation and monitor shelf.

Accessories for flexibility and convenience

Foot Switch
Copy Board
Custom Cabinet

Bundled with Virtual Library Software

Every BookScanner 9000 is delivered with *Virtual Library* software. Set up the scanner to deliver deskewed, black border eliminated, high quality images. Set for color, grayscale or black and white images. Control the resolution. Fast viewing, panning, zooming, rotation, multi-masking and cropping are all included. Also included is a Kiosk-version for patron use that works through touch screen. Switch from English to French or Spanish with one click. Create meta data, publish images to the web and much more using Rescarta, added at no charge.

The Indus Advantage

We provide complete turnkey solutions including on-site installation, user training, and most important of all, on-site service to keep your scanner and software current. Reduce downtime with on-site service.

THE SCANNER WITH A BRAIN.

User-friendly features for easy operation:

- Automatic color compensation
- Automatic format recognition
- Recognition and suppression of black borders
- Automatic page separation
- Flexible format selection
- On-screen adjustments for production environments



indus[®] BookScanner 9000

The many uses of the BookScanner 9000

- **Use for Preservation and Special Collections**

Because the quality is superb and from corner to corner, the scanned image is very sharp, the colors are vivid and very closely match the original.

- **Use for Inter-library Loan Work**

Because we have seamlessly integrated the software to popular document delivery systems like Ariel, Odyssey, Illiad and Relais.

- **Use as a Production Scanner**

Because the scanner is fast and can scan books that are 18" high x 28" wide when opened, even a County Record book can be scanned.

- **Use as a Kiosk Station in a Library**

Because the scanner comes with a walk-up touch screen software, it can be an ideal scanner for patron walk-up use in libraries.

Specifications:

Formats:

- US Letter (8½ x 11) / DIN A4
- US Ledger (11" x 17") / DIN A3
- 17" x 22" / DIN A2
- Maximum 18" x 28"

Technical Specifications

- Resolution: 200, 300, 400 dpi
- Scan time: 2.7 seconds for 28" wide at 400 dpi
- Interface: USB 2.0
- Operating System Compatibility: Windows 2000, XP, Vista, Windows 7 - 32 bit
- Software: Virtual Library
- Lamps: LED (Light-Emitting Diode)
- Dimensions (H/W/D): 38" x 41" x 30" (96.5 x 104 x 76 cm)
- Weight (incl. packaging); 190 lbs (250 lbs), 86 kg (114 kg)
- Power supply:
 - Voltage: 95 - 240 V
 - Frequency: 47 - 63 Hz
- Environment:
 - Temperature: 40° to 104° F (5° to 40° C)
 - Noise: maximum < 30 dB

Accessories:

- Foot Switch
- Copy Board
- Custom workstation with monitor shelf

All specifications listed are subject to changes



indus[®]
Tools for the microinformation age

Indus MIS, Inc.

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