

**LEGISLATIVE SUMMARY
DEPARTMENT OF FINANCE DIVISION
OF TAXATION**

**Document Scanning and Data Entry Services
June 22, 2021**

Ordinance No.: 658-2021

Purpose of the Request:

The City of Cleveland's Department of Finance, Division of Taxation, would like to continue using the method in which tax documents are stored, retrieved and archived, by utilizing scanning/imaging and data entry services.

The process of having documents scanned/imaged and having data entered has many benefits, including maximizing efficiency, utilizing modern technology, and the potential to have lower costs.

We are seeking approval to enable the Director of Finance to enter into a contract to purchase scanning/imaging services and data entry services (that are compatible with our existing imaging software and MITIS computer system). In order to ensure consistency and continuity, the award must be made for all items as a single contract. Therefore, we are seeking authority for the Director of Finance to enter into one or more requirement contracts. The vendors will be selected through the City of Cleveland's competitive bidding process for a period of (1) one year with (4) four one year options for renewal.

Desired Outcome:

The desired outcome is to obtain authorization for the Director of Finance to enter into one or more requirements contracts for scanning/imaging services and data entry services for a period of (1) one year with (4) four one year options for renewal.

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Priority: The priority of this item is **HIGH**. These services are an essential part of providing accurate documentation of taxpayer data, and efficient processing of taxpayer returns.

Costs: The costs are paid by the Division of Taxation's budget fund 81 and sub-fund 001. The estimated annual cost for 2022 is \$400,000.

Summary of Services:

Scanning/Imaging Services:

- # Picking up documents
- # Prepping and scanning approximately 4,800,000 images, per year
- # Indexing scanned images of approximately 14,400,000 indexes
- # Returning documents and providing data scanned and indexed
- # Must be compatible with CCA's Imaging Software

Data Entry Services:

- # Picking up documents
 - # Prepping and scanning documents first
 - # Keying approximately 130,000 items (28,500,000 characters), per
 - # year
- Returning documents and providing data keyed to be transferred into CCA's MITIS computer system