



Collections, Document Scanning DAS, Collections Services

JUNE 28, 2022

IT CAPITAL INVESTMENT REQUEST

- DAS Collection Services is requesting a total of **\$331,857** to develop a system to scan, create, store, share, retrieve, and retain documents critical to the overall collection process.

PROJECT SUMMARY

DAS Collection Services will utilize the services from Scan-Optics to develop and deliver the following:

- **Business Process Services** – Upfront planning to onboard project, define requirements for the digital transformation, and manage risk and compliance.
- **Logistics, Transportation and Document Prep** – Shipping and transportation of original documents/material, including packing and inventory of the materials to be digitized, and document prep for scanning.
- **Form Design** – Forms design services to make use of existing technology such as smart forms, barcode reading, and character recognition readers.
- **Content Management Ingestion** – Prepare documents in a format that can be easily ingested by document management solution.
- **Analytics and Reporting** – Provide easy access to critical reports to assist DAS Collection Services with tools necessary to manage operation more effectively.

PROJECT STAKEHOLDER AND MANAGEMENT APPROACH

- DAS Collection Services will be the lead agency for this project and will provide management and oversight of Scan-Optics until all deliverables have been approved and accepted.

PROJECT BENEFITS

- Increase recovery amounts by having immediate access to digital files.
- Minimize manual intervention due to paper handling and distribution of mail.
- Reduce cabinet footprint and need for additional storage.
- Eliminate time limits on claiming recovery dollars.
- Comply with audit findings.

PROJECT MAJOR MILESTONES AND SCHEDULE

- Project kickoff/onboarding 30 days from access to funds
- Phase 1 - Prepare all files for scanning 60 days from completion of Project Kickoff
 - Production Run (Scanning of Documents)
 - Index creating and staff training
- Phase 2 – Mail scanning 60 days from completion of Project Kickoff
 - Production Run (Scanning of all incoming Mail)
 - Index creating and staff Training
- Project completion (go live) 60 days from completion of Project Kickoff

Note – Phases 1 and 2 will be implemented simultaneously.

PROJECT COSTS SUMMARY

Project costs breakdown

• Converting existing files to digital format	\$193,591
• One-time project cost	\$45,000
• Annual mail scanning fee	<u>\$93,566</u>
Total Capital Request	\$331,857