Florida Department of Children and Families

Adoption Records Decryption

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To:

Florida Department of Children and Families
/ Office of Child Welfare - Adoptions

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From:

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OUR UNDERSTANDING

Florida Department of Children and Families / Adoptions (DCF) has requested assistance from Image API (IAPI) to decrypt 165 DVDs containing closed adoption records.

IAPI is the sole developer and service provider for the decryption application.

OUR APPROACH

IAPI will complete the following activities to perform the decryption services:

- Develop the decryption application based upon proprietary software
- Capture digital adoption records from DVDs
- Extract metadata from current format
- Convert the unencrypted images into multi-page PDFs based on document type as indicated in the metadata
- Return the original DVDs to DCF upon completion of the decryption services
- Upon completion of the decryption process, provide DCF with unencrypted images and metadata in an agreed electronic format

PRICING

Pricing is based upon assumptions listed below. Services fees will be invoiced upon delivery of the unencrypted records to DCF.

Decryption Services Fees	Total
Decryption Application Development & Decryption Services • Enhancement of proprietary software application to decrypt images • Decryption of 1.5M images on 165 DVDs	$ 42,140
TOTAL	$ 42,140

Note: Pricing is valid until 11/30/2016.

Key Assumptions

- The number of images on the 165 DVDs for decryption is estimated to be 1.5M
- IAPI and DCF will mutually agree upon a timeline. As a general guideline, the project timeline can begin once IAPI receives a purchase order
- Digital images on the DVDs are in single page TIFF format
- Prior to project start, DCF will provide a master repository database, including a unique identifier, to validate index elements

- Master repository database will be provided in a mutually agreed upon format
- Decryption services will be completed at the IAPI facility located in Tallahassee, FL
- Unencrypted records will be delivered on an encrypted hard drive at completion of effort
- Files or images that cannot be matched in the master repository will be decrypted, but not added to the resultant metadata repository

CHANGE CONTROL

IAPI recognizes the importance of containing scope, and managing and tracking changes to that scope. It is the intent to always try to resolve issues within the bounds of the current SOW and scope/level of effort. If this is not possible, upon mutual agreement, a formal Project Change Request (PCR) form will be presented to DCF.

ABOUT IMAGE API

Founded in 1993, Image API (IAPI) is a successful enterprise content management (ECM), business process management (BPM) and software solutions company with a primary focus on serving state and local government agencies. We specialize in highly configurable, scalable and integrated process and information management solutions that improve operations and lower costs.

Each area is interrelated and both management and staff follow a disciplined and systematic approach to managing their respective operations. The result is the delivery of comprehensive solutions that are highly influenced by the quality of the process used to develop and support them. The production area is operated using the specifications of the American National Standards Institute (ANSI) and the Association of Image and Information Management (AIIM) best practices. Our professional services team develops, manages, and supports our software solutions based on standard processes that include requirements, specifications, solution architecture, application development, systems integration, testing, and support. The combination of quality processes, solutions, and highly skilled industry professionals positions IAPI to effectively solve even the most complex document management problems.

So…why Image API?

IAPI was recently selected by a panel of experts and members of CIO Review editorial board to recognize and promote technology entrepreneurship. *"Image API has been on our radar for some time for stirring a revolution in the ECM landscape, and we are happy to showcase them this year due to their continuing excellence in delivering top-notch technology-driven solutions,"* said Jeevan George, Managing Editor, CIOReview. *"Image API's solutions continued to break new ground within the past year and we're excited to have them featured on our top companies list."*

CIO Review - ECM Solution Providers is an annual listing of 20 Most Popular ECM Solution Providers in the U.S.