Town of

Groveland

Groveland, Massachusetts
Town Hall
183 Main Street
Groveland, MA 01834

2024 Community Preservation

Request for Proposals

**Groveland Community Preservation
Committee** December 22, 2023

TOWN OF GROVELAND
COMMUNITY PRESERVATION COMMITTEE

2024 Funding Round
Request for Proposals

The Community Preservation Act (CPA) provides funding for four core community concerns:

- Acquisition and preservation of open space
- Creation and support of community housing
- Acquisition and preservation of historic buildings and landscapes
- Develop outdoor recreational facilities

The four core concerns provide guidelines for the use of CPA funds. Projects must meet specific legal requirements to be eligible for funding by the CPA.

The Town of Groveland Community Preservation Committee (CPC) will submit its recommendations for the use of CPA funds to the Board of Selectmen for inclusion in the Annual Town Meeting April 2024 warrant in January 2024. All CPC funding is ultimately subject to the approval of Town Meeting.

The CPC reserves the right to recommend funding for any, all or no projects submitted in any given year to be decided solely by a majority vote of its membership.

The application period for this funding round will be from October 1, 2023 until December 29, 2023 at 5 pm. No applications will be accepted after that date for this round. All applications must be made using the Groveland CPC *Community Preservation Proposal Requirements and Guidelines* on pages 3, 4 and 5 below.

Please submit all proposals to:

Groveland Community Preservation Committee
183 Main St
Groveland MA, 01834

(All proposals must be delivered to the CPC by 5:00 pm on December 29, 2023. Postmarks will not be used as a proof of delivery. Hand delivery at Town Hall is acceptable.)

Community Preservation Act
Town of Groveland
2024 Application for Funding and Proposal Guidelines

Project Eligibility

The Community Preservation Committee requires that all proposed projects be eligible for CPA funding according to the requirements described in the legislation. Funds collected under the CPA can only be spent for four main community preservation purposes - open space, historic preservation, community housing and recreational use. In addition, at least 10 percent of the funds received in any fiscal year must be spent or set aside for each of the first three of those areas (open space, historic preservation and community housing). The remaining 70 percent of each year's funds can be spent in any of the four areas. However, these funds cannot be spent on maintenance or used to supplement funds being used for existing community preservation purposes. In addition, up to 5 percent of the annual Community Preservation revenues can be spent on administrative and operating expenses of the CPC at the discretion of the Committee.

Submission

Proposals for Community Preservation funding must be submitted using the proposal guidelines included below. All relevant information requested in the guidelines must be included with the proposal. Applications must be submitted in written form along with an electronic PDF file sent to mdempsey444@comcast.net. Eight copies of the application and all supporting documentation must be submitted to the Community Preservation Committee, Groveland Town Hall, 183 Main St, Groveland, Massachusetts, 01834

The application for funding for each fiscal year may be submitted during the open submission period usually in the fall. Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, or if the CPC decides to extend the period, applications will not be accepted after this date.

For further information about the application process, contact Rebecca Oldham at (978) 556-7204 or visit the CPC Web page at wwwgrovelandma.com.

Review by the Community Preservation Committee

Each application will be acknowledged when it is received. It will be reviewed for completeness and the applicant will be notified if additional information is required. Once the CPC has determined that an application is complete, the proponent(s) will be given an opportunity to present the scope and details of the project to the CPC.

From time-to-time the CPC will schedule public hearings to discuss its work, to review proposals under consideration and to receive comments from the citizens of Groveland. In addition, there is an opportunity for citizens to speak as a part of the agenda each CPC meeting.

Projects are then evaluated with consideration of the following general criteria, although not all criteria will be appropriate for every project.

General Criteria

The Groveland Community Preservation Committee requires that all proposed projects be eligible for CPA funding according to the requirements described in the CPA legislation.

Projects will be evaluated according to the following criteria:

- Are consistent with the town's Master Plan, Open Space and Recreation Plan, Housing Plan and other planning documents that have received wide scrutiny and input and have been adopted by the town;

- Preserve the essential character of the town as described in the Master Plan;

- Save resources that would otherwise be threatened and/or serve a currently under-served population;

- Either serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible;

- Demonstrate practicality and feasibility, and demonstrate that they can be implemented expeditiously and within budget;

- Produce an advantageous cost/benefit value;

- Leverage additional public and/or private funds through grants, and cash or in-kind donations. Projects demonstrating matching funds for CPA grants may be favored;

- Preserve or utilize currently owned town assets;

- Receive endorsement by other municipal boards or departments.

Funding Decisions

The CPC will submit its recommendations for the use of CPA funds to the Board of Selectmen for inclusion in the Annual Town Meeting warrant each fiscal year in January. All CPC funding is ultimately subject to the approval of Town Meeting.

The Groveland CPC reserves the right to recommend funding for any, all, or no projects submitted in any given year to be decided solely by a majority vote of its membership.

Community Preservation Proposal Requirements and Guidelines

The applicant will submit a proposal to the Groveland Community Preservation Committee at Town Hall, 183 Main St, Groveland, MA 01834. No proposals for the fiscal year will be accepted any later than the closing date for that year. All proposals are to be in written form and include the following information. The applicant will submit eight paper copies of the proposal for review by the Committee AND an electronic PDF or Word file on a CD, memory stick, or by email (Plain paper will be fine, no notebooks or binders are necessary.)

A. Applicant Information

        Name of Applicant   Town Clerk's Office
        Name of Co-Applicant, if applicable
        Contact Name Elizabeth Cunniff
        Mailing Address   183 Main Street
        City   Groveland
        State   MA
        Zip Code 01834
        Daytime Phone 978-556-7221
        Email Address   ecunniff@grovelandma.com

B. Location of Project

        Name of Project   Scanning Proposal for Town Reports
        Address of Project (or assessor's parcel id)

C. Funding Information

        CPA Category: (Include all that apply): Historic Preservation
            Open space
            Historic preservation
            Recreation
            Community housing

D. Project Cost

        CPA Funding Requested $29,717.54
        Total Cost of Proposed Project $29,717.54

E. Project Information

This is a conversion process, to digitally transform Groveland Town Report records having critical documents secure and accessible. This project will scan and preserve 21 hardcover, 53 soft bound and 46 staple bound books of the Town of Grovelands annual reports. This project will provide access for all town employees and residents to view and research the historic records.

1. Description
   a. Scan a total of 120 books approximately 21 hardcover bound books with approximately 390 pages each, 53 soft bound books with approximately 312 pages and 46 stapled bound books approximately 160 pages.

2. Goals
   a. Preservation and access of historic information
   b. Residents and employees will have access for research projects.

3. Community Need
   a. To protect, preserve and make accessible town's records
   b. Future plans are more successful when they include and respect past practices.

4. Community Support
   a. Access to records and information is in the best interest of the residents and employees of Groveland.

5. Timeline
   a. FY2025

6. Implementation
   a. Town Clerk's Office
   b. Elizabeth Cunniff

7. Success Factors
   a. The ease of record preservation and access
   b. Pubic Record requests require time and research of town employees. Scanned records will be accessible, via the town website to all general inquiries. Scan able records will make department research projects faster and more efficient.

8. Budget
   a. The estimated total is $29,717.54 and the vendor is eBizDocs. The full cost would be funded with CPA funds.
   b. An itemized invoice is included.

9. Other Funding / Matching
   a. CPA funds are the only funds requested.

10. Maintenance
   a. On going maintenance not required.

11. Additional Information
   Provide the following additional information, as applicable.

   a. eBizDocs utilizes standard industry security software, they administer technology security according to recognized SOC2 best practices. Backup files are kept in a safe, offsite loction.

eBizDocs
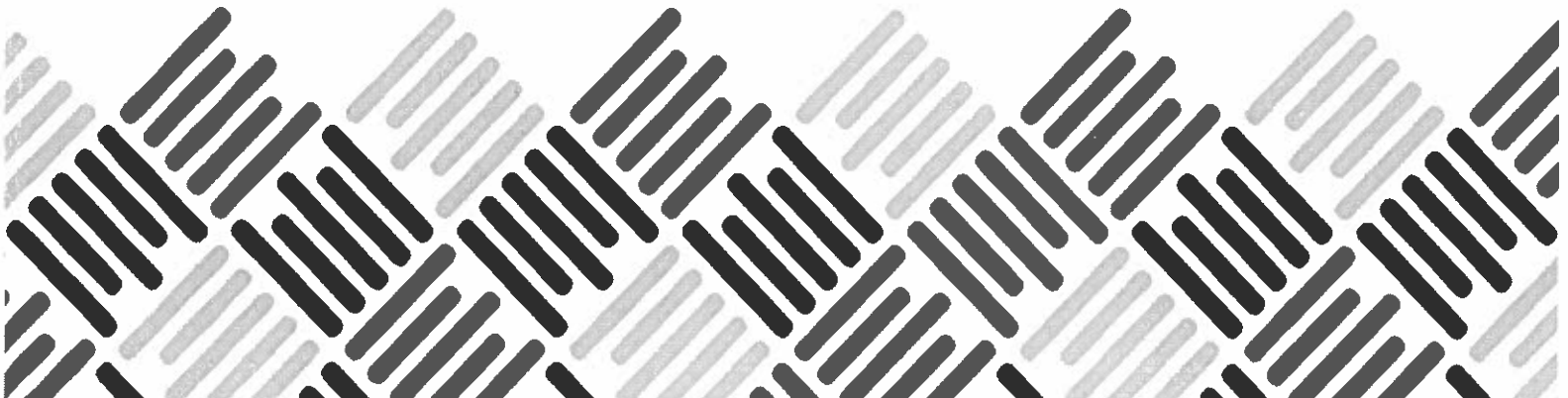
INFORMATION AT YOUR FINGERTIPS

Scanning Proposal

For

Town of Groveland, MA

February 27, 2023

Dear Beth,

Thank you for the opportunity to present this proposal.

eBizDocs is a premier digital transformation provider focused on helping you put information at your fingertips. Offerings include paper and microfilm conversion, content capture and document management solutions, scanner sales and service, and process consultation. eBizDocs is SOC2 Type II certified and serves private and public-sector organizations. The company has been in business for over 20 years and is a preferred source contractor for many NYS entities.

This proposal provides a detailed account of eBizDocs' high-volume scanning services. Scanning may seem like a very straightforward task until the effort to "do it right" is understood. We have learned that each project is unique, and we designed our production floor and workflows to adapt to the specific needs of each project. Our scalable and proprietary process allow us to successfully execute projects of any size in a timely and methodical manner without compromising quality or confidentiality.

Clients praise our technical processes for scanning and it quickly becomes apparent why our expertise is regarded as highly valuable. Our time-tested approach ensures accuracy, security, and confidentiality. In short, we deliver high quality results.

Thank you for your consideration.

Jed Toohey

Jed Toohey
Business Development

An Introduction to eBizDocs

eBizDocs, Inc. is a premier digital transformation solutions provider based in Albany, New York. We specialize in creative solutions that help public and private organizations overcome inefficient records management. Our solutions are fully scalable to meet the entry level requirements of a small-to -midsize organization all the way through large enterprise operations. Backed by years of knowledge, experience, and technical expertise, our solutions are fully customizable and specifically designed for improving the searchability, security, and preservation of your valuable business records. Office, Home, and Remote workers benefit from document conversion by eliminating the reliance on paper documents and gaining anytime- anywhere access to the information they need.

We are known for our commitment to handling all our clients' documents with the highest level of professionalism and confidentiality and are entrusted to handle many of New York State's most vital records. eBizDocs is SOC2 Type II compliant which means we are recognized as meeting the highest standards to securely scan and/or store your sensitive documents and make them available only to authorized users. Each year, millions and millions of documents from state and local government, financial, medial, retail, legal, accounting, and other specialties are entrusted to eBizDocs.

We envision paperless filing and automated workflows replacing the desire to use paper intensive processes. This evolution is enviable through our commitment to building trust and helping clients select and apply leading paperless solutions that improve efficiency and minimize costs.

eBizDocs is passionate about serving the community. Partnering with the New York State Industries for the Disabled (NYSID), The Autism Society, and The Rensselaer County ARC. eBizDocs has provided prideful employment for many adults with disabilities and U.S. military veterans.

eBizDocs is the recipient of multiple awards:
- Rensselaer County Chamber of Commerce - Small Business of the Year
- Albany Regional Chamber of Commerce - Corporate Partner of the Year
- Capital Region Chamber of Commerce - Corporate Partner of the Year
- Albany Executives Association - Executive of the year (Howard Gross, CEO, eBizDocs)
- CIO Review - Top 20 DMS Solution Provider
- Kodak Alaris - Top 20 US Reseller
- Government Technology - *Best Solutions Award* from the NYS CIO
- Cabinet Software – 10 Year Partner Award

Qualifications

eBizDocs' facility has 24-hour remote security monitoring for fire, smoke and theft, as well as 24-hour video surveillance. Access to the building is limited to those with clearance and proper credentials.

eBizDocs' SOC 2 certification assures that critical service commitments and system requirements are in place to bring clients and partners peace of mind. These requirements and controls include common criteria, as well as the security and availability of the systems used to process user data. The SOC 2 Type II certification is among the most coveted and hard to obtain information-security certifications. It demonstrates that an independent accounting and auditing firm examined eBizDocs reporting control objectives and activities, and additionally sampled those controls over time to ensure they are operating effectively.

eBizDocs, Inc. has a ready inventory of state-of-the-industry hardware available to meet the needs of the file conversion. The following equipment is currently available to service this project:

QTY	Scanner	Images Per Minute
2	Kodak Alaris i5600 – color duplex	340
1	Kodak Alaris i4850 – color duplex	300
6	Kodak Alaris i5250 – color duplex	300
2	Panasonic KV-8147 – color duplex	280
10	Kodak Alaris i4200 – color duplex with flatbed	200
15	Kodak Alaris i2800 – color duplex (for rescan)	140
5	Contex large format scanner	N/A
3	Nextscan – Flexscan 600	600
1	Nextscan Flexscan 400	600
1	Nextscan Eclipse 600	600
1	ScanPro 2000 (for rescan)	N/A

From pickup to document destruction, eBizDocs uses the most efficient processes and highest quality tools necessary to deliver a superior product to our clients. We routinely upgrade our capital equipment

and software, thereby ensuring our clients' files are processed using the most up-to-date tools available in the industry.

From the moment eBizDocs takes possession of client files, their physical location is tracked using O'Neil Record Tracking Software (RSSQL). O'Neil is recognized an industry leader in record center management software. It is backed by over 30 years of experience tracking and managing commercial, corporate, and government records. RSSQL is integrated into our production procedures to reflect the location of the records during the production process, not just while in storage.

Additionally, we developed TimeTracker, to collect data on individual employee production hours and attribute them to units of work. This provides us the ability to efficiently document a complete chain of custody on all the records through the entire record conversion process.

eBizDocs uses industry leading hardware and software as part of our image capture arsenal.

Our internal network is Microsoft Windows-based and access to the internet from our network is strictly limited. In addition to utilizing standard industry security software, we also administer our technology security according to recognized SOC2 best practices. This includes using clearly defined corporate security policies such as maintaining awareness of and providing training for those policies, performing regularly scheduled security and compliance self-assessments, and implementing network encryption and maintaining asset tracking. We consistently run virus scans and update antivirus software on our network to ensure that all information passed to our clients is free of viruses. Incremental backups are performed daily, and full system backups are performed weekly. Backup files are kept in a safe, offsite location.

Experience

eBizDocs is a full-service operation with an emphasis on service bureau processing and implementing document management solutions. Some of our clients are listed below.

New York State Government:
- Board of Elections
- Department of Corrections and Community Supervision
- Department of Education
- Department of Health
- Department of Labor
- Department of State
- Department of Transportation
- Division of Criminal Justice Services
- Division of Parole
- Dormitory Authority
- Housing Trust Fund Corporation
- Liquor Authority
- Office of Children and Family Services
- Office of Mental Health
- Office of State Comptroller
- Power Authority
- State Mortgage Agency

Local Government:
- Albany County
- City of Albany
- Monroe County
- Rockland County
- Town of Athens
- Town of Cobleskill
- Town of Guilderland
- Town of Ramapo
- Town of Stuyvesant

Private Sector:
- Albany Law School
- Albany Times Union
- Alpin Haus Outdoor Recreation
- American Bar Association
- Buhrman Design Group
- DeCrescente Distributors
- DiNapoli Opticians
- Fusco Realty
- General Electric
- Goldman Sachs – AYCO
- Hoffman Car Wash
- New York State Bar Association
- Pioneer Bank
- Schenectady Museum
- SEFCU
- St. Margaret's Center
- The Smile Lodge Pediatric Dental
- Union Graduate College

Conversion Process

Digitally transforming your records and having critical documents secure and accessible is essential in today's word. eBizDocs developed a proven and efficient conversion process to deliver consistent high-quality results. Our process supports your requirements and is based on leading industry standards and two decades of experience. This section highlights the procedures used in our conversion process.

Common Conversion Rules

The standard work unit in a conversion process is a box of records. The boxes are required to be standard file boxes (15"x12"x10"). Once a box enters our custody, we take that responsibility very seriously.

Every box in the conversion receives a unique tracking ID that eBizDocs uses during and after the conversion to identify batches, maintain chain-of-custody, and manage emergency file requests made by the client.

Pick Up Procedures

Prior to picking up the documents, we will create box(es) and an eBizDocs tracking barcode will be applied to each box. The eBizDocs driver will arrive at the predetermined location (office) to meet with your predetermined representative. The driver will then review the boxes to ensure that the labels conform to the pickup order you submitted.

Our driver will scan each barcode to a digital work order and ask the representative to sign the hand-held barcode scanner. The driver will subsequently provide the representative a digital receipt listing the boxes leaving the facility. Upon arrival at eBizDocs, the boxes are placed in the designated production location for processing.

Document Preparation Procedures

At the beginning of the Document Preparation process, a Team Lead or Manager will assign a box to an employee who will be responsible for preparing the documents for scan. Using TimeTracker software, the Team Lead will scan the employee's ID badge followed by the barcode affixed to the box. The Team Lead will then select the appropriate project in TimeTracker and demote the process stage as "Doc Prep". This electronically links the employee to the specified box for tracking purposes.

The Doc Prepper begins by removing all documents from the assigned box and transferring them to a second box. This is to ensure that unprepped documents remain separate from prepped documents throughout the process. Careful attention is practiced ensuring the order of the documents is maintained during the box transfer.

Documents are prepped in the order in which they occur in the box. Only a single document/envelope/folder will be prepped at a time. Each page is manually turned and reviewed by the Doc Prepper. At this stage, folded and torn pages are repaired, and staples, paper clips and rubber bands are removed. These operations are performed in a manner to maintain the order and integrity of the documents. All envelopes will be cut down each side, exposing the interior.

Documents smaller than 6" X 8" are taped to an 8" X 11" sheet of white printer paper. If information exists on the back of a small document, it will be taped and hung on a 3 ½ " X 8 ½ " sheet of paper. Any post-it notes or adding machine tape will also be taped to an 8" X 11" sheet of paper. Once the folder or document is sufficiently prepped, it is returned to the box.

When a box is completed, the Manager or Team Lead will again scan both the employee's ID badge and the barcode on the box. TimeTracker will then prompt the Team Lead to update the status of the box as complete. The box is then tracked and moved to the Scan area for further processing.

Scan Procedures

At the beginning of the Scan process, a Team Lead or Manager assigns a box to an employee. Using TimeTracker software, the Team Lead will scan the employee's ID badge followed by the barcode affixed to the box. The Team Lead will then denote "Scan" as the current process. This electronically links the employee to the specified box and process for tracking purposes.

From his or her scan station, the Scan Operator selects the scan profile corresponding to the project as indicated on the box label. All scan profiles are preset by the eBizDocs' IT Department. Scan settings such as DPI image quality, simplex or duplex scan, image format and naming, and image processing can only be changed by a network administrator with authorization.

The Scan Operator then removes all documents from within the assigned box and transfers them to a second box. This is to ensure pre-scanned documents remain separate from scanned documents throughout the conversion process. Careful attention is practiced ensuring the order of the documents is maintained during the box transfer.

At scan time, the Scan Operator places a portion of pre-scanned documents into the scanner feed tray. The Scan Operator carefully observes each page as it passes through the scanner is captured by the scan software and finally comes to rest on the output tray. Successfully scanned documents are removed from the output tray and placed back into the original box.

All scanners are equipped with multifeed detection and will automatically halt production when multiple pages overlap during scan time. In this instance, the Scan Operator opens the scanner and removes the multifed page. The Scan Operator then compares the scanned images to the paper to identify any unscanned pages and determine the reason for the multifeed (i.e., tape, staples, folds, etc.). Any unscanned pages are returned to the feed tray in their original order and scanned.

When a box has been completed, the images are exported to a network location designated by project. At this time the Manager or Team Lead will again scan both the employee's ID badge and the barcode on the box. TimeTracker will then prompt the Team Lead to identify the status of the box.

Indexing Procedures

Our indexing process is a combination of technology and human intervention. When possible state of the art indexing software intelligently extracts information, this information is then verified by our employees.

Packaging Procedures

Following the completion of all stages of the document conversion process, the output requires packaging before delivery to the client. Packaging refers to the technical process of merging index data with the digital images into a format specified by the client. The methods and requirements for packaging vary widely and are defined in the project process manual.

Some projects may only require a single directory of images with the indexing at the filename level. This type of packaging requires the least amount of effort for the packaging step. Other more complex specifications may require the association of several data sources to images that have a rigorous folder structure requirement.

Document Destruction Procedures

eBizDocs will take care of the secure shredding of the documents once they have gone through all the steps of the above-mentioned conversion process. Prior to shredding, there will be at least a 60-day lag between the delivery of the data to the shredding of those files.

Data Delivery Procedures

When Packaging is completed, the electronic data can be securely transferred to our document management system. If another location is to be used, it will be scoped and priced accordingly.

Datacenter Disclosure

Protecting client information is our top priority. We follow strict information security policies and procedures, both physical and technical, to ensure client's data is not adversely affected or exposed. These measures encompass the security, availability, integrity, confidentiality, and privacy aspects of our client's data. While we continuously inspect and upgrade our security policies as new technology becomes available, we also engage an independent third-party audit firm to examine and verify our policies are valid and enforced to meet the rigorous standards of a SOC2 Type II audit.

ALL WORK is physically performed in New York State
ALL WORKERS are physically based in New York State

Scope Definition

In Scope

Documents to be scanned:
- Annual Reports. 21 Hardcover Bound Books. approx., 390 pages each, 53 Soft Bound Books, approx., 312 pages each, 46 Stapled Bound Books, approx., 160 pages each.

Doc Prep:
- Basic prep, removal of all separators,

Scan: Documents will be scanned at 300 DPI to black and white.
- Books that are bound will NOT have spines cut.
- Books that were "pinned" will be re-pinned.
- Books are in generally good condition.
- Bound books where text goes into spine- eBizDocs may not be able to capture entire contents.
- Anything clipped to a page will be imaged "as is" and not removed.
- Certificates will not be cropped out and will remain there are NO multiple certificates per page/image.
- Books with many blank pages--customer will note where eBizDocs should stop scanning.
- Bound books will be scanned on book scanner

eBizDocs is not able to improve the quality of a poor original. If poor quality originals are found, a "Best Image Available" document may be scanned prior to the original imaged document.

Index:
- Each folder/main separator will be indexed to the folder label. If no folder label is found, document will be labeled with the box details and an auto incrimenting number

Transportation:
- 1 round trip anticipated
- Files must be in standard box size (15 x 12 x 10) and not overpacked

File Requests:
- * While project is active, customer will email filerequest@ebizdocs.com

Data Delivery:
- TBD
- Images can be added to PSIsafe, our cloud hosted Document Management System
- Documents that can not be scanned will be identified, inventoried, and returned
  - This includes (not limited to) all non-paper items (ex: flash drive, CDs, VHS video, floppy disks, micro tapes, jewelry, ID badges and bound documents

Post Project:
- Digital documents will be kept for 60 after images are delivered back to customer

* represents additional charge

Scanning Pricing

Project Process Procedures	Pricing
Project Initiation Set up scanning profiles, project documentation	$500.00
Conversion Process Prep, Attended Scan, Book Scanning Per Page Output is 300 DPI B&W PDFs	$0.89 per page
Indexing Folder Description	$0.015 per character
Transportation Pick up documents and transport to eBizDocs	$484.00 per round trip
Optional Features	
Large Format Scanning Any document wider than 11"	$2.00 per image
OCR Process Post process to convert all images to be text searchable	$0.01 per image
File Retrieval A minimum lead time of four hours, Monday thru Friday, 8:00 am to 5:00 pm. On-Demand records will be delivered digitally via eBizDocs' secure file share.	$15.00 (12 Hr SLA) or $35.00 (4 Hr SLA) secure digital delivery

Scanning Pricing

Project Initiation: $500.00

Scanning Estimate: $28,556.54
- 21 Hardcover Bound Books, approx., 390 pages each, 53 Soft Bound Books, approx., 312 pages each, 46 Stapled Bound Books, approx., 160 pages each.
- 120 Total Books, 32,086 pages x $0.89 per page = $28,556.54

Indexing Estimate: $27.00
- Folder Description (estimated): 15 characters.
- $0.015 per character x 15 characters = $0.225 per document
- Estimated 120 Books x $0.225 = $27.00

File Retrieval Estimate: $150.00
- Price based on 10 estimated file retrievals at $15.00 per. (Plus any additional fees detailed above)

Transportation Estimate: $484.00
- Price based on 1 employee picking up 6 boxes based on 2022 Federal Mileage Rate

Estimated Totals:
- Project Initiation: $500.00
- Scanning: $28,556.54
- Indexing: $27.00
- File Retrieval: $150.00
- Transportation: $484.00

Estimated Total: $29,717.54

- Total will vary based on actual actions performed (how many boxes, deliveries, etc.)
- Invoicing will take place monthly based on volume processed the previous month
- Pricing is valid for 30 days.