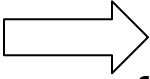


Quote Request

Maintenance Contract for Legal Department Database

Quotes due September 17, 2021 at 10:00 AM



**Email bids to Brandon.Havranek@hacp.org or
fax bids to 412-456-5007 Attn: Brandon Havranek**

Scope of Work

The HACP is pursuing a digital strategy with regard to documents, with a desire to implement a paperless organization. This project aligns with that overall goal by digitizing legal documents with regard to HACP, including but not limited to its development documents for properties.

Once this foundation is established, it enables multiple additional goals to be achieved, with regard to discovery (search), visualization (dashboards and reports), and analytics (models and recommendations).

Future benefits include analyzing the documents, including providing visibility into ownership, easements, insurance, and filing taxes. The highest priority within these topics would be to focus on information to support the tax filing process.

HACP's Legal Department is centralizing its document repository in the Microsoft Azure application. DocuClass may ultimately be the system of record for the digitized documents, and will provide search and view capabilities. However, while this centralization is implemented, an interim solution, Microsoft Azure, is required to support the legal department.

The scope will include:

- Estimate the cost to maintain the existing documents and services in Microsoft Azure and digitize paper binders and documents (as many as an additional 100,000 pages in the next six months).
- Provide the format and meta data from that digitization effort, to ensure that it is converted to a searchable format and compatible with the existing ingestion process
- Maintain an interim document repository in Microsoft Azure complete with search tool.
- Support the tax filing effort in visualization and analytics.

For more information or questions, please contact Brandon Havranek at
412-643-2869 or Brandon.Havranek@hacp.org

Quote Request

Maintenance Contract for Legal Department Database

Quotes due 09/17/2021 at 10:00 AM

Cost Per Quarter	Estimated # of quarters	Total
\$	12	\$

Total Cost: \$ _____

Total Cost: \$ _____
(in words)

Contract award will be based on lowest responsive and responsible bid amount

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ Fax: _____

Email: _____