



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

17578E

EFFECTIVE BEGIN DATE: 08-14-2022
EXPIRATION DATE: 08-13-2023
PAGE: 1 of 12

VENDOR:

HOV Services Inc
MPB HOV SVCS LLC No 774260
00002102150

6107 Willowmere Dr
Des Moines, IA 50321-1230

VENDOR CONTACT:

Jim Schwebach

PHONE: 515-635-6591

EMAIL: jim.schwebach@exelatech.com

FOB: FOB Dest, Freight Prepaid

ISSUER:

Randy Bennett

EXT: **PHONE:** 515-322-1210

EMAIL: Randy.Bennett@iowa.gov

Contract For: Digital Scanning Services

The parties agree to comply with the terms and conditions on the following attachments which are by this reference made a part of the Agreement.

Attachments are on file with the Department of Administrative Services - Central Procurement.

Attachment 1: Competitive Solicitation RFB0517005217

Attachment 2: Contractor's Response to Solicitation Criteria RFB0517005217 (except for any contractor objection or amendment to the Competitive Solicitation Document requirements that the State has not explicitly agreed to in writing)

Attachment 3: Bid Tabulation to competitive solicitation RFB0517005217.

For ordering contact the Vendor located in the header.

RENEWAL OPTIONS

AUTHORIZED DEPARTMENT

ALL

SUB Other Governmental Entities



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

17578E

EFFECTIVE BEGIN DATE: 08-14-2022

EXPIRATION DATE: 08-13-2023

PAGE: 2 of 12

LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
1	0.00000	HOURL	961	\$ 23.600000 \$ 0.000000
REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED) Document Preparation & Re-assembly				
2	0.00000	BOX	961	\$ 2.000000 \$ 0.000000
REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED) Boxing Documents for Transport				
3	0.00000	EA	961	\$ 45.000000 \$ 0.000000
REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED) Transport of Documents				
4	0.00000	EA	961	\$ 0.042500 \$ 0.000000
REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED) Scanning 200 DPI up to 17" X 11" sheet size B&W Good Quality				
5	0.00000	EA	961	\$ 0.052500 \$ 0.000000
REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED) Scanning 200 DPI up to 17" X 11" sheet size B&W Fair Quality				
6	0.00000	EA	961	\$ 0.062500 \$ 0.000000



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

17578E

EFFECTIVE BEGIN DATE: 08-14-2022

EXPIRATION DATE: 08-13-2023

PAGE: 3 of 12

LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
----------	--------------------------	------	-------------------------	------------------------------

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Scanning 200 DPI up to 17" X 11" sheet size B&W Poor Quality

7	0.00000	EA	961	\$ 0.095000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Scanning 200 DPI up to 17" X 11" sheet B&W size D Size

8	0.00000	EA	961	\$ 1.090000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Scanning 200 DPI up to 17" X 11" sheet Color size D Size

9	0.00000	EA	961	\$ 0.950000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Scanning 200 DPI up to 17" X 11" sheet B&W size E Size

10	0.00000	EA	961	\$ 1.090000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Scanning 200 DPI up to 17" X 11" sheet Color size E Size

11	0.00000	EA	961	\$ 0.045000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

17578E

EFFECTIVE BEGIN DATE: 08-14-2022

EXPIRATION DATE: 08-13-2023

PAGE: 4 of 12

LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
----------	--------------------------	------	-------------------------	------------------------------

Color Scans up 11" X 17

12	0.00000	EA	961	\$ 0.010000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL
MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Indexing: Manual Entry

13	0.00000	EA	961	\$ 0.040000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL
MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Bar-code/Patch Recognition

14	0.00000	EA	961	\$ 0.010000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL
MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
OCR Processing

15	0.00000	EA	961	\$ 15.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL
MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
CD Master

16	0.00000	EA	961	\$ 15.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL
MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
CD Duplicate



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

17578E

EFFECTIVE BEGIN DATE: 08-14-2022

EXPIRATION DATE: 08-13-2023

PAGE: 5 of 12

LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
----------	--------------------------	------	-------------------------	------------------------------

17	0.00000	EA	961	\$ 25.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL
MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
DVD Master

18	0.00000	EA	961	\$ 25.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL
MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
DVD Duplicate

19	0.00000	EA	961	\$ 0.005000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL
MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Conversion to PDF

20	0.00000	EA	961	\$ 0.003000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL
MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Shredding- off-Site

21	0.00000	EA	961	\$ 0.004000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL
MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Shredding- on-Site

22	0.00000	EA	961	
----	---------	----	-----	--



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

17578E

EFFECTIVE BEGIN DATE: 08-14-2022

EXPIRATION DATE: 08-13-2023

PAGE: 6 of 12

LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
----------	--------------------------	------	-------------------------	------------------------------

\$ 4.000000

\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Fax Back Retrieval of Original Docs

23 0.00000 EA 961 \$ 0.015000

\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
100% Image Inspection

24 0.00000 EA 961 \$ 0.010000

\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Searchable PDF Creation

25 0.00000 EA 961 \$ 0.005000

\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
DNA Ingestion charge

26 0.00000 EA 961 \$ 0.001600

\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
DNA Active Storage

27 0.00000 EA 961 \$ 2,500.000000

\$ 0.000000



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

17578E

EFFECTIVE BEGIN DATE: 08-14-2022

EXPIRATION DATE: 08-13-2023

PAGE: 7 of 12

LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
----------	--------------------------	------	-------------------------	------------------------------

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
DNA Application Setup

28	0.00000	EA	961	\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Papervision Enterprise Software

\$1,200.00 per concurrent user; Annual License Renewal: \$199.50

29	0.00000	EA	961	\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Papervision Scan, Index, Image Processing, Bar-Code or OCR C

\$1,250.00 per named license; \$2,500.00 per concurrent license

31	0.00000	EA	961	\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Papervision Enterprise Workflow Software

\$4,000.00 per entity; \$1,000 per user

33	0.00000	EA	961	\$ 8,000.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Papervision E-Forms

Papervision E-Forms - per entity

34	0.00000	EA	961	\$ 0.015000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

17578E

EFFECTIVE BEGIN DATE: 08-14-2022

EXPIRATION DATE: 08-13-2023

PAGE: 8 of 12

LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
----------	--------------------------	------	-------------------------	------------------------------

Document Archive Writing

Document Archive Writing

35	0.00000	EA	961	\$ 0.000000 \$ 0.000000
----	---------	----	-----	----------------------------

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Setup Charge

Intended to defray the costs associated with dedication of technical resources. In the event a Setup Charge is applicable, an explanation will be provided in the Statement of Work. The maximum setup charge will be \$1000.00 in any case.

36	0.00000	EA	961	\$ 0.056300 \$ 0.000000
----	---------	----	-----	----------------------------

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Scanning 300 DPI up to 17" X 11" sheet size B&W Good Quality

37	0.00000	EA	961	\$ 0.071300 \$ 0.000000
----	---------	----	-----	----------------------------

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Scanning 300 DPI up to 17" X 11" sheet size B&W Fair Quality

38	0.00000	EA	961	\$ 0.086300 \$ 0.000000
----	---------	----	-----	----------------------------

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Scanning 300 DPI up to 17" X 11" sheet size B&W Poor Quality

39	0.00000	EA	961	\$ 0.000000 \$ 0.000000
----	---------	----	-----	----------------------------

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

17578E

EFFECTIVE BEGIN DATE: 08-14-2022

EXPIRATION DATE: 08-13-2023

PAGE: 9 of 12

LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
----------	--------------------------	------	-------------------------	------------------------------

D or E Size

200 dpi: \$0.95 I Image; 300 dpi: \$1.43 / image; (200 dpi: \$1.09 for grayscale, \$1.42 for color); (300 dpi: \$1.64 for grayscale, \$2.13 for color) (400 dpi: \$2.18 for grayscale, \$2.84 for color)

40	0.00000	EA	961	\$ 0.000000 \$ 0.000000
----	---------	----	-----	----------------------------

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Color Scans up 11" X 17"

200 dpi: \$0.045 I Image; 300 dpi: \$0.0675 / image.

41	0.00000	BOX	961	\$ 0.750000 \$ 0.000000
----	---------	-----	-----	----------------------------

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Storage

Per box per month after 60 day from delivery of media.

42	0.00000	EA	961	\$ 0.000000 \$ 0.000000
----	---------	----	-----	----------------------------

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
PaperVision Professional Services

Services are on a case by case basis based on the requirements of the installation.

Call Vendor for quote

43	0.00000	EA	961	\$ 0.024000 \$ 0.000000
----	---------	----	-----	----------------------------

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Large Format Shredding

Per Image

44	0.00000	EA	961	\$ 0.197000 \$ 0.000000
----	---------	----	-----	----------------------------

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

17578E

EFFECTIVE BEGIN DATE: 08-14-2022

EXPIRATION DATE: 08-13-2023

PAGE: 10 of 12

LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
----------	--------------------------	------	-------------------------	------------------------------

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)

Payments Data Capture

Per Document

45	0.00000	EA	961	\$ 1.802000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)

Ind. Income Returns Data Capture

Per document

46	0.00000	EA	961	\$ 1.179000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)

Corporate Returns Data Capture

Per document

47	0.00000	EA	961	\$ 0.818000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)

DOV's Data Capture

Per document

48	0.00000	EA	961	\$ 0.240000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)

Partnership Returns Data Capture

Per document

49	0.00000	EA	961	\$ 0.350000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)

S-Corp Returns Data Capture



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

17578E

EFFECTIVE BEGIN DATE: 08-14-2022

EXPIRATION DATE: 08-13-2023

PAGE: 11 of 12

LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
----------	--------------------------	------	-------------------------	------------------------------

Per document

50	0.00000	EA	961	\$ 1.160000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)
Rent Reimbursement Data Capture

Per document



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

17578E

EFFECTIVE BEGIN DATE: 08-14-2022
EXPIRATION DATE: 08-13-2023
PAGE: 12 of 12

TERMS AND CONDITIONS

Goods Effective 1 May 16

The parties agree to comply with the terms and conditions on the following web site which are by this reference made a part of the Agreement. General Terms and Conditions for goods contracts are posted at: <https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20goods.pdf>

Services Effective 1 May 16

The parties agree to comply with the terms and conditions on the following web site which are by this reference made a part of the Agreement. General Terms and Conditions for service contracts are posted at: <https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf>

THIS MASTER AGREEMENT IS EFFECTIVE AS OF THE LATEST DATE SHOWN IN "EFFECTIVE BEGIN DATE" IN THE UPPER RIGHT HAND CORNER OR THE DATE BELOW SIGNED BY THE STATE OF IOWA.

CONTRACTOR	STATE OF IOWA
CONTRACTOR'S NAME (If other than an individual, state whether a corp, partnership, etc.)	AGENCY NAME DAS Procurement
BY (Authorized Signature) Date Signed <u>Suresh Yannamani</u> Suresh Yannamani (May 5, 2022 11:08 CDT)	BY (Authorized Signature) Date Signed <u>Randy Bennett</u> Randy Bennett (May 5, 2022 11:39 CDT)
Printed Name and Title of Person Signing	Printed Name and Title of Person Signing Randy Bennett - Purchasing Agent
Address	Address Hoover Bldg., 3rd Floor, 1305 E. Walnut St., Des Moines, Iowa 50319-0105

