

MetaSource Mail Digitization Services Budget Illustration

Prepared for:

Adult Prisons Division
New Mexico Corrections Department

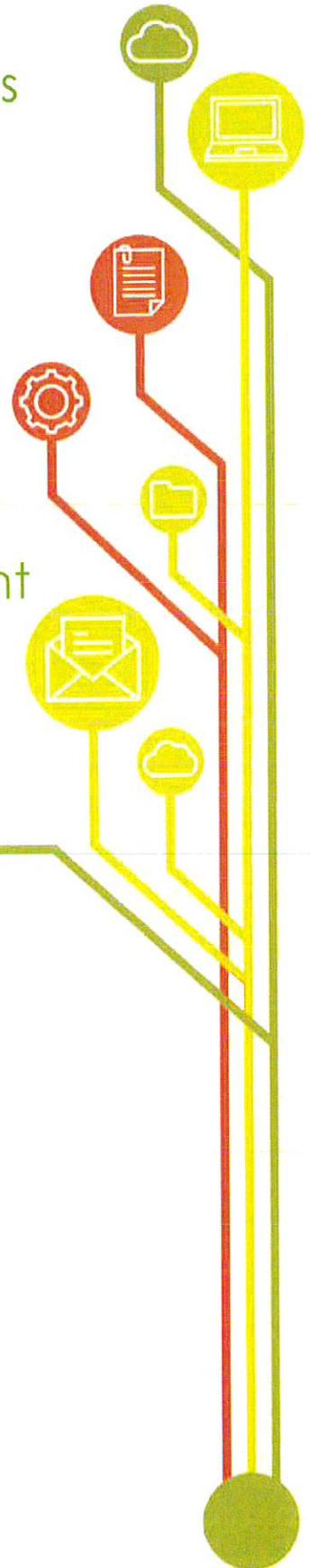
Prepared by:



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January 21, 2022





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Janice L. Fordham, Business Manager
Adult Prisons Division
New Mexico Corrections Department
PO Box 27116
Santa Fe, NM 87502

Dear Ms. Fordham:

Thank you for the opportunity for MetaSource to provide this preliminary budget illustration for the Adult Prisons Division of the New Mexico Corrections Department. We are confident of our position to deliver the technical expertise, security, and quality that you require from your digital mailroom vendor-partner.

The pricing presented is based upon our initial discussions; it is intended to be used for budgetary purposes only and is not to be considered an offer of service at this point. In-depth due diligence sessions are necessary to fully capture your business needs and enable MetaSource to provide firm pricing. Our detailed analysis of your requirements will fully capture the criteria for project success, ensure a viable and effective solution, and identify cost efficiencies or other possible pricing models.

I look forward to the opportunity to engage in further conversation with you and start the due diligence process.

Regards,

A handwritten signature in cursive script that reads "Jennifer Kennedy".

Jennifer Kennedy, AMP
Director of Business Development

Automating & Streamlining Your Mailroom

MetaSource provides paperless office solutions that eliminate manual and inefficient business processes in accounts payable, human resources, and other critical business areas. Through these solutions, we help our clients reduce costs, improve efficiency, and mitigate compliance risk across their organizations.

Supporting high-volume mailroom initiatives since 1994, we have proven digital capture solutions that continue to deliver exceptional performance.

How It Works

MetaSource receives all incoming mail at one of our secure document scanning and processing facilities located throughout the country. We even monitor dedicated email inboxes to process incoming digital documents, providing an all-encompassing solution to your mail management challenges.



Why It Works

Successful mail management requires a proven process, state-of-the-art digitization technology, and a dedicated team of experts. MetaSource delivers all that and more, ensuring that you gain maximum value for your investment.

-  Robust chain-of-custody program supported by technology & refined operational processes
-  Real-time insight into overall project status, volumes, turnaround times & billings through our web-based tracking platform
-  Experienced teams that tailor solutions to your unique budgetary & operational needs
-  Operational capacity & scalability to support your mail volumes & key performance indicators
-  Six Sigma-based, multi-tiered quality program that yields a minimum of 95% accuracy
-  Dedicated strategic account manager to oversee your project, from setup through delivery
-  Crisis preparedness strategies that ensure your mailroom remains operational no matter what



Our Security Priority

At MetaSource, our priority is always to protect client data and eliminate the risk of losing original source documents. We achieve this by:

- Complying with SOC 2 Type 2, PCI-DSS Level 1, CJIS and HIPAA requirements
- Maintaining a comprehensive chain-of-custody program
- Adhering to strict corporate-mandated physical and electronic security directives
- Heavily monitoring our facilities through sensors, video cameras & key access reader technology
- Providing access control options within our document management system

Automate and streamline your mailroom today. Let us take care of receiving, opening, sorting, indexing, classifying, and electronically distributing your digitized documents and data.



Sample Budget Illustration

Digital mailroom services include receipt, processing, scanning, indexing, and uploading of digital mail to client. Mail processing and pickup intervals will be agreed upon by MetaSource and client.

Description	Unit of Measure	Unit Price
Project setup fee <i>Includes testing and internal configuration of software</i>	One-time	\$1,500.00
Mail pickup from USPS in Anaheim, California	Trip	\$25.00
Mail receipt and processing <i>Mail opening and capture of sender data (name and date received)</i>	Piece	\$0.65
Scanning <i>300 DPI and PDF output</i>	Image	\$0.10
Document type identification and indexing <i>Includes up to 2 metadata fields (3 or more fields are charged at an additional \$0.12 each.)</i>	Document	\$0.25
Minimum batch fee	Day	\$150.00

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