

DuPage Animal Control Document Conversion Services Rabies Certification



Integrated Document Technologies, Inc. (IDT)
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DuPage County Animal Control
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 1/28/26

Rabies Certification Email Ingestion Modification

QTY	DESCRIPTION	Per Image Fee	Ext. Price
TBD	Service Fee Description		
	Backlog & day-forward Rabies Certificate Document Conversion Fees	\$0.125	TBD
	Per Single-Sided Image Fee		
	14 Day SLA		
	Monthly Report with Scan/Import date VS Completed Date with Monthly Bill		
	Email Import License	\$0.015	TBD
	IoT Smart Connect Scanning	No Cost	No Cost
	<i>Locked in price for 2 year 3/1/2026 - 2/28/2028</i>		
		Unit Price	Total Price
1	Professional Service to Configure and Set up Email Ingestion	\$2,500.00	\$2,500.00
	One Time Fee for IDT to work with Animal Control Employees and DuPage IT to configure Email Import Includes a UAT Session to ensure set up meets Animal Control needs and Training.		
Assumptions: DuPage IT will provide OAuth 2.0 access to email box to allow automatic ingestion of emails.			
Total Per Single Page Document Cost:			\$0.14
Total Professional Services:			\$2,500.00

Document Conversion Services Details

Services Summary: Includes physical labor, facilities, temporary secure document storage, scanning equipment, capture software & connectivity to DuPage County's existing OnBase System. Since IDT currently supports DuPage County's OnBase system, all connectivity support and problem resolution is included. IDT provides turn-key document conversion services including: QA, image optimization, indexing and direct document export into Animal Control's existing OnBase system.

Image Enhancement: IDT will utilize our in-house DCSU software technology to perform image clean-up and image enhancement to minimize artifacts and maximize the clarity and readability of image.

Visual Image Quality Control: IDT will perform a visual review of scanned image quality to ensure proper image orientation, proper contrast, clarity and readability.

Document Indexing: IDT will index each certificate using our in-house DCSU Capture software. This project is scoped to include a maximum of 6 index field values for each document/certificate. IDT's staff will key the following fields: Tag #, Owner Name, City, Address, Pet Name, and Microchip Number. Additional index fields will be subject to higher per image fee.

Routine Image Export: IDT will provide a process to securely upload the digital images and associated meta-data on a routine basis into the Animal Control's OnBase application. IDT will utilize the "send-to-OnBase" functionality to do routine exports and ensure DuPage County has the quickest possible access to recently imaged documents in OnBase.

General Assumptions
 Document Conversion Services Pricing Schedule (March 1, 2026 - February 28, 2028)
 Integrated Document Technologies
 1009 Hawthorn Drive
 Itasca, IL 60143

This proposal is based on the documented requirements in this proposal. Should any assumptions be incorrect, please notify IDT immediately as it may impact the accuracy of this proposal. All document Conversion Services will be performed at IDT's facility in Itasca, IL during Standard Business Hours Mon - Fri 8am-5pm CT.

Document Conversion Services Details
 IDT will not maintain any copies of the digitized vaccination certificates.

Terms: Professional Services are net 30 terms unless otherwise indicated.

IDT will invoice above Services on a monthly basis based on the total number of certificates scanned and indexed.

Milestone #1: \$1,500.00 Professional Service Due at signing of quote
Milestone #2: \$1,000.00 Professional Service Due at Release from Go-Live

Total : \$2,500.00

Please note: IDT reserves the right to bill some/all portions of any milestone before project completion should the customer delay for more than 30 days.

Signature on File

DuPage County Animal Control Authorized Signature and PO# (if applicable)

1-29-2026

Date