CONTRACT NO. 1325

This number must appear

on all invoices

PORT OF PORTLAND

AMENDMENT NUMBER 2

SERVICES CONTRACT

Document and Information Lifecycle Services on a Requirements Basis

Parties: Port of Portland   ("Port")

P.O. Box 3529

Portland, Oregon 97208

Iron Mountain Information Management, LLC   ("Provider")

One Federal Street

Boston, MA 02110

RECITALS

A.   The parties entered into a Services Contract effective January 22, 2021, (the "Contract") under which Provider provides Document and Information Lifecycle Services on a Requirements Basis (the "Services") to the Port.

B.   Amendment No. 1, executed on March 1, 2022, amended the Contract to provide for an approved rate increase, and deleted Section 4.2 Total Compensation.

C.   The parties now wish to amend the Contract to modify the rates.

AGREEMENT

1   COMPENSATION

Section 4 of the Contract is amended to increase the rates effective January 1, 2023. Schedule 4.1a1 shall be deleted and replaced in its entirety with the attached Schedule 4.1a2.

2   PROVIDER'S SAMPLE PARTICIPATING AGREEMENT

The Contract is amended to incorporate the attached Exhibit A: Provider's Sample Participating Agreement.

3   INTEGRATION

Except as expressly provided otherwise by this Contract Amendment Number 2, all provisions of the Contract, as it may have been previously amended, shall remain in effect.

4   AUTHORITY OF SIGNERS

The individuals signing below represent that they are authorized by the party for which they sign to contractually bind that party to the provisions of this Contract Amendment Number 2.

Provider: **Port:**

Iron Mountain Information Management, LLC   Port of Portland

By: _Sheila Poggi_   By: _Julia Fraser_
DocuSigned by: DocuSigned by:
049B024135D34CE...   9A774DD1778541C...

Print name: Sheila Poggi   Print name: Julia Fraser

As its: Sr. Manager, Public Sector Contracts & Complia As its: Procurement Specialist

Date signed: 12/27/2022   Date signed: 1/10/2023

Phone: 202-503-9806

Email: Sheila.Poggi@ironmountain.com

Schedule 4.1a2
Iron Mountain Service Specific Pricing
as of Amendment 2 to Contract No. 1325

Iron Mountain Records Management Services

Service Offering - Standard Storage	Unit	2023 Price			
		Tier 1	Tier 2	Tier 3	Enterprise
		0 – 10k CFT	10,001 – 50k CFT	50,001 – 100k+ CFT	100,001+ CFT
Carton Storage	Cubic Foot	$ 0.327	$ 0.268	$ 0.219	Members who qualify for the enterprise tier will receive a minimum 10% additional discount from the Tier 3 rates. Iron Mountain will work directly with member to create a mutually agreeable price schedule.
Receiving and Entry-Carton	Cubic Foot	$ 2.32	$ 1.90	$ 1.52	
Regular Retrieval-Carton	Cubic Foot	$ 2.92	$ 2.39	$ 1.91	
Regular Refile-Carton	Cubic Foot	$ 2.92	$ 2.39	$ 1.91	
Regular Retrieval-File From Carton	File	$ 3.92	$ 3.20	$ 2.56	
Regular Refile - File	File	$ 3.92	$ 3.20	$ 2.56	
Archival Destruction-Carton (plus regular retrieval charge)	Cubic Foot	$ 3.55	$ 2.91	$ 2.32	
Archival Destruction-File from Carton (plus regular retrieval charge)	File	$ 3.32	$ 2.72	$ 2.17	
Perm Withdrawal-Carton - CF, plus regular retrieval charge	Cubic Foot	$ 4.41	$ 3.61	$ 2.89	
Perm Withdrawal-File (plus regular retrieval charge)	File	$ 2.19	$ 1.80	$ 1.44	
Transport Handling Charge	Cubic Foot	$ 2.66	$ 2.17	$ 1.74	
Next Day Delivery - Order by 3:00 PM for delivery next Business Day1	Trip	$ 27.68	$ 22.65	$ 18.12	
Next Day Delivery - Zone 2 1	Trip	$ 47.43	$ 42.40	$ 37.87	
Next Day Delivery - Zone 3 1	Trip	$ 54.01	$ 48.98	$ 44.46	
Next Day Delivery - Zone 4 1	Trip	$ 60.60	$ 55.57	$ 51.04	
Next Day Delivery - Zone 5 1	Trip	$ 70.55	$ 65.26	$ 61.38	
Next Day Delivery - Zone 6 1	Trip	Call for Quote	Call for Quote	Call for Quote	
Next Day Delivery - Zone Metro 1	Trip	$ 35.36	$ 30.33	$ 25.80	
Next Day Delivery - Zone Metro NYC 1	Trip	$ 44.14	$ 39.11	$ 34.58	
Half Day Delivery - Order by 10:00 AM for delivery same Business Day; or Order by 3:00 PM for delivery next Business Day by 12:00 PM1	Trip	$ 69.52	$ 69.52	$ 69.52	
Rush Delivery-Business Day - Delivery within 3 hours of placement of Order (for Orders received not later than 2:00 PM) on a Business Day1	Trip	$ 137.90	$ 137.90	$ 137.90	
Rush Delivery-Weekends/Holidays/After Hrs - Delivery within 4 hours of placement of Order1	Trip	$ 277.00	$ 277.00	$ 277.00	
Regular Pickup - Pickup orders placed before 4:00 PM on a Business Day will be picked up within the following two Business Days1	Trip	$ 27.68	$ 22.65	$ 18.12	
Regular Pickup - Zone 2 1	Trip	$ 47.43	$ 42.40	$ 37.87	
Regular Pickup - Zone 3 1	Trip	$ 54.01	$ 48.98	$ 44.46	
Regular Pickup - Zone 4 1	Trip	$ 60.60	$ 55.57	$ 51.04	
Regular Pickup - Zone 5 1	Trip	$ 70.55	$ 65.26	$ 61.38	
Regular Pickup - Zone 6 1	Trip	Call for Quote	Call for Quote	Call for Quote	
Regular Pickup - Zone Metro 1	Trip	$ 35.36	$ 30.33	$ 25.80	
Regular Pickup - Zone Metro NYC 1	Trip	$ 44.14	$ 39.11	$ 34.58	
Rush Pickup - Pickup orders placed before 4:00 pm on a Business Day will be picked up on the following Business Day1	Trip	$ 137.90	$ 137.90	$ 137.90	
Rush Retrieval-File From Carton	File	$ 10.50	$ 10.50	$ 10.50	
Retrieval Carton Rush	Cubic Foot	$ 7.97	$ 7.97	$ 7.97	
Individual List/Indexing	Each	$ 0.81	$ 0.81	$ 0.81	
Interfile	Each	$ 9.66	$ 9.66	$ 9.66	
Photocopy	Page	$ 0.90	$ 0.90	$ 0.90	
Fax Transmission	Page	$ 1.21	$ 1.21	$ 1.21	
Re-Boxing Charge (plus new carton, regular retrieval charge and refile charge)	Each	$ 5.49	$ 5.49	$ 5.49	
Miscellaneous Services-Hourly Labor	Hour	$ 71.45	$ 71.45	$ 71.45	
Storage Monthly Minimum Charge	Month	$ 188.29	$ 188.29	$ 188.29	
Minimum Service Charge	Order	$ 18.10	$ 18.10	$ 18.10	
Admin Fee - Summary	Per account ID	$ 49.32	$ 49.32	$ 49.32	
Admin Fee - Detailed	Per account ID	$ 101.77	$ 101.77	$ 101.77	
#2000A Auto-fold Letter / Legal (1.2 CF)	Each	$ 4.15	$ 4.15	$ 4.15	
#2000 Standard Carton Letter / Legal (1.2 CF)	Each	$ 5.40	$ 5.40	$ 5.40	
#450 Letter Transfile Carton (2.4 CF)	Each	$ 3.95	$ 3.95	$ 3.95	
#550 Letter Transfile Carton (3.6 CF)	Each	$ 6.85	$ 6.85	$ 6.85	
#200 X-Ray Carton	Each	$ 8.07	$ 8.07	$ 8.07	
Service Offering - Open Shelf & Image on Demand	**Unit**	**0 – 10k CFT**	**10,001 – 50k CFT**	**50,001 – 100k+ CFT**	**100,001+ CFT**
RFID Label	Each	$ 0.72	$ 0.72	$ 0.72	Members who qualify for the enterprise tier will
Open Shelf - Interfile	Each	$ 6.46	$ 6.46	$ 6.46	
Open Shelf Individual Listing	Each	$ 0.81	$ 0.81	$ 0.81	
Open Shelf - Rush Retrieval- File	File	$ 8.33	$ 8.33	$ 8.33	
Open Shelf Medical	Linear Foot	$ 0.67	$ 0.55	$ 0.44	

Iron Mountain Records Management Services

Open Shelf Storage-X-Ray	Linear Foot	$	1.02	$	0.83	$	0.66
Open Shelf - Receiving and Entry	Linear Foot	$	4.25	$	3.48	$	2.78
Open Shelf Regular Retrieval- File	File	$	2.29	$	1.87	$	1.50
Open Shelf Regular Refile	Linear Foot	$	2.29	$	1.87	$	1.50
Open Shelf - Archival Destruction	Linear Foot	$	2.19	$	1.80	$	1.44
Open Shelf - Permant Withdrawal	Linear Foot	$	2.19	$	1.80	$	1.44
Image on Demand - Retrieval, File	File	$	3.92	$	3.20	$	2.56
Image on Demand - Refile, File	File	$	3.55	$	2.91	$	2.32
Image on Demand - Minimum2	Order	$	25.79	$	25.79	$	23.59
Image on Demand - Image3	Image	$	0.24	$	0.24	$	0.22

receive a minimum **10% additional discount from the Tier 3 rates. Iron Mountain will work directly with member to create a mutually agreeable price schedule.**

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Notes:

1) Fuel Surcharge - A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge

2) IOD order minimum charge includes the first 50 page scans

3) IOD Per Image fee applies to any page scan past the 50 image IOD Minimum

Iron Mountain Climate Controlled Storage

2023 Price

Service Offering - Vault Services	Unit	Tier 1 0 – 10k CFT	Tier 2 10,001 – 50k CFT	Tier 3 50,001 – 100k+ CFT	Enterprise 100,001+ CFT
Vault Storage	Cubic Foot	$ 2.00	$ 1.61	$ 1.40	Please Note, pricing assumes net new materials. Final rate schedule shall be provided at the time of request and shall be based on the scope of service (# tapes stored, frequency, etc.)
Receiving & Entry	Cubic Foot	$ 2.23	$ 1.77	$ 1.55	
Retrievals - Carton	Cubic Foot	$ 3.40	$ 2.72	$ 2.38	
Retrievals - Carton, Rush	Cubic Foot	$ 10.27	$ 8.22	$ 7.18	
Retrievals - Item	Each	$ 4.40	$ 3.51	$ 3.08	
Retrievals- Item, Rush	Each	$ 13.24	$ 10.59	$ 9.27	
Refiles, Carton	Cubic Foot	$ 3.40	$ 2.72	$ 2.38	
Refiles, Item	Each	$ 4.40	$ 3.51	$ 3.08	
Destruction - Carton	Cubic Foot	$ 4.40	$ 3.51	$ 3.08	
Destruction - File From Carton	Each	$ 1.64	$ 1.31	$ 1.16	
Permanent Withdrawals - File	Each	$ 2.46	$ 1.96	$ 1.72	
Permanent Withdrawals - Carton	Cubic Foot	$ 3.40	$ 2.72	$ 2.38	
Next Day Trips1,2	Trip	$ 27.68	$ 22.65	$ 18.12	
Half Day Trips1,2	Trip	$ 126.78	$ 126.78	$ 126.78	
Rush Trips1,2	Trip	$ 242.70	$ 242.70	$ 242.70	
Emergency Trips1,2	Trip	$ 370.79	$ 370.79	$ 370.79	
Pick-Up1,2	Trip	$ 31.08	$ 31.08	$ 31.08	
Rush Pick-Up1,2	Trip	$ 242.70	$ 242.70	$ 242.70	
Handling	Cubic Foot	$ 2.94	$ 2.94	$ 2.94	
Interfile	Each	$ 9.66	$ 9.66	$ 9.66	
Miscellaneous Services-Hourly Labor	Hour	$ 71.45	$ 71.45	$ 71.45	

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Notes:

1) Fuel Surcharge - A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found on the website at cic.ironmountain.com/FuelSurcharge.

2) Pricing does not apply to locations more than 50 miles from an Iron Mounta

Iron Mountain Standard Pathology

Service Offering	Unit	2022 Price	2023 Price	Notes
Initial Move / Inventory Adds	Cubic Foot	Call For Quote	Call For Quote	
Temperature Controlled Storage	Cubic Foot	$2.25	$2.37	
Receiving & Entry	Case	$5.81	$6.11	
Regular Retrieval - Case	Case	$3.11	$3.27	
Rush Retrieval - Case	Case	$7.05	$7.41	
Regular Refile - Case	Case	$3.11	$3.27	
Permanent Withdrawal - Case from Container	Case Plus Regular Retrieval Charge	$3.34	$3.51	
Regular Retrieval - Container	Cubic Foot + Labor	$3.50	$3.68	
Regular Refile - Container	Cubic Foot + Labor	$7.05	$7.41	
Rush Retrieval - Container	Cubic Foot + Labor	$3.50	$3.68	**Please Note, pricing assumes net new materials. Final rate schedule shall be provided at the time of request and shall be based on the scope of service (# tapes stored, frequency, etc.)**
Permanent Withdrawal - Container	Cubic Foot plus Regular Retrieval Charge	$3.44	$3.62	
Regular Interfile	Slide or Block	$4.84	$5.09	
Individual Listing	Case	$0.61	$0.65	
Minimum Service Order Charge	Order	$15.15	$15.91	
Monthly Minimum Storage	Month	$163.02	$171.18	
Next Day Delivery 1,2	Visit + Handling	$37.98	$39.88	
Regular Pickup 1,2	Visit + Handling	$58.99	$61.94	
Rush Delivery - Business Day 1,2	Visit + Handling	$117.04	$122.90	
Rush Delivery - Weekend / Holiday / After Hours 1,2	Visit + Handling	$235.13	$246.89	
Rush Pick up - Business Day 1,2	Visit + Handling	$37.98	$39.88	
Miscellaneous Services - Labor	Hour	$60.61	$63.65	
Re-boxing charge	Hour + new container cost	$60.61	$63.65	
Handling	Cubic Foot	$3.63	$3.82	
Administrative Fee (Summary Billing)	Account ID per Month	$26.80	$28.14	
Administrative Fee (Detailed Billing)	Account ID per Month	$66.98	$70.33	

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Notes:

1) Fuel Surcharge - A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found on the website at cic.ironmountain.com/FuelSurcharge.

2) Pricing does not apply to locations more than 50 miles from an Iron Mountain Service Depot.

Iron Mountain Secure Shredding

Off-Site Services1,2,3,4,5	Unit	2023 Price
Shred Offsite Minimum - First 3 Bins	Work Order	$ 38.36
Offsite Scheduled - Console	Container	$ 5.50
Offsite Scheduled - 65 Gallon	Container	$ 5.50
Offsite Scheduled - 95 Gallon	Container	$ 5.50
Offsite Scheduled - Box	Container	$ 5.50
Offsite Scheduled - Mini Console	Box	$ 5.50
Offsite Scheduled - Off- Cycle Trip Charge	Work Order	$ 55.31
On-Site Services1,2,3,4,5	**Unit**	**2023 Price**
Shred Onsite Minimum - First 3 Bins	Work Order	$ 47.96
Onsite Scheduled - Console	Container	$ 7.69
Onsite Scheduled - 65 Gallon	Container	$ 7.69
Onsite Scheduled - 95 Gallon	Container	$ 7.69
Onsite Scheduled - Box	Container	$ 7.69
Onsite Scheduled - Mini Console	Box	$ 7.69
Onsite Scheduled - Off- Cycle Trip Charge	Work Order	$ 55.31
Additional Transportation3,4	**Unit**	**2023 Price**
Transportation - Zone 2	Trip	$ 47.43
Transportation - Zone 3	Trip	$ 54.01
Transportation - Zone 4	Trip	$ 60.60
Transportation - Zone 5	Trip	$ 70.55
Transportation - Zone 6	Trip	Call for Quote
Transportation - Metro	Trip	$ 35.36
Transportation - NY Metro	Trip	$ 44.14
Purge Services1,2,3,4,5	**Unit**	**2023 Price**
Offsite Purge - 65 Gallon	Container	$ 9.43
Offsite Purge - 95 Gallon	Container	$ 14.76
Offsite Purge - Box	Container	$ 5.31
Offsite Purge - Trip Charge	Per Trip plus corresponding Offsite Purge Container Fee(s)	$ 70.77
Onsite Purge - 65 Gallon	Container	$ 17.70
Onsite Purge - 95 Gallon	Container	$ 23.60
Onsite Purge - Box (Carton)	Container	$ 5.90
Onsite Purge - Trip Charge	Per Trip plus corresponding Offsite Purge Container Fee(s)	$ 82.58
Additional Services1,2,3,4	**Unit**	**2023 Price**
Shred Hourly Labor6	Hour	$ 75.33
Container Pickup / Delivery	Container	$ 10.98
Plastics Destruction	Per Pound	$ 0.82
Shred Contamination Fee7	Container	$ 93.28

Iron Mountain Secure Shredding

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Notes:

1) Unless otherwise specified, pricing is for paper based shredding services.

2) Pricing is for services provided directly by Iron Mountain, within 50 miles of an Iron Mountain transportation depot. Services performed out of Iron Mountain standard service areas or by Approved Subcontractors shall be priced

3) Customer locations with restricted access or non-standard service requirements may be subject to additional fees.

4) Fuel Surcharge - A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found on the website at cic.

5) Paper recycling surcharge adjusts monthly and is applied against secure shred services. The paper recycling surcharge is indexed to the national average of recovered paper prices as published by FastMarket RISI's PPI Pulp & Paper Week. The current monthly paper recycling surcharge information can be found at https://www.ironmountain.com/support/how-it-works/resources/paper-recycling

6) Special Project Services provided outside the scope of routine services will be quoted on a per project basis. Pricing for transactional services listed on the Pricing Schedule may differ when they are part of a special project. Additional Labor Fees and a Minimum Service Fee may apply.

7) Fee assessed when shred transportation teams identify contamination (i.e., non-paper materials) upon "tipping" customers' shred collection container.

Iron Mountain IT Asset Disposition Services

Service Offering1	Unit	2023 Price
Offsite – Bulk Tapes/Plastics	Pound	$ 0.41
Offsite – Bulk Hard Drives	Item	$ 11.57
Offsite – Bulk Mixed Hard Drives/Tapes	Pound	$ 1.31
Offsite – Vault Itemized Tapes	Item	$ 1.85
Offsite – Vault Itemized Hard Drives	Item	$ 6.33
Onsite - Itemized Tapes/Plastics - 1-1000	Item	$ 4.11
Onsite - Itemized Tapes/Plastics - 1001-2000	Item	$ 3.51
Onsite - Itemized Tapes/Plastics - 2001-3000	Item	$ 3.17
Onsite - Itemized Tapes/Plastics - 3001-4000	Item	$ 2.58
Onsite - Itemized Tapes/Plastics - 4001-5000	Item	$ 2.24
Onsite - Itemized Tapes/Plastics - 5001+	Item	$ 1.98
Onsite - Itemized Hard Drives - 1-250	Item	$ 15.26
Onsite - Itemized Hard Drives - 251-500	Item	$ 14.08
Onsite - Itemized Hard Drives - 501-1000	Item	$ 11.73
Onsite - Itemized Hard Drives - 1001-1500	Item	$ 9.38
Onsite - Itemized Hard Drives - 1501-2500	Item	$ 8.22
Onsite - Itemized Hard Drives - 2501+	Item	$ 7.04
Onsite - Mobilization Fee >100 Miles	Mile	$ 6.81
Onsite - Order Minimum	Order	$ 1,658.32
Offsite - Bulk E-waste Recycling up to 500 lbs	Pallet	$ 263.97
Offsite - Bulk E-waste Recycling 500+ lbs (Per lb. greater than 500 lbs.)	Pound	$ 0.53
IT Asset Audit & Remarketing	Item	$ 12.67
Media Destruction – Standard Run (within 50 mile radius)	Transportation Visit	$ 52.80
Shipping - Tape Destruction1	Pallet	$ 163.66
Shipping - Hard Drive, e-Waste, Remarketing1	Pallet	$ 369.57
Labor - On-site Packing (Per person, per hour)	Hour	$ 52.80
Insourced - Hard Drive & Tape Mobilization - Zone 1	Trip	$ 326.83
Insourced - Hard Drive & Tape Mobilization - Zone 2	Trip	$ 527.96
Insourced - Hard Drive & Tape Mobilization - Zone 3	Trip	$ 678.81
Insourced - Hard Drive & Tape Mobilization - Zone 4	Trip	$ 1,005.64
Insourced - Hard Drive & Tape Mobilization - Zone 5	Mile	Call for quote
Insourced - Hard Drive & Tape Mobilization - Zone 6	Mile	Call for quote
Insourced - Dedicated Route Mobilization - Zone 1	Trip	$ 620.99
Insourced - Dedicated Route Mobilization - Zone 2	Trip	$ 1,003.13
Insourced - Dedicated Route Mobilization - Zone 3	Trip	$ 1,221.84
Insourced - Dedicated Route Mobilization - Zone 4	Trip	$ 1,709.58
Insourced - Dedicated Route Mobilization - Zone 5	Mile	Call for quote
Insourced - Dedicated Route Mobilization - Zone 6	Mile	Call for quote
Insourced - Onsite - Itemized Hard Drive - Tier 1	Item	$ 8.17
Insourced - Onsite - Itemized Hard Drive - Tier 2	Item	$ 7.90
Insourced - Onsite - Itemized Hard Drive - Tier 3	Item	$ 6.55

Iron Mountain IT Asset Disposition Services

Insourced - Onsite - Itemized Hard Drive - Tier 4	Item	$	5.54
Insourced - Onsite - Itemized Hard Drive - Tier 5	Item	$	4.53
Insourced - Onsite - Itemized Hard Drive - Tier 6	Item	$	3.27
Insourced - Onsite - Itemized Hard Drive - Tier 7	Item	$	3.01
Insourced - Onsite - Itemized Tape - Tier 1	Item	$	3.27
Insourced - Onsite - Itemized Tape - Tier 2	Item	$	2.77
Insourced - Onsite - Itemized Tape - Tier 3	Item	$	1.75
Insourced - Onsite - Itemized Tape - Tier 4	Item	$	1.52
Insourced - Onsite - Itemized Tape - Tier 5	Item	$	1.00
Insourced - Onsite - Itemized Tape - Tier 6	Item	$	0.86
Insourced - Onsite - Itemized Tape - Tier 7	Item	$	0.76

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Notes:

1) Iron Mountain offers both offsite and onsite services. With onsite services, customers can dispose of sensitive assets without ever having them leave the premises. These services can either performed by Iron Mountain employees and equipment, known as Insourced IT Asset Disposition Services, or by a third party where Insourced ITAD is not available. With offsite services, equipment is picked up, transported, and processed with care and consistency by a third party.

2) Fuel Surcharge - A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found on the website at cic. ironmountain.com/FuelSurcharge.

Iron Mountain Data Management

Service Offering - Standard Storage & Services1	Unit	2023 Price
Slotted Media	Slot	$ 0.19
Closed Container (Compact)	Container	$ 7.99
Closed Container (Small)	Container	$ 7.99
Closed Container (Medium)	Container	$ 12.67
Closed Container (Large)	Container	$ 13.45
Closed Container (Extra Large)	Container	$ 59.34
Transport Container	Container	$ 9.24
Media Handling-Active (With Elec File)	Item	$ 0.58
Tape Handling	Item	$ 0.21
Media Handling Monthly Minimum2	Month	$ 27.25
Closed Container Handling	Item	$ 2.86
Transport Container Handling	Item	$ 2.86
Scheduled Service – Monthly (1-2 Trips per month)3,4	Trip	$ 36.39
Scheduled Service – Weekly (3-10 Trips per month)3,4	Trip	$ 44.42
Scheduled Service – Daily (11 plus Trips per month)3,4	Trip	$ 36.39
Service Offering - Premium Services1	**Unit**	**2023 Price**
Standard Special Transport (24 hours)4	Trip/Sub-Account	$ 147.33
Critical Special Transport (3 hours)4	Trip/Sub-Account	$ 183.82
Holiday Charge4	Trip/Sub-Account	$ 136.16
Container Locks	Lock	$ 16.34
Security Clips	Clip	$ 3.74
Service Offering - Custom Storage, Program Fees & Services1	**Unit**	**2023 Price**
Slotted Media Storage - Round Reel	Slot	$ 0.35
Administrative Fees	Account ID per Month	$ 18.21
Minimum Monthly Fee	Account ID per Month	$ 184.91
Storage Cart	Cart	$ 131.94
Transport Cart	Cart	$ 131.94
Media Destruction	TBD	Call for quote
Special Project	TBD	Call for quote
Closed Container (Cabinet)	Container	$ 214.39
Transport Rental	Each per Day	$ 1.31
Scheduled Same Building/Same Campus Transport4	Trip	$ 21.97
Scheduled Same Place/Same Floor Transport4	Trip	$ 14.57
Custom Bar Code Labels	Label	$ 1.39
Slotted Media Storage - Oversized	Slot	$ 2.15
Labor	Hour	$ 73.89

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Iron Mountain Data Management

<u>Notes:</u>

1) Costs are not inclusive of third party transportation which are the responsibility of the Customer or which are billed directly by the Carrier to the Customer. Third Party Transportation is priced per shipment.

2) In months where customers requests tapes / containers, a monthly minimum for media handling will apply. Minimum does not apply in months were media is not requested.

3) Additional media requests for a scheduled service must be placed on or before 7:00 PM the previous business day. All "add-on" requests received before 7:00 PM the previous business day will be delivered on the next scheduled service.

4) Fuel Surcharge - A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found on the website at cic. ironmountain.com/FuelSurcharge.

Iron Mountain Data Center

Service Offering - Standard Storage & Services1	Unit	2023 Price
Monthly Federal Colocation Services - WPA1 - 4.99 kW	Per month	$ 1,669.60
Monthly Federal Colocation Services - WPA1 - 8.64 kW	Per month	$ 2,744.17
Monthly Federal Colocation Services - WPA1 - 14.40 kW	Per month	$ 4,331.07
Monthly Federal Colocation Services - WPA1 - 20.00 kW	Per month	$ 5,654.45
Monthly Federal Colocation 5 kW Expansion - WPA1 (20.00 - 40.00 kW)	Per month	$ 1,413.61
Monthly Federal Colocation Services- WPA1 - 40.00 kW	Per month	$ 11,116.42
Monthly Federal Colocation 5 kW Expansion - WPA1 (40.00 - 80.00 kW)	Per month	$ 1,389.55
Monthly Federal Colocation Services - WPA1 - 80.00 kW	Per month	$ 21,944.09
Monthly Federal Colocation 5 kW Expansion - WPA1 (80.00 - 160.00 kW)	Per month	$ 1,371.51
Monthly Federal Colocation Services - WPA1 - 160.00 kW	Per month	$ 43,118.22
Monthly Federal Colocation 5 kW Expansion - WPA1 (160.00 - 320.00 kW)	Per month	$ 1,347.44
Monthly Federal Colocation Services - WPA1 - 320.00 kW	Per month	$ 84,696.51
Monthly Federal Colocation 5 kW Expansion - WPA1 (320.00 - 1000.00 kW)	Per month	$ 1,323.38
Monthly Federal Colocation Services - WPA1 - 1000.00 kW	Per month	$ 258,661.20
Monthly Federal Colocation 50 kW Expansion - WPA1 (1000.00 - 2000.00 kW)	Per month	$ 12,933.06
Monthly Federal Colocation Services - WPA1 - 2000.00 kW	Per month	$ 498,073.20
Monthly Federal Colocation 50 kW Expansion - WPA1 (>2000.00 kW)	Per month	$ 12,451.83
Monthly Federal Colocation Services - BOS1 - 4.99 kW	Per month	$ 1,704.95
Monthly Federal Colocation Services - BOS1 - 8.64 kW	Per month	$ 2,920.87
Monthly Federal Colocation Services - BOS1 - 14.40 kW	Per month	$ 4,816.15
Monthly Federal Colocation Services - BOS1 - 20.00 kW	Per month	$ 6,015.38
Monthly Federal Colocation 5 kW Expansion - BOS1 (20.00 - 40.00 kW)	Per month	$ 1,503.84
Monthly Federal Colocation Services - BOS1 - 40.00 kW	Per month	$ 11,707.75
Monthly Federal Colocation 5 kW Expansion - BOS1 (40.00 - 80.00 kW)	Per month	$ 1,463.47
Monthly Federal Colocation Services - BOS1 - 80.00 kW	Per month	$ 23,195.29
Monthly Federal Colocation 5 kW Expansion - BOS1 (80.00 - 160.00 kW)	Per month	$ 1,449.71
Monthly Federal Colocation Services - BOS1 - 160.00 kW	Per month	$ 46,005.60
Monthly Federal Colocation 5 kW Expansion - BOS1 (160.00 - 320.00 kW)	Per month	$ 1,437.68
Monthly Federal Colocation Services - BOS1 - 320.00 kW	Per month	$ 91,241.24
Monthly Federal Colocation 5 kW Expansion - BOS1 (320.00 - 1000.00 kW)	Per month	$ 1,425.64
Monthly Federal Colocation Services - BOS1 - 1000.00 kW	Per month	$ 281,519.63
Monthly Federal Colocation 50 kW Expansion - BOS1 (>1000.00 kW)	Per month	$ 14,075.98
Monthly Federal Colocation Services - KCM1 - 4.99 kW	Per month	$ 1,813.73
Monthly Federal Colocation Services - KCM1 - 8.64 kW	Per month	$ 3,139.16
Monthly Federal Colocation Services - KCM1 - 14.40 kW	Per month	$ 5,231.93
Monthly Federal Colocation Services - KCM1 - 20.00 kW	Per month	$ 7,065.12
Monthly Federal Colocation 5 kW Expansion - KCM1 (20.00 - 40.00 kW)	Per month	$ 1,766.28
Monthly Federal Colocation Services - KCM1 - 40.00 kW	Per month	$ 13,889.61
Monthly Federal Colocation 5 kW Expansion - KCM1 (40.00 - 80.00 kW)	Per month	$ 1,736.21
Dounthly Federal Colocation Services - KCM1 - 80.00 kW	Per month	$ 26,909.46
Monthly Federal Colocation 5 kW Expansion - KCM1 (80.00 - 160.00 kW)	Per month	$ 1,681.84

Iron Mountain Data Center

Service Offering - Standard Storage & Services1	Unit	2023 Price
Monthly Federal Colocation Services - KCM1 - 160.00 kW	Per month	$ 51,894.01
Monthly Federal Colocation 5 kW Expansion - KCM1 (160.00 - 320.00 kW)	Per month	$ 1,621.69
Monthly Federal Colocation Services - KCM1 - 320.00 kW	Per month	$ 100,086.94
Monthly Federal Colocation 5 kW Expansion - KCM1 (320.00 - 1000.00 kW)	Per month	$ 1,563.85
Monthly Federal Colocation Services - KCM1 - 1000.00 kW	Per month	$ 302,246.52
Monthly Federal Colocation 50 kW Expansion - KCM1 (>1000.00 kW)	Per month	$ 15,112.32
Monthly Federal Colocation Services - VA1/VA2 - 4.99 kW	Per month	$ 1,411.35
Monthly Federal Colocation Services - VA1/VA2 - 8.64 kW	Per month	$ 2,442.72
Monthly Federal Colocation Services - VA1/VA2 - 14.40 kW	Per month	$ 4,071.21
Monthly Federal Colocation Services - VA1/VA2 - 20.00 kW	Per month	$ 5,534.15
Monthly Federal Colocation 5 kW Expansion - VA1/VA2 (20.00 - 40.00 kW)	Per month	$ 1,383.54
Monthly Federal Colocation Services - VA1/VA2 - 40.00 kW	Per month	$ 10,827.68
Monthly Federal Colocation 5 kW Expansion - VA1/VA2 (40.00 - 80.00 kW)	Per month	$ 1,353.46
Monthly Federal Colocation Services - VA1/VA2 - 80.00 kW	Per month	$ 20,789.14
Monthly Federal Colocation 5 kW Expansion - VA1/VA2 (80.00 - 160.00 kW)	Per month	$ 1,299.32
Monthly Federal Colocation Services - VA1/VA2 - 160.00 kW	Per month	$ 40,615.82
Monthly Federal Colocation 5 kW Expansion - VA1/VA2 (160.00 - 320.00 kW)	Per month	$ 1,269.24
Monthly Federal Colocation Services - VA1/VA2 - 320.00 kW	Per month	$ 77,381.81
Monthly Federal Colocation 5 kW Expansion - VA1/VA2 (320.00 - 1000.00 kW)	Per month	$ 1,209.09
Monthly Federal Colocation Services - VA1/VA2 - 1000.00 kW	Per month	$ 223,772.02
Monthly Federal Colocation 50 kW Expansion - VA1/VA2 (1000.00 - 2000.00 kW)	Per month	$ 11,188.60
Monthly Federal Colocation Services - VA1/VA2 - 2000.00 kW	Per month	$ 440,325.58
Monthly Federal Colocation 50 kW Expansion - VA1/VA2 (>2000.00 kW)	Per month	$ 11,008.14
120V Circuit & Installation	Each	$ 354.91
208V 1-Phase Circuit & Installation	Each	$ 475.21
208V 3-Phase Circuit & Installation	Each	$ 595.52
Cross Connections	Each	$ 108.28
Dark Fiber (1 pair)	Per Pair	$ 6,015.38
Dark Fiber (2 pairs)	Per 2 Pairs	$ 10,226.14
Managed Internet Access (10-150 Mbps)	Per 1 Mbps	$ 4.51
Managed Internet Access (151-500 Mbps)	Per 1 Mbps	$ 3.91
Managed Internet Access (501 Mbps-1 Gbps)	Per 1 Mbps	$ 3.01
Managed Internet Access (1-4 Gbps)	Per 1 Mbps	$ 2.71
Managed Internet Access (4-10 Gbps)	Per 1 Mbps	$ 2.41
Helping Hands	Per Hour	$ 138.35
Monthly Federal Colocation Services - DEN1 - 20.00 kW	Per month	$ 4,989.66
Monthly Federal Colocation 5 kW Expansion - DEN1 (20.00 - 40.00 kW)	Per month	$ 1,247.42
Monthly Federal Colocation Services - DEN1 - 40.00 kW	Per month	$ 9,888.60
Monthly Federal Colocation 5 kW Expansion - DEN1 (40.00 - 80.00 kW)	Per month	$ 1,236.08
Monthly Federal Colocation Services - DEN1 - 80.00 kW	Per month	$ 18,144.22
Monthly Federal Colocation 5 kW Expansion - DEN1 (80.00 - 160.00 kW)	Per month	$ 1,134.01

Iron Mountain Data Center

Service Offering - Standard Storage & Services1	Unit	2023 Price
Monthly Federal Colocation Services - DEN1 - 160.00 kW	Per month	$ 35,199.79
Monthly Federal Colocation 5 kW Expansion - DEN1 (160.00 - 320.00 kW)	Per month	$ 1,099.99
Monthly Federal Colocation Services - DEN1 - 320.00 kW	Per month	$ 63,867.66
Monthly Federal Colocation 5 kW Expansion - DEN1 (320.00 - 1000.00 kW)	Per month	$ 997.93
Monthly Federal Colocation Services - DEN1 - 1000.00 kW	Per month	$ 188,246.31
Monthly Federal Colocation 50 kW Expansion - DEN1 (1000.00 - 2000.00 kW)	Per month	$ 9,412.32
Monthly Federal Colocation Services - DEN1 - 2000.00 kW	Per month	$ 365,152.48
Monthly Federal Colocation 50 kW Expansion - DEN1 (>2000.00 kW)	Per month	$ 9,128.81
1-4MW Variable Metered Power License Fee - VA-1 and VA-2 (per KW/per month)	Per KW / Per Month	$ 94.12
4MW+ Variable Metered Power License Fee - VA-1 and VA-2 (per KW/per month)	Per KW / Per Month	$ 94.12
Variable Metered Power - Utility Power Usage - VA-1 and VA-2 (per KW/per month)	Per KW / Per Month	$ 60.10
1MW -4MW Variable Metered Power License Fee - DEN 1 (per KW/per month)	Per KW / Per Month	$ 94.12
Variable Metered Power - Utility Power Usage - DEN 1 (per KW/per month)	Per KW / Per Month	$ 80.51
208V 1-Phase Circuit & Installation for Variable Metered Power (2 circuits, 1 pair)	Each	$ 2,262.36
208V 3-Phase Circuit & Installation for Variable Metered Power (2 circuits, 1 pair)	Each	$ 2,835.03
Monthly Federal Colocation Services - AZP - 4.99 kW	Per Month	$ 1,523.27
Monthly Federal Colocation Services - AZP - 8.64 kW	Per Month	$ 2,511.88
Monthly Federal Colocation Services - AZP - 14.40 kW	Per Month	$ 3,987.12
Monthly Federal Colocation Services - AZP - 20.00 kW	Per Month	$ 527.72
Monthly Federal Colocation 5 kW Expansion - AZP (20.00 - 40.00 kW)	Per Month	$ 1,318.49
Monthly Federal Colocation Services - AZP - 40.00 kW	Per Month	$ 10,045.65
Monthly Federal Colocation 5 kW Expansion - AZP (40.00 - 80.00 kW)	Per Month	$ 1,255.70
Monthly Federal Colocation Services - AZP - 80.00 kW	Per Month	$ 20,821.26
Monthly Federal Colocation 5 kW Expansion - AZP (80.00 - 160.00 kW)	Per Month	$ 1,301.33
Monthly Federal Colocation Services - AZP - 160.00 kW	Per Month	$ 33,594.54
Monthly Federal Colocation 5 kW Expansion - AZP (160.00 - 320.00 kW)	Per Month	$ 1,049.83
Monthly Federal Colocation Services - AZP - 320.00 kW	Per Month	$ 63,469.51
Monthly Federal Colocation 5 kW Expansion - AZP (320.00 - 1000.00 kW)	Per Month	$ 991.71
Monthly Federal Colocation Services - AZP - 1000.00 kW	Per Month	$ 185,895.63
Monthly Federal Colocation 50 kW Expansion - AZP (1000.00 - 2000.00 kW)	Per Month	$ 9,294.78
Monthly Federal Colocation Services - AZP - 2000.00 kW	Per Month	$ 354,086.91
Monthly Federal Colocation 50 kW Expansion - AZP (>2000.00 kW)	Per Month	$ 8,852.17
Monthly Federal Colocation Services - AZS - 4.99 kW	Per Month	$ 1,350.67
Monthly Federal Colocation Services - AZS - 8.64 kW	Per Month	$ 2,227.27
Monthly Federal Colocation Services - AZS - 14.40 kW	Per Month	$ 3,535.35
Monthly Federal Colocation Services - AZS - 20.00 kW	Per Month	$ 4,676.40
Monthly Federal Colocation 5 kW Expansion - AZS (20.00 - 40.00 kW)	Per Month	$ 1,169.10
Monthly Federal Colocation Services - AZS - 40.00 kW	Per Month	$ 8,907.42
Monthly Federal Colocation 5 kW Expansion - AZS (40.00 - 80.00 kW)	Per Month	$ 1,114.45
Monthly Federal Colocation Services - AZS - 80.00 kW	Per Month	$ 17,020.38
Monthly Federal Colocation 5 kW Expansion - AZS (80.00 - 160.00 kW)	Per Month	$ 1,063.77
Monthly Federal Colocation Services - AZS - 160.00 kW	Per Month	$ 32,419.77
Monthly Federal Colocation 5 kW Expansion - AZS (160.00 - 320.00 kW)	Per Month	$ 1,013.12
Monthly Federal Colocation Services - AZS - 320.00 kW	Per Month	$ 58,671.46
Monthly Federal Colocation 5 kW Expansion - AZS (320.00 - 1000.00 kW)	Per Month	$ 916.74

Iron Mountain Data Center

Service Offering - Standard Storage & Services1	Unit	2023 Price
Monthly Federal Colocation Services - AZS - 1000.00 kW	Per Month	$ 182,189.71
Monthly Federal Colocation 50 kW Expansion - AZS (1000.00 - 2000.00 kW)	Per Month	$ 9,109.48
Monthly Federal Colocation Services - AZS - 2000.00 kW	Per Month	$ 347,028.01
Monthly Federal Colocation 50 kW Expansion - AZS (>2000.00 kW)	Per Month	$ 8,675.70
Monthly Federal Colocation Services - NJE - 4.99 kW	Per Month	$ 1,792.00
Monthly Federal Colocation Services - NJE - 8.64 kW	Per Month	$ 2,917.71
Monthly Federal Colocation Services - NJE - 14.40 kW	Per Month	$ 4,434.96
Monthly Federal Colocation Services - NJE - 20.00 kW	Per Month	$ 5,830.97
Monthly Federal Colocation 5 kW Expansion - NJE (20.00 - 40.00 kW)	Per Month	$ 1,457.74
Monthly Federal Colocation Services - NJE - 40.00 kW	Per Month	$ 9,310.39
Monthly Federal Colocation 5 kW Expansion - NJE (40.00 - 80.00kW)	Per Month	$ 1,163.80
Monthly Federal Colocation Services - NJE - 80.00 kW	Per Month	$ 27,929.77
Monthly Federal Colocation 5 kW Expansion - NJE (80.00 - 160.00 kW)	Per Month	$ 1,745.61
Monthly Federal Colocation Services - NJE - 160.00 kW	Per Month	$ 53,199.55
Monthly Federal Colocation 5 kW Expansion - NJE (160.00 - 320.00 kW)	Per Month	$ 1,662.48
Monthly Federal Colocation Services - NJE - 320.00 kW	Per Month	$ 99,425.21
Monthly Federal Colocation 5 kW Expansion - NJE (320.00 - 1000.00 kW)	Per Month	$ 1,553.52
Monthly Federal Colocation Services - NJE - 1000.00 kW	Per Month	$ 283,905.19
Monthly Federal Colocation 50 kW Expansion - NJE (1000.00 - 2000.00 kW)	Per Month	$ 14,195.26
Monthly Federal Colocation Services - NJE - 2000.00 kW	Per Month	$ 540,771.79
Monthly Federal Colocation 50 kW Expansion - NJE (>2000.00 kW)	Per Month	$ 13,519.30
Monthly Federal Colocation Services - DEN - 4.99 kW	Per Month	$ 1,683.34
Monthly Federal Colocation Services - DEN - 8.64 kW	Per Month	$ 2,775.85
Monthly Federal Colocation Services - DEN - 14.40 kW	Per Month	$ 4,406.11
250 - 999 kW Variable Metered Power License Fee - AZP	Per kW / Per Month	$ 131.85
1-4MW Variable Metered Power License Fee - AZP	Per kW / Per Month	$ 102.43
Variable Metered Power - Utility Power Usage - AZP	Per kW / Per Month	$ 76.06
250 - 999 kW Variable Metered Power License Fee - AZS	Per kW / Per Month	$ 107.88
1-4MW Variable Metered Power License Fee - AZS	Per kW / Per Month	$ 98.07
Variable Metered Power - Utility Power Usage - AZS	Per kW / Per Month	$ 101.61
250 - 999 kW Variable Metered Power License Fee - DEN	Per kW / Per Month	$ 131.19
250 - 999 kW Variable Metered Power License Fee - NJE	Per kW / Per Month	$ 191.79
1-4MW Variable Metered Power License Fee - NJE	Per kW / Per Month	$ 143.14
Variable Metered Power - Utility Power Usage - NJE	Per kW / Per Month	$ 101.76
250 - 999 kW Variable Metered Power License Fee - VA	Per kW / Per Month	$ 142.75
250 - 999 kW Variable Metered Power License Fee - WPA	Per kW / Per Month	$ 196.14
1-4MW Variable Metered Power License Fee - WPA	Per kW / Per Month	$ 152.55
Variable Metered Power - Utility Power Usage - WPA	Per kW / Per Month	$ 72.13

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Iron Mountain Program Management & Operations

Service Offering	Unit	2023 Price
Vault Specialist	Hour	$ 41.81
Vault Coordinator	Hour	$ 68.53
Records Specialist	Hour	$ 41.81
Records Coordinator	Hour	$ 68.53
Operations Supervisor	Hour	$ 78.98
Project Specialist	Hour	$ 41.81
Project Coordinator	Hour	$ 68.53
Project Supervisor	Hour	$ 76.65
Operations Manager	Hour	$ 113.83
Data Entry Specialist	Hour	$ 38.34
Data Entry Coordinator	Hour	$ 48.78
Quality Assurance Specialist	Hour	$ 38.34
Quality Assurance Coordinator	Hour	$ 48.78
ROI Specialist	Hour	$ 36.02
ROI Coordinator	Hour	$ 68.53
Courier Assistant	Hour	$ 39.49
Courier Light Truck	Hour	$ 46.47
Courier Heavy Truck	Hour	$ 58.08
Courier Tractor Trailer	Hour	$ 58.08
Transportation Service Coordinator	Hour	$ 63.89
Transportation Supervisor	Hour	$ 78.98
Program Manager I	Hour	$ 128.93
Program Manager II	Hour	$ 141.71
Program Director	Hour	$ 193.99
Program Executive	Hour	$ 269.47
Systems Engineer I	Hour	$ 89.44
Systems Engineer II	Hour	$ 117.32
Systems Administration Manager I	Hour	$ 144.03
Systems Administration Manager II	Hour	$ 191.66
Systems Architect	Hour	$ 161.45
Principal Engineer	Hour	$ 216.05
Implementation Manager I	Hour	$ 94.09
Implementation Manager II	Hour	$ 111.50

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Iron Mountain Digitization Services

Service Offering	Unit	2023 Price
Standard Scanning - Minimum Fee	Project	$ 365.889
Standard Scanning - Tier 1	Image	$ 0.084
Standard Scanning - Tier 2	Image	$ 0.069
Standard Scanning - Tier 3	Image	$ 0.057
Standard Scanning – Tier 4+ Minimum Fee	Project	$ 103,575.682
Standard Scanning - Tier 4	Image	$ 0.051
Standard Scanning - Tier 5	Image	$ 0.047
Standard Scanning - Tier 6	Image	$ 0.044
Bound Book Scanning - Minimum Fee	Project	$ 1,125.823
Bound Book Scanning - Tier 1	Image	$ 0.274
Bound Book Scanning - Tier 2	Image	$ 0.261
Bound Book Scanning - Tier 3	Image	$ 0.248
Bound Book Scanning - Tier 4+ Minimum Fee	Project	$ 56,291.109
Bound Book Scanning - Tier 4	Image	$ 0.209
Bound Book Scanning - Tier 5	Image	$ 0.192
Bound Book Scanning - Tier 6	Image	$ 0.192
Flatbed Scanning - Minimum Fee	Project	$ 2,251.645
Flatbed Scanning - Tier 1	Image	$ 0.473
Flatbed Scanning - Tier 2	Image	$ 0.462
Flatbed Scanning - Tier 3	Image	$ 0.449
Flatbed Scanning - Tier 4+ Minimum Fee	Project	$ 56,291.109
Flatbed Scanning - Tier 4	Image	$ 0.376
Flatbed Scanning - Tier 5	Image	$ 0.350
Flatbed Scanning - Tier 6	Image	$ 0.350
Color Setup - Regular-size paper	Project	$ 337.756
Document Preparation - Light	Image	$ 0.020
Document Preparation - Standard	Image	$ 0.034
Document Preparation - Heavy	Image	$ 0.071
Document Reassembly - Simple	Image	$ 0.004
Document Reassembly - Partial	Image	$ 0.016
Document Reassembly - Full	Image	$ 0.035
Scan Resolution - 300dpi - Standard	Image	$ 0.006
Scan Resolution - 300dpi - Bound Book	Image	$ 0.081
Scan Resolution - 300dpi - Flatbed	Image	$ 0.170
Quality Assurance - 100% vs. Image	Image	$ 0.033
Quality Assurance - With Clean-up	Image	$ 0.010
Image Output - Searchable PDF	Image	$ 0.005
Indexing - Standard	Keystroke	$ 0.008
Indexing - Bound Book	Keystroke	$ 0.009
Indexing - Flatbed	Keystroke	$ 0.010

Iron Mountain Digitization Services

Service Offering	Unit	2023 Price
Document Classification - Standard 2-5 Doc Types	Image	$ 0.004
Document Classification - Standard 6-10 Doc Types	Image	$ 0.007
Document Classification - Standard 11-25 Doc Types	Image	$ 0.012
Document Classification - Flatbed 2-5 Doc Types	Image	$ 0.014
Document Classification - Flatbed 6-10 Doc Types	Image	$ 0.032
Document Classification - Flatbed 11-25 Doc Types	Image	$ 0.059
Wide Format B Scanning - Minimum Fee	Project	$ 3,940.378
Wide Format B Scanning - Tier 1	Image	$ 0.859
Wide Format B Scanning - Tier 2	Image	$ 0.674
Wide Format C Scanning - Minimum Fee	Project	$ 4,503.289
Wide Format C Scanning - Tier 1	Image	$ 0.941
Wide Format C Scanning - Tier 2	Image	$ 0.739
Wide Format D Scanning - Minimum Fee	Project	$ 5,629.112
Wide Format D Scanning - Tier 1	Image	$ 1.126
Wide Format D Scanning - Tier 2	Image	$ 0.882
Wide Format E Scanning - Minimum Fee	Project	$ 7,317.846
Wide Format E Scanning - Tier 1	Image	$ 1.517
Wide Format E Scanning - Tier 2	Image	$ 1.191
Color Setup - Wide-format	Project	$ 337.756
Wide-format Document Preparation - Light	Image	$ 0.087
Wide-format Document Preparation - Standard	Image	$ 0.447
Wide-format Document Preparation - Heavy	Image	$ 1.108
Wide-format Document Reassembly - Simple	Image	$ 0.043
Wide-format Document Reassembly - Partial	Image	$ 0.091
Wide-format Document Reassembly - Full	Image	$ 0.235
Scan Resolution - Wide Format B	Image	$ 0.606
Scan Resolution - Wide Format C	Image	$ 0.702
Scan Resolution - Wide Format D	Image	$ 0.909
Scan Resolution - Wide Format E	Image	$ 1.360
Quality Assurance - 100% vs. Image	Image	$ 0.026
Quality Assurance - With Clean-up	Image	$ 0.006
Image Output - Searchable PDF	Image	$ 0.005
Indexing - Wide-format	Keystroke	$ 0.009
Microfilm Scanning - Minimum Fee	Roll	$ 16.887
Microfilm Scanning - 16mm	Image	$ 0.009
Microfilm Scanning - 35mm	Image	$ 0.035
Microfiche Scanning - Minimum Fee	Sheet	$ 0.560
Microfiche Scanning - COM	Image	$ 0.016
Microfiche Scanning - Jacketed / Step & Repeat	Image	$ 0.033

Iron Mountain Digitization Services

Service Offering	Unit	2023 Price
Aperture Card Scanning - Minimum Fee	Project	$ 28.144
Aperture Card Scanning - Hollerith Punch Code	Image	$ 0.202
Aperture Card Scanning - Non-Hollerith Punch Code	Image	$ 0.282
Digital Archive Writer	Image	$ 0.022
16mm Duplicate - Silver Halide	Roll	$ 45.518
16mm Duplicate - Diazo	Roll	$ 10.280
35mm Duplicate - Silver Halide	Roll	$ 52.610
35mm Duplicate - Diazo	Roll	$ 14.015
Diazo Duplicate - Microfiche	Sheet	$ 1.048
Diazo Duplicate - Aperture Cards	Sheet	$ 1.069
Imaging Data Entry Specialist	Hour	$ 36.912
Imaging Operations Manager	Hour	$ 100.706
Imaging Production Coordinator	Hour	$ 46.314
Imaging Production Specialist I	Hour	$ 37.921
Imaging Production Specialist II	Hour	$ 41.246
Imaging Production Supervisor	Hour	$ 60.173
Implementation Manager - DMS	Hour	$ 95.483
Software Engineer	Hour	$ 115.376
Principal Software Engineer	Hour	$ 137.957

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Iron Mountain Information Governance Advisory Services

Iron Mountain Advisory Services is one of the industry's largest IG consultancies with over 20 years of experience providing holistic IG services to evolving enterprise organizations. From lawyers and legal researchers to records managers and library scientists, our IG professionals take the time to understand your specific needs and provide a detailed project plan with a timetable for deliverables. Iron Mountain Advisory Services combine technology with deep expertise and broad experience, through a team of information governance professionals who have dedicated themselves to the intricacies of retention, privacy, compliance and risk management. Advisory Services can work with you to review, improve or accelerate the following:

- IG Assessments: A range of assessments are available to evaluate aspects such as Organizational Maturity (IGHealthRate), Content Classification, Personnel Capabilities, Compliance Reviews to assist in defining practice capabilities (frequently between $25k - $50k)

- IG Strategy Development: A formalized methodology to assess the current state of capabilities, develop Target Operating Models and implementation roadmaps. Can also include support for the implementation of the IG Strategy (frequently between $75k - $90k)

- IG Training: A range of training solutions aimed at supporting initial and ongoing change/cultural change management efforts (frequently between $5k - $25k)

- IG Advisory Staffing: Allows for the temporary (less than one year) placement of Advisory staff to enable IG transformation efforts

- IG Content Classification: Provides the means to identify, classify and remediate redundant, outdated and trivial (ROT) content in both structured and unstructured environments as well as physical document repositories

- IG Policy, Procedure and Program Development: Supporting the development and implementation of governance related documents and structures to support the ongoing operations of IG

*IG Services pricing for specific projects is based upon the unique scope of work using the labor prices in the table below.

Service Offering	Service Description	Unit	2023 Price
Managing Principal	Lead executive responsible for the execution of an Information Governance program and manager of Iron Mountain Principals and other resources delivering the program. This person is an acknowledged expert in Information Governance across the full lifecycle from Strategy through Policy Development, Implementation of both program and system and Operation of the program. Minimum years of experience: 12 Minimum education requirement: BA/BS	Hour	$ 394.92
Principal	Principal Lead executive responsible for execution of the engagement. An expert in Information Governance and leading Information Governance initiatives. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry and Information Governance insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance. Minimum years of experience: 10 Minimum education requirement: BA/BS	Hour	$ 290.38
Records Analyst	Assists in the classification of physical and electronic content in accordance with the information governance policies governing that content. Minimum years of experience: 1 Minimum educational requirement: BA/BS	Hour	$ 124.29
Legal Researcher	Conducts legal research regarding information governance (retention, privacy, security, etc.) and assists in mapping legal authorities to client record classes. Minimum years of experience: 1 Minimum educational requirement: BA/BS	Hour	$ 123.12
Project Manager III	Provides strong senior-level management. Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 8 Minimum education requirement: BA/BS	Hour	$ 244.94
Project Manager II	Provides strong senior-level management. Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 5 Minimum education requirement: BA/BS	Hour	$ 207.11

Iron Mountain Information Governance Advisory Services

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- **IG Assessments:** A range of assessments are available to evaluate aspects such as Organizational Maturity (IGHealthRate), Content Classification, Personnel Capabilities, Compliance Reviews to assist in defining practice capabilities (frequently between $25k - $50k)

- **IG Strategy Development:** A formalized methodology to assess the current state of capabilities, develop Target Operating Models and implementation roadmaps. Can also include support for the implementation of the IG Strategy (frequently between $75k - $90k)

- **IG Training:** A range of training solutions aimed at supporting initial and ongoing change/cultural change management efforts (frequently between $5k - $25k)

- **IG Advisory Staffing:** Allows for the temporary (less than one year) placement of Advisory staff to enable IG transformation efforts

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Service Offering	Service Description	Unit	2023 Price
Project Manager I	Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 3 Minimum education requirement: BA/BS	Hour	$ 186.41
Subject Matter Specialist III	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 12 Minimum education requirement: BA/BS	Hour	$ 255.19
Subject Matter Specialist II	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 8 Minimum education requirement: BA/BS	Hour	$ 214.19
Subject Matter Specialist	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 5 Minimum education requirement: BA/BS	Hour	$ 142.41
Senior Associate II	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis. Minimum years of experience: 5 Minimum education requirement: BA/BS	Hour	$ 227.85
Senior Associate I	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis. Minimum years of experience: 3 Minimum education requirement: BA/BS	Hour	$ 205.07

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Service Offering	Service Description	Unit	2023 Price
Associate II	Provides analytical and program support, and is focused on high performance work. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May participate in organizational assessments, and performance measures and indicators. Minimum years of experience: 1 \Minimum educational requirement: BA/BS	Hour	$ 174.31
Associate I	Provides analytical and program support, and is focused on high performance work. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May participate in organizational assessments, and performance measures and indicators. Minimum years of experience: 0 Minimum educational requirement: BA/BS	Hour	$ 152.97
Analyst II	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination. Minimum years of experience: 2 Minimum educational requirement: High School Diploma	Hour	$ 74.06
Analyst I	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination. Minimum years of experience: 1 Minimum educational requirement: High School Diploma	Hour	$ 61.52
Junior Analyst	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination Minimum years of experience: 0 Minimum educational requirement: High School Diploma	Hour	$ 55.83
Senior Training Specialist / Instructor	Responsible for the oversight, development, structure/format, and content of training plans, programs, and courses. Works with the client to develop baseline training requirements, develops training plan, establishes baseline/measurement criteria. Develops the course criteria, materials, lesson plans, and training aids. Delivers training (in person, live webinars, recorded online sessions). Able to assess training impact, monitor and report results, and recommend training improvements. May also conduct "train the trainer" sessions to enable the client to facilitate training course. Minimum years of experience: 5 Minimum educational requirement: BA/BS	Hour	$ 187.99
Training Specialist / Instructor	Develops training content, plans, courses, and programs. Works with the client to develop baseline training requirements, develops training plan, establishes baseline/measurement criteria. Develops the course criteria, materials, lesson plans, and training aids. Delivers training (in person, live webinars, recorded online sessions). Able to assess training impact, monitor and report results, and recommend training improvements. May also conduct "train the trainer" sessions to enable the client to facilitate training course. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 142.41
Training Coordinator	Supports development of training content, plans, courses, and programs. Assists client with developing baseline training requirements, training plans, and baseline/measurement criteria. Helps develops the course materials, lesson plans, and training aids. Conducts research and supports trainer in delivering courses. Minimum years of experience: 1 Minimum educational requirement: High School Diploma	Hour	$ 104.83

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Service Offering	Service Description	Unit	2023 Price
Business Analyst III	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 7 Minimum educational requirement: BA/BS	Hour	$ 195.95
Business Analyst II	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 170.89
Business Analyst I	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 1 Minimum educational requirement: BA/BS	Hour	$ 153.80
Web Designer	Designs, plans, or executes the design and layout for Internet and mobile sites, which may include combining text with sounds, pictures, graphics, and video-clips. May supports usability and UX design requirements. Minimum years of experience: 2 Minimum educational requirement: BA/BS	Hour	$ 173.17
Data Architect	Defines, designs, or develops relational and/or multi-dimensional databases for warehousing of data. Reviews current data structures and recommends optimizations and reconfigurations as warranted. Minimum years of experience: 7 Minimum educational requirement: BA/BS	Hour	$ 232.42
Application Architect III	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. Applies knowledge of software and programming to develop and test computer systems and produce the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 3 is competent in subject matter and concepts and may lead individuals assisting in the work. Minimum years of experience: 7 Minimum educational requirement: BA/BS	Hour	$ 232.42
Application Architect II	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. This individual applies knowledge of software and programming to develop and test computer systems and produces the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3. Minimum years of experience: 5 Minimum educational requirement: BA/BS	Hour	$ 202.80
Application Architect I	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. This individual applies knowledge of software and programming to develop and test computer systems and produces the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 1 performs more routine aspects and is supervised by a more senior team member. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 152.67

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Service Offering	Service Description	Unit	2023 Price
Records Analyst IV	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum 7 years of professional experience providing records management support services. Minimum years of experience: 7 Minimum educational requirement: BA/BS	Hour	$ 199.37
Records Analyst III	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum years of experience: 5 Minimum educational requirement: BA/BS	Hour	$ 165.20
Records Analyst II	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum 3 years of professional experience providing records management support services. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 137.84
Artificial Intelligence Engineer	Develops software that can be used for artificial intelligence programs, artificial intelligence applications, and machine learning. Works closely with application architects, engineers, and developers to produce systems that utilize artificial intelligence or classify content. Programs systems to seek out specific conditions and respond based on various factors. May be responsible for supervising other programmers as part of his/her duties. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 273.43

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Iron Mountain Retention Management

Industry Specific Retention Schedules / Policy Center

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- Classification Scheme Renovation and Validation - Review current record retention schedule; update and modernize schedule
- Develop Privacy Content - Conduct surveys; develop record type library, data sources, processing activities
- Map Privacy Content - Map record types, data sources, data owners, & processing activities; create data flow maps
- Conduct and Deliver Retention and/or Privacy Research from Iron Mountain's Global Research Service (GRS)
- Map, Deliver, and Validate Retention Schedule - Map citations to record classes; set global rules and exceptions; map privacy obligations
- Deploy Records Retention Schedule - Create retention portal and train administrative users
- Monitoring & Records Retention Schedule Maintenance - Iron Mountain reviews subscription updates and recommends changes
- Develop IG/RIM Policy, Training and Audit Program

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Service Offering	Service Description	Unit	2023 Price
Policy Center Solution - Quick Start Engagement Model - Implementation	Implementation for a client that operates in one State and must follow an externally prescribed Retention Schedule (i.e., NARA or State Level equivalent). Client does not require any Iron Mountain legal research to support the retention schedule.	One-Time	$ 23,286.00
Policy Center Solution - Professional with Global Research Service	Implementation for a client that operates in one State that is not reruied to follow an externally prescribed Retention Schedule (i.e., NARA or State Level equivalent). Client requires the applicable legal research to support the retention schedule.	One-Time	$ 44,725.00
Policy Center Solution - Professional with Global Research Service and Privacy	Implementation for a client that operates in one State that is not reruied to follow an externally prescribed Retention Schedule (i.e., NARA or State Level equivalent). Client requires the applicable legal and privacy research to support the retention schedule	One-Time	$ 124,847.00
Policy Center Solution - Professional with Global Research Service	Annual Subscription to Policy Center	Annual	$ 10,319.00
Policy Center Solution - Professional API Module	Add-on module to Policy Center Professional that allows direct integration to downstream content management platforms	Annual	$ 6,458.00
Policy Center Solution - Professional Privacy Module	Add-on module to Policy Center Professional that allows for the identification and mapping of Privacy regulations to the Retention Schedule	Annual	$ 6,458.00
Global Research Service Legal Subscription	Annual Subscription fee for Legal Research (US Federal and One State)	Annual	$ 2,273.00
Global Research Service Privacy Subscription	Annual Subscription fee for privacy data continuous maintenance	Annual	$ 355.00
Managing Principal	Lead executive responsible for the execution of an Information Governance program and manager of Iron Mountain Principals and other resources delivering the program. This person is an acknowledged expert in Information Governance across the full lifecycle from Strategy through Policy Development, Implementation of both program and system and Operation of the program. Minimum years of experience: 12 Minimum education requirement: BA/BS	Hour	$ 394.92
Principal	Principal Lead executive responsible for execution of the engagement. An expert in Information Governance and leading Information Governance initiatives. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry and Information Governance insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance. Minimum years of experience: 10 Minimum education requirement: BA/BS	Hour	$ 290.38
Records Analyst	Assists in the classification of physical and electronic content in accordance with the information governance policies governing that content. Minimum years of experience: 1 Minimum educational requirement: BA/BS	Hour	$ 124.29
Legal Researcher	Conducts legal research regarding information governance (retention, privacy, security, etc.) and assists in mapping legal authorities to client record classes. Minimum years of experience: 1 Minimum educational requirement: BA/BS	Hour	$ 123.12

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Project Manager II	Provides strong senior-level management. Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 5 Minimum education requirement: BA/BS	Hour	$ 207.11
Project Manager I	Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 3 Minimum education requirement: BA/BS	Hour	$ 186.41
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Iron Mountain Retention Management

Industry Specific Retention Schedules / Policy Center

As the regulatory environment is changing in the US, and around the world, Iron Mountain's Policy Center can help you by providing up to date laws specific to your industry so you can keep your retention schedule current. We are adding pre-built industry standard retention schedules on an ongoing basis. With Policy Center Professional and Enterprise Editions, you can receive continuously updated regulations for multiple industries. Through Policy Center Enterprise Edition you'll receive both retention and privacy legal citations. Iron Mountain deployment and maintenance of your retention and privacy schedules can include:

- Classification Scheme Renovation and Validation - Review current record retention schedule; update and modernize schedule
- Develop Privacy Content - Conduct surveys; develop record type library, data sources, processing activities
- Map Privacy Content - Map record types, data sources, data owners, & processing activities; create data flow maps
- Conduct and Deliver Retention and/or Privacy Research from Iron Mountain's Global Research Service (GRS)
- Map, Deliver, and Validate Retention Schedule - Map citations to record classes; set global rules and exceptions; map privacy obligations
- Deploy Records Retention Schedule - Create retention portal and train administrative users
- Monitoring & Records Retention Schedule Maintenance - Iron Mountain reviews subscription updates and recommends changes
- Develop IG/RIM Policy, Training and Audit Program

*IG Services pricing for specific projects outside of the One-Time implemetations, is based upon the unique scope of work using the labor prices in the table below.

Service Offering	Service Description	Unit	2023 Price
Analyst II	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination. Minimum years of experience: 2 Minimum educational requirement: High School Diploma	Hour	$ 74.06
Analyst I	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination. Minimum years of experience: 1 Minimum educational requirement: High School Diploma	Hour	$ 61.52
Junior Analyst	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination Minimum years of experience: 0 Minimum educational requirement: High School Diploma	Hour	$ 55.83
Senior Training Specialist / Instructor	Responsible for the oversight, development, structure/format, and content of training plans, programs, and courses. Works with the client to develop baseline training requirements, develops training plan, establishes baseline/measurement criteria. Develops the course criteria, materials, lesson plans, and training aids. Delivers training (in person, live webinars, recorded online sessions). Able to assess training impact, monitor and report results, and recommend training improvements. May also conduct "train the trainer" sessions to enable the client to facilitate training course. Minimum years of experience: 5 Minimum educational requirement: BA/BS	Hour	$ 187.99
Training Specialist / Instructor	Develops training content, plans, courses, and programs. Works with the client to develop baseline training requirements, develops training plan, establishes baseline/measurement criteria. Develops the course criteria, materials, lesson plans, and training aids. Delivers training (in person, live webinars, recorded online sessions). Able to assess training impact, monitor and report results, and recommend training improvements. May also conduct "train the trainer" sessions to enable the client to facilitate training course. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 142.41
Training Coordinator	Supports development of training content, plans, courses, and programs. Assists client with developing baseline training requirements, training plans, and baseline/measurement criteria. Helps develops the course materials, lesson plans, and training aids. Conducts research and supports trainer in delivering courses. Minimum years of experience: 1 Minimum educational requirement: High School Diploma	Hour	$ 104.83
Business Analyst III	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 7 Minimum educational requirement: BA/BS	Hour	$ 195.95
Business Analyst II	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 170.89

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Service Offering	Service Description	Unit	2023 Price
Business Analyst I	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 1 Minimum educational requirement: BA/BS	Hour	$ 153.80
Web Designer	Designs, plans, or executes the design and layout for Internet and mobile sites, which may include combining text with sounds, pictures, graphics, and video-clips. May supports usability and UX design requirements. Minimum years of experience: 2 Minimum educational requirement: BA/BS	Hour	$ 173.17
Data Architect	Defines, designs, or develops relational and/or multi-dimensional databases for warehousing of data. Reviews current data structures and recommends optimizations and reconfigurations as warranted. Minimum years of experience: 7 Minimum educational requirement: BA/BS	Hour	$ 232.42
Application Architect III	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. Applies knowledge of software and programming to develop and test computer systems and produce the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 3 is competent in subject matter and concepts and may lead individuals assisting in the work. Minimum years of experience: 7 Minimum educational requirement: BA/BS	Hour	$ 232.42
Application Architect II	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. This individual applies knowledge of software and programming to develop and test computer systems and produces the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3. Minimum years of experience: 5 Minimum educational requirement: BA/BS	Hour	$ 202.80
Application Architect I	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. This individual applies knowledge of software and programming to develop and test computer systems and produces the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 1 performs more routine aspects and is supervised by a more senior team member. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 152.67
Records Analyst IV	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum 7 years of professional experience providing records management support services. Minimum years of experience: 7 Minimum educational requirement: BA/BS	Hour	$ 199.37

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Service Offering	Service Description	Unit	2023 Price
Records Analyst III	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum years of experience: 5 Minimum educational requirement: BA/BS	Hour	$ 165.20
Records Analyst II	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum 3 years of professional experience providing records management support services. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 137.84
Artificial Intelligence Engineer	Develops software that can be used for artificial intelligence programs, artificial intelligence applications, and machine learning. Works closely with application architects, engineers, and developers to produce systems that utilize artificial intelligence or classify content. Programs systems to seek out specific conditions and respond based on various factors. May be responsible for supervising other programmers as part of his/her duties. Minimum years of experience: 3 Minimum educational requirement: BA/BS	Hour	$ 273.43

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Iron Mountain Digital Transformation

Service Offering	Service Description	2023 Price
Media Restoration and Migration	For many organizations, moving to a cloud environment is a key element to modernize their IT infrastructure. However, skyrocketing data volumes makes it difficult to make that first data ingest into the cloud, or in the event of widespread disruption, recovery of a large volume of data. Additionally, transmitting large volumes of data through a limited network can take days if not months to complete. And while an organization can increase the size of their network bandwidth, the cost to do so is prohibitive. Iron Mountain Iron Cloud Data Migration is an Iron Mountain managed data migration service that enables you to move massive amounts of data, in and out of the cloud without the challenges or expense of limited network bandwidth. Using a specially designed appliance, Iron Mountain leverages our security, logistical expertise and chain-of-custody to provide an offline transportation methodology to move large volumes of data for first time cloud ingest or large scale retrieval.	Call for Quote
Iron Mountain InSight™	Most organizations recognize the potential of their data but struggle to uncover its value because they have too much unstructured and unclassified information, lack the internal resources and skills to analyze it, or both. By combining Iron Mountain's content analytics, data management and information governance expertise with Google Cloud's Machine Learning (ML) and Artificial Intelligence (AI) capabilities, you can mine your data to uncover new revenue stream opportunities and cost savings.	Call for Quote
Clean Start	Moving or renovating your workspace? Iron Mountain can access your current space, manage the clean-out process and offer practical advice on how to best manage your information moving forward.	Call for Quote
Iron Mountain Library Services	Your library is the academic fulcrum and knowledge center of your university, the heart of your city, or the focal point of your community. Your library is also prime real estate and every square foot is precious and coveted. Libraries like yours are always under pressure to create space. Space for dynamic learning, social interaction and new services. Whether you're at the helm of a huge research library or a treasured local hub – you are examining ways to balance the evolving needs of your community while ensuring the protection of and access to your collections.	Call for Quote

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Iron Mountain OnBase Workflow Automation

Business Process Management (BPM) can systematically make organizational workflows more effective and efficient. Workflow automation eliminates the administrative tedium – provides time for higher-value work, faster processing and increased accuracy. Our Workflow Automation solutions are powered by Hyland's best-in class technology. Whether you are looking for a faster and more accurate monthly close, or want more time to be able to put the human back in Human Resources, we have a solution that will support your department's critical business goals.

Workflow Automation powered by Hyland will allow your business to:
- Automate back office workflows and reduce your IT burden
- Avoid capital investment
- Reduce operating costs

Product Name1,2,3	Part No.	Product Description	2023 Price	Notes
First 20 Workflow Automation Client Licenses (any combination)	N/A	N/A	$ 2,359.09	
Multi-User Server	OBIPW1	Workflow, Server Modules	$ 8,778.00	
Single User Server	OBIPA1	Workflow, Server Modules	$ 1,097.25	
Concurrent Client	CTIPC1	Workflow, Client Modules	$ 1,536.15	
Concurrent Client (101-200)	CTIPC2	Workflow, Client Modules	$ 1,316.70	
Concurrent Client (201+)	CTIPC3	Workflow, Client Modules	$ 1,097.25	
Workstation Client	CTIPW1	Workflow, Client Modules	$ 768.08	
Workstation Client (101-200)	CTIPW2	Workflow, Client Modules	$ 658.35	
Workstation Client (201+)	CTIPW3	Workflow, Client Modules	$ 548.63	
Named User Client (1-100)	CTIPN1	Workflow, Client Modules	$ 768.08	
Named User Client (101-200)	CTIPN2	Workflow, Client Modules	$ 658.35	
Named User Client (201+)	CTIPN3	Workflow, Client Modules	$ 548.63	
Production Document Imaging (TWAIN)	TIIPW1	Workflow, Imaging and Capture	$ 5,486.25	
Production Document Imaging (TWAIN) (2+)	TIIPW2	Workflow, Imaging and Capture	$ 3,291.75	
Production Document Imaging (TWAIN) (Named Use)	TIIPN1	Workflow, Imaging and Capture	$ 5,486.25	
Production Document Imaging (TWAIN) (Named Use) (2+)	TIIPN2	Workflow, Imaging and Capture	$ 3,291.75	
Production Document Imaging (ISIS)	ASIPW1	Workflow, Imaging and Capture	$ 5,486.25	
Production Document Imaging (ISIS) (2+)	ASIPW2	Workflow, Imaging and Capture	$ 3,291.75	
Disconnected Scanning (1)	DSIPW1	Workflow, Imaging and Capture	$ 5,486.25	
Disconnected Scanning (2+)	DSIPW2	Workflow, Imaging and Capture	$ 3,291.75	
Desktop Document Imaging (15 ppm max)	AIIPW1	Workflow, Imaging and Capture	$ 548.63	
Desktop Document Imaging (30 ppm max)	AIIPW2	Workflow, Imaging and Capture	$ 1,097.25	
Desktop Document Imaging (Unlimited)	AIIPW3	Workflow, Imaging and Capture	$ 1,645.88	
Desktop Document Imaging (Named Use)	AIIPN1	Workflow, Imaging and Capture	$ 1,645.88	
Desktop Document Imaging (Named Use)	AIIPN2	Workflow, Imaging and Capture	$ 2,194.50	
Web Scanning Named User	WSIPN1	Workflow, Imaging and Capture	$ 548.63	
Front Office Scanning	FOIPW1	Workflow, Imaging and Capture	$ 1,097.25	
Express Scanning	ESIPW1	Workflow, Imaging and Capture	$ 1,097.25	
Bar Code Recognition Server	BSIPW1	Workflow, Imaging and Capture	$ 5,486.25	
Production Document Imaging (Kofax or TWAIN) (1)	DIIPW1	Workflow, Imaging and Capture	$ 5,486.25	
Production Document Imaging (Kofax or TWAIN) (2+)	DIIPW2	Workflow, Imaging and Capture	$ 3,291.75	
Advanced Capture	IAIPW1	Workflow, Imaging and Capture	$ 27,431.25	
Ad-hoc Advanced Capture	AZIPW1	Workflow, Imaging and Capture	$ 5,486.25	
Document Packaging & Delivery	INVIPI1	Workflow, Imaging and Capture	$ 10,972.50	
Integration for Open Text Fax Server, RightFax Edition	RFIPW1	Workflow, Imaging and Capture	$ 6,583.50	
Integration for Esker Fax	FSIPI1-EF	Workflow, Imaging and Capture	$ 6,583.50	
Integration for Canon uniFLOW (1-10 Devices)	CUIPW1	Workflow, Imaging and Capture	$ 438.90	
Integration for Canon uniFLOW (11-50 Devices)	CUIPW2	Workflow, Imaging and Capture	$ 329.18	
Integration for Canon uniFLOW (Enterprise)	CUIPWE	Workflow, Imaging and Capture	$ 27,431.25	
Integration for Fuji Xerox MFD	FUJIPW1	Workflow, Imaging and Capture	$ 438.90	
Integration for Fuji Xerox MFD (Unlimited)	FUJIPWE	Workflow, Imaging and Capture	$ 27,431.25	
ICR Support for Advanced Capture	IRIPI1	Workflow, Imaging and Capture	$ 5,486.25	
Interactive Data Capture	IDCIPI1	Workflow, Imaging and Capture	$ 10,972.50	
Automated Redaction	ARIPW1	Workflow, Imaging and Capture	$ 21,945.00	
Virtual Print Driver	PTIPC1	Workflow, Imaging and Capture	$ 5,486.25	
Signature Pad Interface (TWAIN)	PWIPI1	Workflow, Imaging and Capture	$ 6,583.50	
Bar Code Generator	BCIPI1	Workflow, Imaging and Capture	$ 2,194.50	
Image Segment Archiver	EBIPI1	Workflow, Imaging and Capture	$ 4,389.00	
Full-Page OCR	FPIPW1	Workflow, Imaging and Capture	$ 1,645.88	
Asian Language OCR	ALOIPW1	Workflow, Imaging and Capture	$ 1,097.25	
Image-Only Multi-User Server	ELIPI2	Workflow, Imaging and Capture	$ 2,194.50	
Image-Only Concurrent Client	ELIPC2	Workflow, Imaging and Capture	$ 658.35	
Image-Only Workstation Client	ELIPW2	Workflow, Imaging and Capture	$ 329.18	
Image-Only Named User Client	ELIPN2	Workflow, Imaging and Capture	$ 329.18	
COLD/ERM	CLIPW1	Workflow, Import Processing	$ 10,972.50	
Advanced COLD/ERM	ACIPW1	Workflow, Import Processing	$ 38,403.75	
PCL Input Filter	PCIPW1	Workflow, Import Processing	$ 3,291.75	
AFP Input Filter	AFIPW1	Workflow, Import Processing	$ 10,972.50	
Document Import Processor	DPIPW1	Included in Workflow Automation Bundle	$ 5,486.25	
XML Index Document Import Processor	DXIPW1	Workflow, Import Processing	$ 5,486.25	
Advanced Document Import Processor	ADIPW1	Workflow, Import Processing	$ 21,945.00	
XML Tag Import Processor	XMIPW1	Workflow, Import Processing	$ 7,680.75	
Remittance Processor	RPIPW1	Workflow, Import Processing	$ 21,945.00	
Directory Import Processor	TYIPI1	Workflow, Import Processing	$ 5,486.25	
PDF Input Filter	PIIPW1	Workflow, Import Processing	$ 8,229.38	
COLD/ERM-Only Multi-User Server	ELIPI1	Workflow, Import Processing	$ 2,194.50	
COLD/ERM-Only Concurrent Client	ELIPC1	Workflow, Import Processing	$ 658.35	
COLD/ERM-Only Workstation Client	ELIPW1	Workflow, Import Processing	$ 329.18	
COLD/ERM-Only Named User Client	ELIPN1	Workflow, Import Processing	$ 329.18	
PDF Framework	PDFIPI1	Workflow, Import Processing	$ 3,291.75	

Iron Mountain OnBase Workflow Automation

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Product Name1,2,3	Part No.	Product Description	2023 Price	Notes
Conversion Tool for Ricoh eCabinet	RCIPI1	Workflow, Import Processing	$ 5,486.25	
Workflow Concurrent Client SL (1-20)	WLIPC1	Workflow, Business Process Automation	$ 2,413.95	
Workflow Concurrent Client SL (21-50)	WLIPC2	Workflow, Business Process Automation	$ 1,975.05	
Workflow Concurrent Client SL (51-100)	WLIPC3	Workflow, Business Process Automation	$ 1,755.60	
Workflow Concurrent Client SL (101-300)	WLIPC4	Workflow, Business Process Automation	$ 1,536.15	
Workflow Concurrent Client SL (301-1,000)	WLIPC5	Workflow, Business Process Automation	$ 1,316.70	
Workflow Concurrent Client SL (1,001+)	WLIPC6	Workflow, Business Process Automation	$ 1,206.98	
Workflow Workstation Client SL (1-20)	WLIPW1	Workflow, Business Process Automation	$ 1,536.15	
Workflow Workstation Client SL (21-50)	WLIPW2	Workflow, Business Process Automation	$ 1,206.98	
Workflow Workstation Client SL (51-100)	WLIPW3	Workflow, Business Process Automation	$ 987.53	
Workflow Workstation Client SL (101-300)	WLIPW4	Workflow, Business Process Automation	$ 877.80	
Workflow Workstation Client SL (301-1,000)	WLIPW5	Workflow, Business Process Automation	$ 768.08	
Workflow Workstation Client SL (1,001+)	WLIPW6	Workflow, Business Process Automation	$ 658.35	
Workflow Named User Client SL (1-20)	WLIPN1	Workflow, Business Process Automation	$ 1,536.15	
Workflow Named User Client SL (21-50)	WLIPN2	Workflow, Business Process Automation	$ 1,206.98	
Workflow Named User Client SL (51-100)	WLIPN3	Workflow, Business Process Automation	$ 987.53	
Workflow Named User Client SL (101-300)	WLIPN4	Workflow, Business Process Automation	$ 877.80	
Workflow Named User Client SL (301-1,000)	WLIPN5	Workflow, Business Process Automation	$ 768.08	
Workflow Named User Client SL (1,001+)	WLIPN6	Workflow, Business Process Automation	$ 658.35	
Workflow Approval Management	WAIPI1	Workflow, Business Process Automation	$ 21,945.00	
WorkView Concurrent Client SL (1-20)	VLIPC1	Workflow, Business Process Automation	$ 1,645.88	
WorkView Concurrent Client SL (21-50)	VLIPC2	Workflow, Business Process Automation	$ 1,426.43	
WorkView Concurrent Client SL (51-100)	VLIPC3	Workflow, Business Process Automation	$ 1,316.70	
WorkView Concurrent Client SL (101-300)	VLIPC4	Workflow, Business Process Automation	$ 1,206.98	
WorkView Concurrent Client SL (301-1,000)	VLIPC5	Workflow, Business Process Automation	$ 1,097.25	
WorkView Concurrent Client SL (1,001+)	VLIPC6	Workflow, Business Process Automation	$ 987.53	
WorkView Workstation Client SL (1-20)	VLIPW1	Workflow, Business Process Automation	$ 987.53	
WorkView Workstation Client SL (21-50)	VLIPW2	Workflow, Business Process Automation	$ 877.80	
WorkView Workstation Client SL (51-100)	VLIPW3	Workflow, Business Process Automation	$ 768.08	
WorkView Workstation Client SL (101-300)	VLIPW4	Workflow, Business Process Automation	$ 658.35	
WorkView Workstation Client SL (301-1,000)	VLIPW5	Workflow, Business Process Automation	$ 548.63	
WorkView Workstation Client SL (1,001+)	VLIPW6	Workflow, Business Process Automation	$ 438.90	
WorkView Named User Client SL (1-20)	VLIPN1	Workflow, Business Process Automation	$ 987.53	
WorkView Named User Client SL (21-50)	VLIPN2	Workflow, Business Process Automation	$ 877.80	
WorkView Named User Client SL (51-100)	VLIPN3	Workflow, Business Process Automation	$ 768.08	
WorkView Named User Client SL (101-300)	VLIPN4	Workflow, Business Process Automation	$ 658.35	
WorkView Named User Client SL (301-1,000)	VLIPN5	Workflow, Business Process Automation	$ 548.63	
WorkView Named User Client SL (1,001+)	VLIPN6	Workflow, Business Process Automation	$ 438.90	
Workflow/WorkView Concurrent Client SL (1-20)	WWIPC1	Workflow, Business Process Automation	$ 3,182.03	
Workflow/WorkView Concurrent Client SL (21-50)	WWIPC2	Workflow, Business Process Automation	$ 2,633.40	
Workflow/WorkView Concurrent Client SL (51-100)	WWIPC3	Workflow, Business Process Automation	$ 2,413.95	
Workflow/WorkView Concurrent Client SL (101-300)	WWIPC4	Workflow, Business Process Automation	$ 2,194.50	
Workflow/WorkView Concurrent Client SL (301-1,000)	WWIPC5	Workflow, Business Process Automation	$ 1,975.05	
Workflow/WorkView Concurrent Client SL (1,001+)	WWIPC6	Workflow, Business Process Automation	$ 1,755.60	
Workflow/WorkView Workstation Client SL (1-20)	WWIPW1	Workflow, Business Process Automation	$ 1,975.05	
Workflow/WorkView Workstation Client SL (21-50)	WWIPW2	Workflow, Business Process Automation	$ 1,536.15	
Workflow/WorkView Workstation Client SL (51-100)	WWIPW3	Workflow, Business Process Automation	$ 1,316.70	
Workflow/WorkView Workstation Client SL (101-300)	WWIPW4	Workflow, Business Process Automation	$ 1,206.98	
Workflow/WorkView Workstation Client SL (301-1,000)	WWIPW5	Workflow, Business Process Automation	$ 1,097.25	
Workflow/WorkView Workstation Client SL (1,001+)	WWIPW6	Workflow, Business Process Automation	$ 987.53	
Workflow/WorkView Named User Client SL (1-20)	WWIPN1	Workflow, Business Process Automation	$ 1,975.05	
Workflow/WorkView Named User Client SL (21-50)	WWIPN2	Workflow, Business Process Automation	$ 1,536.15	
Workflow/WorkView Named User Client SL (51-100)	WWIPN3	Workflow, Business Process Automation	$ 1,316.70	
Workflow/WorkView Named User Client SL (101-300)	WWIPN4	Workflow, Business Process Automation	$ 1,206.98	
Workflow/WorkView Named User Client SL (301-1,000)	WWIPN5	Workflow, Business Process Automation	$ 1,097.25	
Workflow/WorkView Named User Client SL (1,001+)	WWIPN6	Workflow, Business Process Automation	$ 987.53	
Information Management Concurrent Client	IMIPC1	Workflow, Business Process Automation	$ 4,498.73	
Information Management Concurrent Client	IMIPC2	Workflow, Business Process Automation	$ 3,950.10	
Information Management Concurrent Client	IMIPC3	Workflow, Business Process Automation	$ 3,730.65	
Information Management Concurrent Client	IMIPC4	Workflow, Business Process Automation	$ 3,291.75	
Information Management Concurrent Client	IMIPC5	Workflow, Business Process Automation	$ 2,852.85	
Information Management Concurrent Client	IMIPC6	Workflow, Business Process Automation	$ 2,633.40	
E-Forms	FMIPI1	Workflow, Business Process Automation	$ 10,972.50	
Mobile Access for iPhone®	OMIPI1-IPHN	Workflow, Business Process Automation	$ 5,486.25	
Mobile Access for iPad®	OMIPW1-IPAD	Workflow, Business Process Automation	$ 5,486.25	
Mobile Access for Android®	OMIPI1-ANDPH	Workflow, Business Process Automation	$ 5,486.25	
Mobile Access for Windows	OMIPI1-WINDO	Workflow, Business Process Automation	$ 5,486.25	
Business Activity Monitoring	BAIPI1	Workflow, Business Process Automation	$ 10,972.50	
OnBase Interaction with ShareBase	OSHIPI1	Workflow, Business Process Automation	$ 5,486.25	
Business Rules Engine	BRIPI1	Workflow, Business Process Automation	$ 21,945.00	

Iron Mountain OnBase Workflow Automation

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Product Name1,2,3	Part No.	Product Description	2023 Price	Notes
Conversion Framework for Aspose	WTIPI1-AS	Workflow, Business Process Automation	$ 3,291.75	
Conversion From Microsoft Office to Image Framework	WTIPI1	Workflow, Business Process Automation	$ 3,291.75	
Integration for DocuSign eSignature	DXIPI1	Workflow, Business Process Automation	$ 16,458.75	
Digital Signatures	DGIPN1	Workflow, Business Process Automation	$ 219.45	
Digital Signing Server	DCIPW1	Workflow, Business Process Automation	$ 27,431.25	
Document Composition	ADIPI1	Workflow, Business Process Automation	$ 21,945.00	
Enterprise Document Composition	BDIPI1	Workflow, Business Process Automation	$ 54,862.50	
Workflow Departmental Server	WFIPD1	Workflow, Business Process Automation	$ 10,972.50	
Workflow Enterprise Server	WFIPI1	Workflow, Business Process Automation	$ 54,862.50	
Workflow Concurrent Client	WFIPC1	Workflow, Business Process Automation	$ 1,316.70	
Workflow Workstation Client	WFIPW1	Workflow, Business Process Automation	$ 658.35	
Workflow Named User Client	WFIPN1	Workflow, Business Process Automation	$ 658.35	
WorkView Server	RMIPI1	Workflow, Business Process Automation	$ 10,972.50	
WorkView Concurrent Client	RMIPC1	Workflow, Business Process Automation	$ 1,097.25	
WorkView Workstation Client	RMIPW1	Workflow, Business Process Automation	$ 548.63	
WorkView Named User Client	RMIPN1	Workflow, Business Process Automation	$ 548.63	
Workflow/WorkView Concurrent Client	WCIPC1	Workflow, Business Process Automation	$ 1,865.33	
Workflow/WorkView Workstation Client	WCIPW1	Workflow, Business Process Automation	$ 932.66	
Workflow/WorkView Named User Client	WCIPN1	Workflow, Business Process Automation	$ 932.66	
Web Server	WTIPW1	Workflow, Content Management	$ 10,972.50	
Unity Client Server	UCSIPI1	Workflow, Content Management	$ 16,458.75	
Image Forms (Enterprise)	IMFIPI2	Workflow, Content Management	$ 27,431.25	
External Access Client	EACIPI1	Workflow, Content Management	$ 2,194.50	
External Access Client Read Only User	EACIPI1-RO	Workflow, Content Management	$ 2.19	
External Access Client Contribute User	EACIPI1-CO	Workflow, Content Management	$ 4.39	
External Access Client Full Access User	EACIPI1-FA	Workflow, Content Management	$ 8.78	
Unity Forms	UFIPI1	Workflow, Content Management	$ -	
StatusView	STIPI1	Workflow, Content Management	$ -	
Unity Briefcase	UBIPW1	Workflow, Content Management	$ 438.90	
Unity Briefcase	UBIPW2	Workflow, Content Management	$ 384.04	
Unity Briefcase	UBIPW3	Workflow, Content Management	$ 329.18	
EDM Services	DMIPI1	Workflow, Content Management	$ 5,486.25	
Office Business Application	OBAIPI1	Workflow, Content Management	$ 5,486.25	
Office Business Application	OBAIPI2	Workflow, Content Management	$ 16,458.75	
Web Parts for Microsoft SharePoint	SPIPI1	Workflow, Content Management	$ 5,486.25	
Archive Services for Microsoft SharePoint	MAIPI1	Workflow, Content Management	$ 5,486.25	
Content Connector for Microsoft SharePoint	SLIPI1	Workflow, Content Management	$ 3,291.75	
Hyland Broker for Microsoft Office (Hyland Office Broker)	HOB-SUB	Workflow, Content Management	$ 2,633.40	
Integration for Microsoft Search	PHIPI1	Workflow, Content Management	$ 5,486.25	
Document Knowledge Transfer & Compliance	DKTIPI1	Workflow, Content Management	$ 17,556.00	
Enterprise Web Access for Document Knowledge Transfer & Compliance	DKTIPI2	Workflow, Content Management	$ 21,945.00	
Collaboration	COIPI1	Workflow, Content Management	$ 10,972.50	
Integration for ESRI	EGIPI1	Workflow, Content Management	$ 10,972.50	
Print Distribution	PDIPW1	Workflow, Content Management	$ 3,291.75	
Document Transfer	DTIPI1	Workflow, Content Management	$ 7,680.75	
Document Tracking	LDIPW1	Workflow, Content Management	$ 2,194.50	
Document Tracking (11-25)	LDIPW2	Workflow, Content Management	$ 1,755.60	
Document Tracking (26-50)	LDIPW3	Workflow, Content Management	$ 1,536.15	
Document Tracking (51-100)	LDIPW4	Workflow, Content Management	$ 1,316.70	
Document Tracking (101+)	LDIPW5	Workflow, Content Management	$ 1,097.25	
Full-Text Search	FTSIPI1	Workflow, Content Management	$ 21,945.00	
Enterprise Search - Initial Bundle	PES-PER-0042-0001	Workflow, Content Management	$ 39,501.00	
Enterprise Search - Additional Production Server	PES-PER-0043-0001	Workflow, Content Management	$ 18,653.25	
Enterprise Search - Additional Test Server	PES-PER-0044-SWAD	Workflow, Content Management	$ 5,486.25	
Context Search Framework	CFIPI1	Workflow, Content Management	$ 10,972.50	
Content Composer Core Server	DOM-PER-0002-0001	Workflow, Customer Communication Management	$ 65,835.00	
Content Composer Additional Non-Production for Core Server	DOM-PER-0022-SWAD	Workflow, Customer Communication Management	$ 10,972.50	
Content Composer Concurrent End User Client	DOM-PER-0008-0001	Workflow, Customer Communication Management	$ 1,097.25	
Content Composer Concurrent Studio Administrator Client	DOM-PER-0007-0001	Workflow, Customer Communication Management	$ 5,486.25	
Content Compsoer xData	DOM-PER-0003-0001	Workflow, Customer Communication Management	$ 21,945.00	
Content Composer SAP Integration	DOM-PER-0004-0001	Workflow, Customer Communication Management	$ 32,917.50	
Content Composer Odin Output Management Server	DOM-PER-0005-0001	Workflow, Customer Communication Management	$ 21,945.00	
Content Composer - Additional Output Format - AFP	DOM-PER-0009-0001	Workflow, Customer Communication Management	$ 10,972.50	
Content Composer - Additional Output Format - PDF/A	DOM-PER-0010-0001	Workflow, Customer Communication Management	$ 10,972.50	
Content Composer - Additional Output Format - PCL5/HPGL	DOM-PER-0011-0001	Workflow, Customer Communication Management	$ 10,972.50	
Content Composer - Additional Output Format - PCL6	DOM-PER-0012-0001	Workflow, Customer Communication Management	$ 10,972.50	
Content Composer - Additional Output Format - PostScript	DOM-PER-0013-0001	Workflow, Customer Communication Management	$ 10,972.50	
Content Composer - Additional Output Format - VPS	DOM-PER-0014-0001	Workflow, Customer Communication Management	$ 10,972.50	
Content Composer - Additional Output Format - ASCII/EBCDIC	DOM-PER-0015-0001	Workflow, Customer Communication Management	$ 10,972.50	
Content Composer - Additional Output Format - XPS	DOM-PER-0016-0001	Workflow, Customer Communication Management	$ 10,972.50	

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Content Composer - Additional Output Format - XML	DOM-PER-0017-0001	Workflow, Customer Communication Management	$ 10,972.50	
Content Composer - Additional Output Format - HTML	DOM-PER-0018-0001	Workflow, Customer Communication Management	$ 10,972.50	
Content Composer - Additional Output Format - SVG	DOM-PER-0019-0001	Workflow, Customer Communication Management	$ 10,972.50	
Content Composer - Additional Output Format - PC Printer	DOM-PER-0020-0001	Workflow, Customer Communication Management	$ 10,972.50	
Content Composer - Additional Output Format - Raster Format	DOM-PER-0021-0001	Workflow, Customer Communication Management	$ 10,972.50	
CAD Services	CSIPI1	Workflow, Content Management	$ 5,486.25	
CAD Document Viewer Concurrent Client	CADIPC1	Workflow, Content Management	$ 1,097.25	
Integration for Microsoft Outlook	OUTIPI1	Workflow, E-mail	$ 10,972.50	
WorkView Integration for Microsoft Outlook	WVOIPI1	Workflow, E-mail	$ 10,972.50	
Gateway Caching Server	SGIPW1	Workflow, Access	$ 5,486.25	
Mailbox Importer	SSIPW1	Workflow, E-mail	$ 10,972.50	
Reporting Dashboards	RHIPI1	Workflow, Reporting	$ 10,972.50	
Report Mining	RXIPI1	Workflow, Reporting	$ 16,458.75	
Exception Reports	ERIPI1	Workflow, Reporting	$ 4,389.00	
Application Enabler	AEIPI1	Workflow, Integration	$ 21,945.00	
Enterprise Application Enabler	AEIPI2	Workflow, Integration	$ 54,862.50	
Admissions Process Automation for PeopleSoft	ADMIPI1	Workflow, Integration	$ 59,251.50	
Financial Aid Process Automation for PeopleSoft	FINIPI1	Workflow, Integration	$ 49,376.25	
TC/TCE Process Automation for PeopleSoft	TCEIPI1	Workflow, Integration	$ 59,251.50	
Admissions Process Automation for Banner	ADMIPI2	Workflow, Integration	$ 52,668.00	
Financial Aid Process Automation for Banner	FINIPI2	Workflow, Integration	$ 46,084.50	
TC/TCE Process Automation for Banner	TCEIPI2	Workflow, Integration	$ 52,668.00	
Admissions Process Automation for Colleague	ADMIPI3	Workflow, Integration	$ 49,376.25	
Financial Aid Process Automation for Colleague	FINIPI3	Workflow, Integration	$ 39,501.00	
TC/TCE Process Automation for Colleague	TCEIPI3	Workflow, Integration	$ 49,376.25	
Enterprise Integration Server (EIS)	EISIPI1	Workflow, Integration	$ 43,890.00	
BizTalk Server 2013 Standard (Runtime Restricted-Use)	BT2013R2-2CORE	Workflow, Integration	$ 4,389.00	
Archival API	ARIPI1	Workflow, Integration	$ 5,486.25	
Integration for Trinisys	ITIPI1	Workflow, Integration	$ 5,486.25	
Reverse API	RVIPI1	Workflow, Integration	$ 10,972.50	
Web Services Publishing	WSPIPI1	Workflow, Integration	$ 5,486.25	
Web Services Publishing Executed Web Service Call	WSPIPI1-C	Workflow, Integration	$ 0.11	
Query API (Initial 500 queries/hour) (Thick Client)	APIPQ1	Workflow, Integration	$ 10,972.50	
Query API (Additional block of 500 queries/hour) (Thick Client)	APIPQ2	Workflow, Integration	$ 8,778.00	
Query API (Initial 500 queries/hour) (Core)	APIPQ3	Workflow, Integration	$ 10,972.50	
Query API (Additional block of 500 queries/hour) (Core)	APIPQ4	Workflow, Integration	$ 8,778.00	
Unity Integration Toolkit	UIIPI1	Workflow, Integration	$ 10,972.50	
Single Sign-On for Microsoft Active Directory Service	SNIPI1	Workflow, Integration	$ -	
Single Sign-On for CA eTrust SiteMinder	SNIPI2	Workflow, Integration	$ 21,945.00	
Single Sign-On for IBM Tivoli Access Manager	SNIPI3	Workflow, Integration	$ 27,431.25	
Single Sign-On for PeopleSoft Enterprise	SNIPI8	Workflow, Integration	$ 5,486.25	
Single Sign-On for OnBase Entrust	SNIPI12	Workflow, Integration	$ 16,458.75	
Single Sign-On for RSA Access Manager	SNIPI13	Workflow, Integration	$ 32,917.50	
Single Sign-On for SAML	SNIPI14	Workflow, Integration	$ 10,972.50	
Single Sign-On for Microsoft Active Directory Federation Services	SNIPI15	Workflow, Integration	$ 2,194.50	
Single Sign-On for Central Authentication Service (CAS)	SNIPI16	Workflow, Integration	$ 10,972.50	
Encrypted Alpha Keywords	AKIPI1	Workflow, Integration	$ 10,972.50	
Encrypted Disk Groups	EHIPI1	Workflow, Integration	$ 10,972.50	
Integration for eCopy ShareScan	ECIPW1	Workflow, Document Acquisition Integrations	$ 1,316.70	
Enterprise Integration for eCopy ShareScan	EEIPI1	Workflow, Document Acquisition Integrations	$ 54,862.50	
Integration for Biscom FAXCOM	FSIPI1-BF	Workflow, Document Acquisition Integrations	$ 6,583.50	
Integration for HP Connect	HPIPW1	Workflow, Document Acquisition Integrations	$ 438.90	
Integration for HP Connect	HPIPW2	Workflow, Document Acquisition Integrations	$ 384.04	
Integration for HP Connect	HPIPW3	Workflow, Document Acquisition Integrations	$ 329.18	
Integration for HP Connect	HPIPW4	Workflow, Document Acquisition Integrations	$ 274.31	
Integration for HP Connect	HPIPWE	Workflow, Document Acquisition Integrations	$ 54,862.50	
Integration for Sharp MFP	OSIPW1	Workflow, Document Acquisition Integrations	$ 438.90	
Integration for Sharp MFP	OSIPW2	Workflow, Document Acquisition Integrations	$ 329.18	
Integration for Sharp MFP	OSIPW3	Workflow, Document Acquisition Integrations	$ 27,431.25	
Integration for KYOCERA	KCIPW1	Workflow, Document Acquisition Integrations	$ 219.45	
Integration for KYOCERA - Enterprise	KCIPWE	Workflow, Document Acquisition Integrations	$ 27,431.25	
Integration for Xerox MFP	XRIPW1	Workflow, Document Acquisition Integrations	$ 219.45	
Integration for Konica Minolta bizhub MarketPlace MFP	KMIPW1	Workflow, Document Acquisition Integrations	$ 219.45	
Integration for Konica Minolta Dispatcher Phoenix	KDIPW1	Workflow, Document Acquisition Integrations	$ 822.94	
Connector for use with SAP ArchiveLink	SAIPI1	Workflow, ERP Integrations	$ 32,917.50	
Bar Code Import for use with SAP ArchiveLink	SBIPI1	Workflow, ERP Integrations	$ 10,972.50	
Print List and Data Archive for use with SAP ArchiveLink	SDIPI1	Workflow, ERP Integrations	$ 10,972.50	
Business Indexing Connector for use with SAP ArchiveLink	SIIPI1	Workflow, ERP Integrations	$ 16,458.75	
Image Statements (1-10,000)	ISIPI1	Workflow, Statements	$ 1,645.88	
Image Statements (10,001-50,000)	ISIPI2	Workflow, Statements	$ 1,097.25	

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Image Statements (50,001+)	ISIPI3	Workflow, Statements	$ 548.63	
OMR Marks Generator	OMIPI1	Workflow, Statements	$ 3,291.75	
Document Distribution	DDIPI1	Workflow, Statements	$ 1,097.25	
Statement Composition	SCIPW1	Workflow, Statements	$ 10,972.50	
Document Retention	DRIPI1	Workflow, Records Management	$ 10,972.50	
Physical Records Management	PRIPI1	Workflow, Records Management	$ 16,458.75	
Records Management	RIIPI1	Workflow, Records Management	$ 21,945.00	
Distributed Disk Services	DSIPI1	Workflow, Storage and Export	$ 5,486.25	
Storage Integration for EMC Centera	CTIPI1	Workflow, Storage and Export	$ 21,945.00	
Storage Integration for IBM Tivoli	TVIPI1	Workflow, Storage and Export	$ 21,945.00	
CD Authoring	CDIPW1	Workflow, Storage and Export	$ 1,097.25	
DVD Authoring	DVIPW1	Workflow, Storage and Export	$ 2,194.50	
Blu-ray Authoring	BAIPW1	Workflow, Storage and Export	$ 4,389.00	
Automated CD Authoring	AAIPW1	Workflow, Storage and Export	$ 5,486.25	
Automated DVD Authoring	AVIPW1	Workflow, Storage and Export	$ 8,778.00	
Automated CD/DVD Publishing (1-100)	ADIPC1	Workflow, Storage and Export	$ 5,486.25	
Automated CD/DVD Publishing (101+)	ADIPC2	Workflow, Storage and Export	$ 4,389.00	
Publishing	PBIAI1	Workflow, Storage and Export	$ 2,194.50	
Aggregate Publishing	PBIPI1	Workflow, Storage and Export	$ 1,097.25	
Encrypted CD/DVD Publishing	EPIPI1	Workflow, Storage and Export	$ 5,486.25	
Export	EXIPC1	Workflow, Storage and Export	$ 5,486.25	
Ad-hoc IRD Printing	PTIPI1	Workflow, Banking & Treasury	$ 5,486.25	
Integration for Linedata Capitalstream	LCIPI1	Workflow, Banking & Treasury	$ 16,458.75	
Image Cash Letter Generator (X9.37)	P9IPW1	Workflow, Banking & Treasury	$ 10,972.50	
Posting File Generator	PFIPW1	Workflow, Banking & Treasury	$ 5,486.25	
NSF File Processor	RGIPW1	Workflow, Banking & Treasury	$ 5,486.25	
Branch Capture	BRIPW1	Workflow, Banking & Treasury	$ 3,291.75	
Branch Capture	BRIPW2	Workflow, Banking & Treasury	$ 1,645.88	
Integration for A2IA CAR/LAR	CRIPW1	Workflow, Banking & Treasury	$ 1,755.60	
Integration for A2IA CAR/LAR	CRIPW2	Workflow, Banking & Treasury	$ 1,536.15	
Integration for A2IA CAR/LAR	CRIPW3	Workflow, Banking & Treasury	$ 1,316.70	
Integration for A2IA CAR/LAR	CRIPW4	Workflow, Banking & Treasury	$ 1,097.25	
Integration for A2IA CAR/LAR	CRIPW5	Workflow, Banking & Treasury	$ 877.80	
Integration with Q2 Software	Q2IPI2	Workflow, Banking & Treasury	$ 10,972.50	
Integration for Misys FusionBanking Credit Management Enterprise	CLIPI1	Workflow, Banking & Treasury	$ 10,972.50	
Local Government Licensing Bundle	GOVT-B-LOCAL	Workflow, Government	$ 21,945.00	
Local Government Concurrent Client	GV-B-MU2-CTIPC1	Workflow, Government	$ 713.21	
Local Government Workflow Concurrent Client SL	GV-B-MU2-WLIPC1	Workflow, Government	$ 1,097.25	
Local Government Named User Client	GV-B-MU2-CTIPN1	Workflow, Government	$ 438.90	
Local Government Workflow Named User Client SL	GV-B-MU2-WLIPN1	Workflow, Government	$ 768.08	
Local Government Image Forms	GV-B-MU2-IMFIPI2	Workflow, Government	$ 10,972.50	
Local Government Workflow/Workview Concurrent SL	GV-B-MU2-WWIPC1	Workflow, Government	$ 1,909.22	
Local Government Workview Concurrent Client SL	GV-B-MU2-VLIPC1	Workflow, Government	$ 987.53	
Local Government Workflow/WorkView Named User Client SL	GV-B-MU2-WWIPN1	Workflow, Government	$ 1,185.03	
Local Government WorkView Named User Client SL	GV-B-MU2-VLIPN1	Workflow, Government	$ 592.52	
Local Government Full Text Search	GV-B-MU2-FTSIPI1	Workflow, Government	$ 13,167.00	
Local Government Production Document Imaging (Kofax or TWAIN)	GV-B-MU2-DIIPW1	Workflow, Government	$ 2,194.50	
Local Government Production Document Imaging (Kofax or TWAIN)	GV-B-MU2-DIIPW2	Workflow, Government	$ 877.80	
Local Government Production Document Imaging (TWAIN)	GV-B-MU2-TIIPW1	Workflow, Government	$ 2,194.50	
Local Government Production Document Imaging (TWAIN)	GV-B-MU2-TIIPW2	Workflow, Government	$ 877.80	
Local Government Production Document Imaging (ISIS)	GV-B-MU2-ASIPW1	Workflow, Government	$ 2,194.50	
Local Government Production Document Imaging (ISIS)	GV-B-MU2-ASIPW2	Workflow, Government	$ 877.80	
Local Government Disconnected Scanning	GV-B-MU2-DSIPW1	Workflow, Government	$ 2,194.50	
Local Government Disconnected Scanning	GV-B-MU2-DSIPW2	Workflow, Government	$ 877.80	
Local Government Integration for Microsoft Outlook	GV-B-MU2-OUTIPI1	Workflow, Government	$ 4,389.00	
Local Government Office Business Application	GV-B-MU2-OBAIPI1	Workflow, Government	$ 2,194.50	
Local Government Application Enabler	GV-B-MU2-AEIPI1	Workflow, Government	$ 6,583.50	
Local Government Enterprise Application Enabler	GV-B-MU2-AEIPI2	Workflow, Government	$ 21,945.00	
Local Government Virtual Print Driver	GV-B-MU2-PTIPC1	Workflow, Government	$ 3,840.38	
Local Government Encrypted Alpha Key Words	GV-B-MU2-AKIPI1	Workflow, Government	$ 6,583.50	
Local Government Encrypted Disk Groups	GV-B-MU2-EHIPI1	Workflow, Government	$ 6,583.50	
Local Government Records Management	GV-B-MU2-RIIPI1	Workflow, Government	$ 8,778.00	
Local Government Document Retention	GV-B-MU2-DRIPI1	Workflow, Government	$ 4,389.00	
Local Government Distributed Disk Services	GV-B-MU2-DSIPI1	Workflow, Government	$ 2,194.50	
Local Government Integration for Tempest Development Group	GV-B-MU2-ITDIPI1	Workflow, Government	$ 6,583.50	
Local Government Integration for Azteca Cityworks	GV-B-MU2-ACWIPI1	Workflow, Government	$ 6,583.50	
Local Government Plan Review Concurrent Client	GV-B-MU2-OPRIPC1	Workflow, Government	$ 3,291.75	
Local Government Plan Review Named User Client	GV-B-MU2-OPRIPN1	Workflow, Government	$ 1,920.19	
Local Government Plan Review Integration Toolkit	GV-B-MU2-PRTIPI1	Workflow, Government	$ 6,583.50	
Local Government Web Server	GV-B-MU2-WTIPW1	Workflow, Government	$ 4,389.00	

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Local Government Agenda Voting	GV-B-MU2-AVTIPI1	Workflow, Government	$ 8,778.00	
Local Government Advanced Capture	GV-B-MU2-IAIPW1	Workflow, Government	$ 10,972.50	
Local Government Document Composition	GV-B-MU2-ADIPI1	Workflow, Government	$ 8,778.00	
Local Government Integration for YouTube for Meeting Video	GV-B-MU2-YOUIPI1	Workflow, Government	$ 8,778.00	
Local Government Integration for CityView	GV-B-MU2-ICVIPI1	Workflow, Government	$ 6,583.50	
OnBase Agenda	AGEIPI1	Workflow, Government	$ 5,486.25	
Agenda Voting	AVTIPI1	Workflow, Government	$ 16,458.75	
Agenda Concurrent Client	AGEIPC1	Workflow, Government	$ 548.63	
Agenda To Go	ATGIPI1	Workflow, Government	$ 5,486.25	
Agenda Media	AGEISI1	Workflow, Government	$ 6,583.50	
Agenda Media	AGEISI2	Workflow, Government	$ 9,875.25	
Agenda Media	AGEISI3	Workflow, Government	$ 13,167.00	
Integration for YouTube for Meeting Video	YOUIPI1	Workflow, Government	$ 21,945.00	
OnBase Plan Review	OPRIPI1	Workflow, Government	$ 8,229.38	
Plan Review Concurrent Client	OPRIPC1	Workflow, Government	$ 5,486.25	
Plan Review Named User Client	OPRIPN1	Workflow, Government	$ 2,743.13	
Plan Review Integration Toolkit	PRTIPI1	Workflow, Government	$ 16,458.75	
Integration for Tempest Development Group	ITDIPI1	Workflow, Government	$ 16,458.75	
Integration for Accela	AAIPI1	Workflow, Government	$ 10,972.50	
Integration for Azteca Cityworks	ACWIPI1	Workflow, Government	$ 16,458.75	
Public Sector Constituency Web Access	GWIPI1	Workflow, Government	$ 0.01	
Public Sector Constituency Web Access (Workflow)	PSIPI1	Workflow, Government	$ 0.05	
Integration for CourtView	ICIPI1	Workflow, Government	$ 16,458.75	
Integration for CityView	ICVIPI1	Workflow, Government	$ 16,458.75	
Medical Records Management Solution	MRIPI1	Workflow, Healthcare	$ 27,431.25	
Medical Records Coding Interface	MGIPI1	Workflow, Healthcare	$ 21,945.00	
Medical Records Transcription Interface	MOIPI1	Workflow, Healthcare	$ 10,972.50	
MRMS Chart Completion Concurrent Client	MRIPC1	Workflow, Healthcare	$ 3,291.75	
Appeals and Grievances	ANGIPI1	Workflow, Healthcare	$ 104,238.75	
Release of Information	RUIPI1	Workflow, Healthcare	$ 54.86	
Integration for Optum CAC	OPIPI1	Workflow, Healthcare	$ 32,917.50	
Integration for 3M CAC	3MIPI1	Workflow, Healthcare	$ 32,917.50	
Integration for Nuance CAC	NUIPI1	Workflow, Healthcare	$ 32,917.50	
EDI 810 Processor	P1IPW1	Workflow, Healthcare	$ 10,972.50	
EDI 835 EOB Processor (HIPAA 5010)	P5IPW1-5010	Workflow, Healthcare	$ 16,458.75	
EDI 837 Processor (HIPAA 5010)	P7IPW1-5010	Workflow, Healthcare	$ 16,458.75	
HL7 Module	HLIPW1	Workflow, Healthcare	$ 27,431.25	
Integration for Epic (Enterprise)	EMIPI6	Workflow, Healthcare	$ 109,725.00	
Integration for Epic (Enterprise) Bed Count	EMIPI6	Workflow, Healthcare	$ 109.73	
Epic Concurrent Client	ECIPC1	Workflow, Healthcare	$ 1,645.88	
Epic Concurrent Client	ECIPC2	Workflow, Healthcare	$ 1,371.56	
Epic Concurrent Client	ECIPC3	Workflow, Healthcare	$ 1,097.25	
Integration for Epic Canto and Epic Haiku	ECHIPI1	Workflow, Healthcare	$ 109.73	
Integration for Epic Canto and Epic Haiku	ECHIPI2	Workflow, Healthcare	$ 82.30	
Integration for Epic Canto and Epic Haiku	ECHIPI3	Workflow, Healthcare	$ 54.86	
OnBase Mobile Healthcare	OMHIPI1	Workflow, Healthcare	$ 109.73	
OnBase Mobile Healthcare	OMHIPI2	Workflow, Healthcare	$ 82.30	
OnBase Mobile Healthcare	OMHIPI3	Workflow, Healthcare	$ 54.86	
OnBase Patient Window	OPVIPI1	Workflow, Healthcare	$ 109.73	
Hospital License - Community Connect	HOSIPI1	Workflow, Healthcare	$ 877.80	
Hospital License - Community Connect	HOSIPI2	Workflow, Healthcare	$ 1,316.70	
Mobile eCapture (Registration + Clinical Consents)	MERCIPI1	Workflow, Healthcare	$ 27,431.25	
Mobile eCapture Per Device (Registration + Clinical Consents)	MERCIPW1	Workflow, Healthcare	$ 768.08	
Signature Deficiencies for Epic	MCIPI1	Workflow, Healthcare	$ 21,945.00	
Signature Deficiencies for EMR's	DEIPI1	Workflow, Healthcare	$ 21,945.00	
Integration for GE Centricity (for Hospitals)	GEIPI1	Workflow, Healthcare	$ 27,431.25	
Integration for Cerner Millennium	CNIPI3	Workflow, Healthcare	$ 54,862.50	
Integration for Allscripts Sunrise Acute Care	EYIPI3	Workflow, Healthcare	$ 54,862.50	
EKG Integration for GE Muse	KGIPI1	Workflow, Healthcare	$ 16,458.75	
Integration for Allscripts Homecare	ALIPI1	Workflow, Healthcare	$ 5,486.25	
Workstation Client for Allscripts Homecare Integration	ALIPW1	Workflow, Healthcare	$ 219.45	
Multi-user Server for GE Centricity (Clinical)	GMIPI1	Workflow, Healthcare	$ 6,034.88	
Clinical Concurrent Client for GE Centricity	GCIPC1	Workflow, Healthcare	$ 877.80	
Document Imaging for GE Centricity (Unlimited) (Clinical)	GUIPW1	Workflow, Healthcare	$ 3,620.93	
Clinical Indexing Workstation Client for GE Centricity	GIIPW1	Workflow, Healthcare	$ 1,097.25	
Disconnected Scanning for GE Centricity (Clinical)	GSIPW1	Workflow, Healthcare	$ 548.63	
Healthcare Disconnected Scanning for Citrix	DSIPC1	Workflow, Healthcare Imaging and Capture	$ 6,583.50	
Healthcare Disconnected Scanning for Citrix (2+)	DSIPC2	Workflow, Healthcare Imaging and Capture	$ 2,633.40	
Healthcare Front Office Scanning for Citrix	FOIPC1	Workflow, Healthcare Imaging and Capture	$ 1,316.70	
Healthcare Express Scanning for Citrix	EPIPC1	Workflow, Healthcare Imaging and Capture	$ 1,316.70	

Iron Mountain OnBase Workflow Automation

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Product Name1,2,3	Part No.	Product Description	2023 Price	Notes
Integrated Scanning for Epic	EIIPW1	Workflow, Healthcare Imaging and Capture	$ 1,097.25	
Integration for GE Centricity Image Broker	IBIPI1	Workflow, Healthcare Imaging and Capture	$ 27,431.25	
Denial Management	DENIPI1	Workflow, Revenue Cycle Management	$ 43,890.00	
Additional ADE or Validation Station	HPIIPW1	Workflow, Revenue Cycle Management	$ 1,645.88	
ANSI X12 EDI Toolkit	EDIIPI1	Workflow, Revenue Cycle Management	$ 27,431.25	
Additional EDI Processing Station	EDIIPW1	Workflow, Revenue Cycle Management	$ 10,972.50	
Additional AutoLink to Host System	AAHIPI1	Workflow, Revenue Cycle Management	$ 8,229.38	
RCM Concurrent Client	RCMIPC1	Workflow, Revenue Cycle Management	$ 2,743.13	
RCM Concurrent Client	RCMIPC2	Workflow, Revenue Cycle Management	$ 2,304.23	
RCM Concurrent Client	RCMIPC3	Workflow, Revenue Cycle Management	$ 1,975.05	
RCM Concurrent Client	RCMIPC4	Workflow, Revenue Cycle Management	$ 1,645.88	
RCM Concurrent Client	RCMIPC5	Workflow, Revenue Cycle Management	$ 1,426.43	
RCM Concurrent Client	RCMIPC6	Workflow, Revenue Cycle Management	$ 1,206.98	
RCM Concurrent Client	RCMIPC7	Workflow, Revenue Cycle Management	$ 1,097.25	
RCM Concurrent Client	RCMIPC8	Workflow, Revenue Cycle Management	$ 1,042.39	
RCM Workstation Client	RCMIPW1	Workflow, Revenue Cycle Management	$ 1,371.56	
RCM Workstation Client	RCMIPW2	Workflow, Revenue Cycle Management	$ 1,152.11	
RCM Workstation Client	RCMIPW3	Workflow, Revenue Cycle Management	$ 987.53	
RCM Workstation Client	RCMIPW4	Workflow, Revenue Cycle Management	$ 822.94	
RCM Workstation Client	RCMIPW5	Workflow, Revenue Cycle Management	$ 713.21	
RCM Workstation Client	RCMIPW6	Workflow, Revenue Cycle Management	$ 603.49	
RCM Workstation Client	RCMIPW7	Workflow, Revenue Cycle Management	$ 548.63	
RCM Workstation Client	RCMIPW8	Workflow, Revenue Cycle Management	$ 521.20	
EDI TS 130 Processor	T1IPW1	Workflow, Higher Education	$ 10,972.50	
Silver OnBase Hosting	OBOLHOST-SILVER	Silver OnBase Hosting	2% of Discounted Price	Per month billed on annual basis
Gold OnBase Hosting	OBOLHOST-GOLD	Gold OnBase Hosting	2.5% of Discounted Price	Per month billed on annual basis
Platinum OnBase Hosting	OBOLHOST-PLATINUM	Platinum OnBase Hosting	3% of Discounted Price	Per month billed on annual basis
Double Platinum OnBase Hosting	OBOLHOST-DOUBLEPLAT	Double Platinum OnBase Hosting	4% of Discounted Price	Per month billed on annual basis
Training	**Part No.**	**Product Description**	**2023 Price**	**Notes**
Advanced Capture Solutions Training Class	ACTCI1-C	OnBase Educational Training for Customers	$ 1,843.38	
Advanced Capture Solutions Training Class	ACTCI2-C	OnBase Educational Training for Customers	$ 21,945.00	
Advanced System Administration	TRSYS3-C	OnBase Educational Training for Customers	$ 3,291.75	
Advanced System Administration	TRSYS4-C	OnBase Educational Training for Customers	$ 21,945.00	
Application Enabler - Online	AETWA1-CO	OnBase Educational Training for Customers	$ 1,316.70	
Application Enabler - Online	AETWA2-CO	OnBase Educational Training for Customers	$ 7,373.52	
Basic Electronic Forms - Online	EFTWI1-CO	OnBase Educational Training for Customers	$ 658.35	
Custom Customer Training	TRCCC2	OnBase Educational Training for Customers	$ 614.46	
Custom Customer Training	TRCCC1	OnBase Educational Training for Customers	$ 4,389.00	
OnBase End User Training	TREND1	OnBase Educational Training for Customers	$ 4,389.00	
OnBase System Administrator Recertification - Online	TRUAW1-CO	OnBase Educational Training for Customers	$ 329.18	
OnBase Workflow Administrator Recertification - Online	WATWC1-CO	OnBase Educational Training for Customers	$ 329.18	
Partner Hosted Customer Training Course	PHTOI1	OnBase Educational Training for Customers	$ 20,573.44	
System Administration	TRSYS1-P	OnBase Educational Training for Customers	$ 2,194.50	
System Administration	TRSYS1-C	OnBase Educational Training for Customers	$ 3,291.75	
System Administration	TRSYS2-P	OnBase Educational Training for Customers	$ 13,167.00	
System Administration	TRSYS2-C	OnBase Educational Training for Customers	$ 21,945.00	
TechQuest	TQTCE1-C	OnBase Educational Training for Customers	$ 3,291.75	
Web Server / Application Enabler Administration	TRCSA1-C	OnBase Educational Training for Customers	$ 3,291.75	
Web Server / Application Enabler Administration	TRCSA2-C	OnBase Educational Training for Customers	$ 21,945.00	
Web Server Online	WSTWA1-CO	OnBase Educational Training for Customers	$ 1,316.70	
Web Server Online	WSTWA2-CO	OnBase Educational Training for Customers	$ 7,373.52	
Workflow Design	TRWFE2-P	OnBase Educational Training for Customers	$ 2,194.50	
Workflow Design	TRWFE2-C	OnBase Educational Training for Customers	$ 3,291.75	
Workflow Design	TRWFE4-P	OnBase Educational Training for Customers	$ 13,167.00	
Workflow Design	TRWFE4-C	OnBase Educational Training for Customers	$ 21,945.00	
WorkView Implementation	TRWVI1-C	OnBase Educational Training for Customers	$ 3,291.75	
WorkView Implementation	TRWVI2-C	OnBase Educational Training for Customers	$ 21,945.00	
Support	**Part No.**	**Product Description**	**2023 Price**	**Notes**
Installation	INSTL1	Workflow, Services, Per-Hour	$ 235.91	
Consulting	WFCNS1	Workflow, Services, Per-Hour	$ 235.91	
Conversion Consulting	CVCNS1	Workflow, Services, Per-Hour	$ 274.31	
Capture Consulting	ADCAP1	Workflow, Services, Per-Hour	$ 235.91	
Database Services	DBSRV1	Workflow, Services, Per-Hour	$ 235.91	
Custom Reporting	DBSRV1	Workflow, Services, Per-Hour	$ 235.91	
Business Continuity Planning	DBSRV1	Workflow, Services, Per-Hour	$ 235.91	
Database Platform Migration Services	DBSRV1	Workflow, Services, Per-Hour	$ 235.91	
Software Development	SFTWR1	Workflow, Services, Per-Hour	$ 274.31	
Consulting (CSG)	CUSOL1	Workflow, Services, Per-Hour	$ 235.91	
Enterprise Solutions Consulting	ESGSV1	Workflow, Services, Per-Hour	$ 235.91	

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Product Name1,2,3	Part No.	Product Description	2023 Price	Notes
Daily Project Management Services	PMSSUP	Workflow, Services, Per-Hour	$ 235.91	
Program Management	PGMSUP	Workflow, Services, Per-Hour	$ 274.31	
Professional Services	**Part No.**	**Product Description**	**2023 Price**	**Notes**
Managing Principal	N/A	**See Description worksheet	$ 394.92	
Principal	N/A	**See Description worksheet	$ 290.38	
Records Analyst	N/A	**See Description worksheet	$ 124.29	
Legal Researcher	N/A	**See Description worksheet	$ 123.12	
Project Manager III	N/A	**See Description worksheet	$ 244.94	
Project Manager II	N/A	**See Description worksheet	$ 207.11	
Project Manager I	N/A	**See Description worksheet	$ 186.41	
Subject Matter Specialist III	N/A	**See Description worksheet	$ 255.19	
Subject Matter Specialist II	N/A	**See Description worksheet	$ 214.19	
Subject Matter Specialist	N/A	**See Description worksheet	$ 142.41	
Senior Associate II	N/A	**See Description worksheet	$ 227.85	
Senior Associate I	N/A	**See Description worksheet	$ 205.07	
Associate II	N/A	**See Description worksheet	$ 174.31	
Associate I	N/A	**See Description worksheet	$ 152.97	
Analyst II	N/A	**See Description worksheet	$ 74.06	
Analyst I	N/A	**See Description worksheet	$ 61.52	
Junior Analyst	N/A	**See Description worksheet	$ 55.83	
Senior Training Specialist / Instructor	N/A	**See Description worksheet	$ 187.99	
Training Specialist / Instructor	N/A	**See Description worksheet	$ 142.41	
Training Coordinator	N/A	**See Description worksheet	$ 104.83	
Business Analyst III	N/A	**See Description worksheet	$ 195.95	
Business Analyst II	N/A	**See Description worksheet	$ 170.89	
Business Analyst I	N/A	**See Description worksheet	$ 153.80	
Web Designer	N/A	**See Description worksheet	$ 173.17	
Data Architect	N/A	**See Description worksheet	$ 232.42	
Application Architect III	N/A	**See Description worksheet	$ 232.42	
Application Architect II	N/A	**See Description worksheet	$ 202.80	
Application Architect I	N/A	**See Description worksheet	$ 152.67	
Records Analyst IV	N/A	**See Description worksheet	$ 199.37	
Records Analyst III	N/A	**See Description worksheet	$ 165.20	
Records Analyst II	N/A	**See Description worksheet	$ 137.84	
Artificial Intelligence Engineer	N/A	**See Description worksheet	$ 273.43	

Hyland Cloud Licenses and Services:

1. OnBase Cloud pricing is comprised of two components: 1) software subscription fees and 2) hosting fees.

2. All standard contracts are thirty-six (36) months. All direct deals now have thirty-six month terms, but are payable annually upfront on the effective date.

3. Additional storage fees may apply to specific solutions.

Service Descriptions:

https://www.ironmountain.com/support/how-it-works

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
Access			
Multi-User Server	Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, three-tier OnBase Broker and a License to use the copyrighted OnBase Database in conjunction with a supported SQL Database Management System (DBMS) in a single instance, multi-user environment. These licenses are not transferable to service bureau customers.	Required for each OnBase Database. Includes a Workstation Client license.	Supported SQL DBMS.
Single User Server	Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, three-tier OnBase Broker and a License to use the copyrighted OnBase Database in conjunction with a supported SQL Database Management System (DBMS) in a single instance environment. For Single User environments. Licenses are not transferable to service bureau customers.	Required for each OnBase Database. Includes a Workstation Client license.	Supported SQL DBMS.
Concurrent Client	Provides retrieval, viewing, printing, and management of documents. Concurrent Clients have a minimum connection (lease) time of five (5) minutes. Both the OnBase Client or OnBase Web Client can use this license.		
Workstation Client	Provides retrieval, viewing, printing, and management of documents. The OnBase Web Client cannot use this license.		
Named User Client	Provides retrieval, viewing, printing, and management of documents for a single named user. Both the OnBase Client or OnBase Web Client can use this license.		
Unity Client Server	Desktop client built on .NET and WPF that provides a customizable user experience to the desktop. Includes Combined Viewer functionality for visualizing, navigating and personalizing large collections of documents, decisions and data all in one place, from one consolidated interface.	Application Server and Valid Client Licenses	
Image Forms (Enterprise)	Enterprise license. Image Forms replicate paper forms electronically, providing the ease and accessibility of an electronic form while eliminating the frustration of duplicate entry or costly mistakes. Built on the same platform as Unity Forms, Image Forms are simple to configure and share popular features like Custom Actions, Signatures, and Calculated Fields. The form can be filled out in a supported client or browser and routed through Workflow. Image Forms can dramatically reduce the time it takes to fill out, process, and submit forms by: Validating data upon entry or on submission of the form, shortening cycle times by eliminating the physical routing of paper, and supporting processes that rely on regulated forms by providing an electronic image replica of the form. Additionally, the Forms Designer in the Unity Client provides an intuitive interface to create form templates quickly and easily. Includes Unity Forms.	Unity Client Server	
Unity Forms	Unity Forms allows for simplified creation and faster implementation of advanced forms. Point-and-click Forms Designer reduces the time and specialized skill required to build forms to use in OnBase	Unity Client Server. Any individually purchased Workflow SL license (which includes E-Forms); or E-Forms plus any non-SL Workflow license.	
Unity Briefcase	Provides offline access to documents and processes for disconnected, field workforces.	Unity Client Server	
Web Server	Provides an ActiveX or HTML browser interface to access documents stored in an OnBase database via the Internet, Extranet or corporate Intranet. Each physical Web Server connecting to an OnBase database requires a separate Web Server license. StatusView will not be automatically included with the Web Server. If StatusView functionality is desired for a solution, please include a line item on any order with the code STIPI1 as a "No Charge" item.	Concurrent or Named User Client license for each user.	
StatusView	Allows users to configure a screen to display necessary frequently-referenced OnBase information. Allows for the creation of a view or layout, on either an individual or departmental basis.	Web Server. Valid Client license.	
External Access Client	Allows an organization to create an external-facing Web portal that provides access to OnBase content and processes to users outside the organization. External Access Client provides three different levels of functionality: Read Only, Contribute and Full Access. The configuration-based functionality level determines the StatusView portlets available: 1) Read Only: Custom Query, Folders, Envelopes, External Links, HTML; 2) Contribute: DKT, E-Forms, File Upload; 3) Full Access: Workflow, Workflow Dashboard, Workflow Process Statistics, Workflow Queue Activity, Workflow Queue Filer, WorkView Filter and WorkView Summary. Each successive level inherits the functionality of the prior level. In addition to this server license, External Access Client requires a monthly Active-User fee for all users accessing the portal within a given month, according to the following schedule: 1) Read Only: $2.00/Active-User/month; 2) Contribute: $4.00/Active-User/month; 3) Full Access: $8.00/Active-User/month. A built-in reporting mechanism will relay monthly usage data to Hyland for translation into a monthly billing amount according to the schedule provided here.	Web Server. Unity Client Server (to view data related to access requests). A Workflow license (for approval of access requests and creation of user accounts). Monthly Active-User Fee for each user as determined by the level of functionality, as contained in the External Access Client Product Description. An "Active-User" is one who has an account providing access to the portal and who logs in to the portal through that account within a given month. For International Users, the local currency price of the Active-User fee is achieved by taking the listed US Dollar list price and applying the standard final rate of exchange applied to all other products on the given country's list. In order to expose a given functionality to external users (for example, DKT), said functionality must be licensed separately. When External Access Client is licensed in a Subscription environment, the Subscription factor is applied to the server module price, but the monthly Active-User price is preserved as listed.	Windows Server.
Mobile Access for iPad	Provides the ability to access pending work in Workflow Queues, view the document, view keywords, execute ad-hoc tasks and view, modify and create notes from an iPad	Valid Client License and Application Server. If using Workflow, a Workflow Client license is required.	iPad Device
Mobile Access for iPhone	Provides the ability to access pending work in Workflow Queues, view the document, view keywords, execute ad-hoc tasks and view, modify and create notes from an iPhone.	Valid Client License and Application Server. If using Workflow, a Workflow Client license is required.	iPhone Device
Mobile Access for Android	Provides the ability to access pending work in Workflow Queues, view the document, view keywords, execute ad-hoc tasks and view, modify and create notes from an Android device.	Valid Client License and Application Server. If using Workflow, a Workflow Client license is required.	Android Device
Mobile Access for Windows	Provides the ability to access pending work in Workflow Queues, view the document, view keywords, execute ad-hoc tasks and view, modify and create notes from a Windows tablet.	Valid Client License and Application Server. If using Workflow, a Workflow Client license is required.	Windows Tablet Device
Integration for Microsoft Outlook	Allows a Microsoft Outlook user to interact with an OnBase system through the familiar Outlook client. Provides users the ability to save e-mails and/or any associated attachments by simply dragging the e-mail to the "OnBase" folder. Users can also retrieve documents from the interface.	Valid Client license.	Microsoft Outlook
Gateway Caching Server	Enables an organization with distributed locations to manage file caching geographically, providing increased retrieval times for documents such as PDF, OLE, and CAD drawings at the remote locations.	Application Server	
Public Sector Constituency Web Access	Provides constituents of a particular government agency web-based document viewing. Standard Client functionality will be restricted. This license is only for use by constituents in the public sector market. This license can NOT be used by any employee of any agency or anyone on that agency's internal network. Standard Client licenses must be purchased for agency employees. This license is required for each instance of an OnBase database within the agency. Constituent counts are determined by the most recent official Census results. Hyland reserves the right to increase license fees if the agency's constituent base increases.	Web Server.	
Image-Only Multi-User Server	Provides utilities, OnBase Configuration, Print Servers, and a License to use the copyrighted OnBase Database in a single instance, multi-user environment for only image documents.	Required for each OnBase Database.	Supported SQL DBMS.
Image-Only Concurrent Client	Provides retrieval, viewing, printing, and management of image documents. Concurrent Clients have a minimum connection (lease) time of five (5) minutes.		

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
Image-Only Workstation Client	Provides retrieval, viewing, printing, and management of image documents. The OnBase Web Client cannot use this license.		
Image-Only Named User Client	Provides retrieval, viewing, printing, and management of image documents for a single named user. Both the OnBase Client or OnBase Web Client can use this license.		
Banking and Treasury			
Ad-hoc IRD Printing	Allows a Client workstation to generate a true substitute check ("replacement in lieu of" IRD) with data captured by the Check Import and Image Cash Letter Import processes. Authorized users have the option to print either a standard substitute check or a return substitute check with additional fields for document the return and other information.	Valid Client license.	
Integration for Linedata Capitalstream	Allows for the access, archival, and modification of data and documents in the OnBase system through the Linedata Capitalstream platform.		
Image Cash Letter Generator (X9.37)	Enables financial institutions to generate both forward and return electronic image cash letters in the DSTU X9.37-2003 file format from check image documents stored in OnBase. One file is created for each pocket of the transport where the items were captured, allowing synchronization with the sorter sort pattern.	Valid Client license.	
Posting File Generator	Enables financial institutions to import an electronic image cash letter in DSTU X9.37-2003 file format and create a posting file for the core banking application to post the transactions.	Valid Client license. Before selling this module, discussions must be held with Hyland to verify the application being proposed. All proposed applications must be approved by Hyland Software in writing. Make no assumptions.	
NSF File Processor	Enables financial institutions to import a return file generated from a core business application. Items included in the file will be pulled from OnBase and will be available for the Image Cash Letter Generator to create a Return X9.37 file in the DSTU X9.37-2003 format consisting of check data and images that are to be returned to the Federal Reserve or a partner institution.	Valid Client license.	
Branch Capture	Allows financial institution branches to remotely capture and balance check images and upload them to the central OnBase system.	Two separate executables provided at software purchase: 1) Branch Capture Scanning and 2) Balancing. Institutions are able to license as many workstations as required with the executables for the single branch fee.	Check Image Processor from Fiserv ImageSoft, the Branch Capture Check Processor format and a supported Panini Check Scanner. (Sold Separately)
Integration for A2IA CAR/LAR	Enables the OnBase Check 21 solution to read the courtesy amount and legal amount from the check image, streamling the balancing process prior to the images being imported into OnBase. Sold in Blocks of 100,000 checks processed annually.	Branch Capture.	A2iA CheckReader. (Sold Separately)
Integration with Q2 Software	Allows the Q2 home banking product to query for OnBase documents and retrieve them for display to credit union customers.	Appropriate blocks of Query API (OnBase Unity/Core)	Q2 Home Banking
Integration for Misys FusionBanking Credit Management Enterprise	Allows a Misys FusionBanking Credit Management Enterprise user to interact with an OnBase system through the familiar FusionBanking Credit Management Enterprise client. Provides a user the ability to upload documents directly into OnBase and retrieve documents from the interface.	Valid Client license	Misys FusionBanking Credit Management Enterprise
Business Process Automation Solutions (BPAs)			
Admissions Process Automation for PeopleSoft	Enables the real time exchange and guaranteed delivery of data between OnBase and Oracle's PeopleSoft Campus Solutions, in support of the automation of the Admissions process.	None	Oracle's PeopleSoft Campus Solutions. Microsoft SQL Server.
Financial Aid Process Automation for PeopleSoft	Enables the real time exchange and guaranteed delivery of data between OnBase and Oracle's PeopleSoft Campus Solutions, in support of the automation of the Financial Aid process.	None	Oracle's PeopleSoft Campus Solutions. Microsoft SQL Server.
TC/TCE Process Automation for PeopleSoft	Enables the real time exchange and guaranteed delivery of data between OnBase and Oracle's PeopleSoft Campus Solutions, in support of the automation of the Transcript Capture & Transfer Course Evaluation process.	None	Oracle's PeopleSoft Campus Solutions. Microsoft SQL Server.
Admissions Process Automation for Banner	Enables the real time exchange and guaranteed delivery of data between OnBase and Banner by Ellucian, in support of the automation of the Admissions process.	None	Banner by Ellucian. Microsoft SQL Server.
Financial Aid Process Automation for Banner	Enables the real time exchange and guaranteed delivery of data between OnBase and Banner by Ellucian, in support of the automation of the Financial Aid process.	None	Banner by Ellucian. Microsoft SQL Server.
TC/TCE Process Automation for Banner	Enables the real time exchange and guaranteed delivery of data between OnBase and Banner by Ellucian, in support of the automation of the Transcript Capture & Transfer Course Evaluation process.	None	Banner by Ellucian. Microsoft SQL Server.
Admissions Process Automation for Colleague	Enables the real time exchange and guaranteed delivery of data between OnBase and Colleague by Ellucian, in support of the automation of the Admissions process.	None	Colleague by Ellucian. Microsoft SQL Server.
Financial Aid Process Automation for Colleague	Enables the real time exchange and guaranteed delivery of data between OnBase and Colleague by Ellucian, in support of the automation of the Financial Aid process.	None	Colleague by Ellucian. Microsoft SQL Server.
TC/TCE Process Automation for Colleague	Enables the real time exchange and guaranteed delivery of data between OnBase and Colleague by Ellucian, in support of the automation of the Transcript Capture & Transfer Course Evaluation process.	None	Colleague by Ellucian. Microsoft SQL Server.
Enterprise Integration Server (EIS)	Provides a standardized platform to exchange data real time between OnBase and a Line of Business application. EIS is an integration tool that, when coupled with Hyland and/or Solution Provider experience and a customer's IT department expertise and guidance, results in a solution with guaranteed delivery and exchange of real time business data.	Module-specific features are only available when the given module is licensed.	Microsoft SQL Server.
Capture			
Production Document Imaging (TWAIN)	Scans (digitizes) paper documents using TWAIN compatible devices. Advanced features include bar code recognition, distributed capture and indexing, blank page separation and auto-enabled indexing.	Includes a Workstation Client license.	Utilizes Pegasus Toolkit (Provided by Hyland)
Production Document Imaging (TWAIN) (Named Use)	Intended for users within a Citrix or Terminal Services environment. Scans (digitizes) paper documents using TWAIN compatible devices. Advanced features include bar code recognition, distributed capture and indexing, blank page separation and auto-enabled indexing.	Includes a Named User Client license.	Utilizes Pegasus Toolkit (Provided by Hyland)
Production Document Imaging (ISIS)	Scans (digitizes) paper documents using ISIS compatible devices. Advanced features include bar code recognition, distributed capture and indexing, blank page separation and auto-enabled indexing.	Includes Workstation Client License.	Utilizes ISIS and Pegasus Toolkits (Provided by Hyland)
Disconnected Scanning	Provides users with a robust document capture solution that is used while disconnected from OnBase. Supports Kofax, ISIS, and TWAIN scanning.		If utilizing Kofax, the Kofax software or a Kofax image processing board is required.
Desktop Document Imaging	Scans paper documents using only TWAIN compatible devices.	At a minimum a Workstation Client license, which is not included.	
Desktop Document Imaging (Named Use)	Intended for users in a Citrix or Terminal Services environment. Scans paper documents using only TWAIN compatible devices.	Named User Client License	
Front Office Scanning	Provides a simple and configurable scanning interface from within the OnBase Client or as a standalone scanning application. In a standalone installation, documents and index data are uploaded to OnBase via a connection to an OnBase Application Server or the OnBase Desktop. Indexing can be performed using Application Enabler (not included), HL7 datasets, or by manual entry.	The OnBase document retrieval option requires an OnBase Concurrent or Named User Client when running in Desktop mode. (Client license not included).	
Express Scanning	Simplifies the task of document scanning for any department. All options, scanner settings, and default index values are pre-designated. Supports any TWAIN, ISIS or Kofax compatible scanner as well as sweep functionality. Documents are imported or sent to a scan queue for further processing.		
Web Scanning Named User	Provides low-volume, ad-hoc, TWAIN based document scanning capability to the Web Client.	Valid Web Server license and either a Concurrent or Named Client license.	
Advanced Capture	Enables the automatic classification and indexing of scanned documents. Supports multiple languages and the processing of bi-tonal, grayscale and color images. Enables batch processing and also ad-hoc Automated Indexing from a select list.	Installation of OnBase Advanced Capture software (included) on user workstation and a valid Client license.	
Ad-hoc Advanced Capture	Enables the automatic classification and indexing of scanned documents. Permits Automated Indexing of an individual document or group of documents from an OnBase select list.	Installation of OnBase Advanced Capture software (included) on user workstation and a valid Client license.	
Interactive Data Capture	Enhances standard indexing capabilities within the Unity Client Server. After OCR processing, manual indexing can be supplemented with Auto-Complete, Point and Click and Swiping capabilities.	Unity Client Server. Valid Client license.	

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
Integration for Esker Fax	Provides the ability to specify how fax documents are configured for automatic import into OnBase upon receipt at the Esker Fax Server.	Provides the ability to specify how fax documents are configured for automatic import into OnBase upon receipt at the Esker Fax Server.	Esker Fax
Integration for Fuji Xerox MFD	Per Device, 1-10 Devices - Enables an organization to use a choice of supported Fuji Xerox MFP devices to capture document images and route them directly into the OnBase system. Contact Fuji Xerox for the most current list of supported devices.		Fuji Xerox MFP device (sold separately).
Integration for Open Text Fax Server, RightFax Edition	Provides the ability to specify how fax documents are configured for automatic import into OnBase upon receipt at the RightFax Server.	Includes a Named User Client.	v 8.5 or higher of RightFax software.
Integration for Canon uniFLOW	Enables an organization to use a choice of supported Canon uniFLOW MFP devices to capture document images and route them directly into the OnBase system. Contact Canon for the most current list of supported devices.		uniFLOW v5.4; uniFLOW Edition + Scan per Device License for MEAP + Additional Scan Workflow License; uniFLOW for SMB + Scan per Device Addition for MEAP + Additional Scan Workflow License; uniFLOW Capture + Additional Scan Workflow License.
Automated Redaction	Utilizes OCR character and pattern analysis or configured templates to evaluate document contents for information or areas on the document that need to be obscured and made unreadable. Documents are placed for review before being permanently redacted so that private or confidential information cannot be viewed on the image documents.		Nuance OCR (Provided by Hyland Software)
Bar Code Recognition Server	Enables centralized bar code recognition, by allowing a single workstation to perform bar code processing on image batches that were scanned at many scanning workstations.	Document Imaging or DIP license.	Pegasus Toolkit (Provided by Hyland).
Bar Code Generator	Generates 3-of-9 bar code sheets from manual keyword entry (in standalone mode) or from keyword and document type information scraped from the line-of-business application screen (when used with Application Enabler). In standalone mode, the Bar Code Generator connects to the OnBase database and allows the user to select a Document Type, at which point a keyword list is displayed for manual entry. At completion of manual entry, the user can trigger the printing of a 3-of-9 bar code sheet with the Document Type and Keywords encoded on it.	In standalone mode: Requires OnBase Desktop and a valid OnBase Client License. When used with Application Enabler: Requires Application Enabler, OnBase Desktop, and a valid OnBase Client License.	
Image Segment Archiver	Provides the ability to divide an image in a scan queue into multiple OnBase documents by allowing the user to select sections of the image and archive each selected section to a separate OnBase document.	Valid Client license and Production Imaging license.	
Virtual Print Driver	Provides a method to capture, index and store the print stream from any printable application and store the information as a TIFF image within the OnBase document repository. This is a single instance license.	Valid Client license.	To use Windows 98 or NT, you must purchase the Leadtools Print Driver. (Sold Separately)
COLD / ERM	Processes, indexes, and stores host/legacy application generated text files. Supports ASCII, PCL, AFP, PDF and DJDE natively.	Includes a Workstation Client license. To process PCL, AFP or DJDE natively, the respective OnBase Input Filter is required.	To process Metacode, third party conversion software is required to convert these formats to PCL.
Advanced COLD / ERM	Processes, indexes, and stores host/legacy application generated text files. Supports ASCII, PCL, AFP and DJDE natively. Uses multi-threaded technology with specific hardware requirements to maximize processing speeds.	Includes a Workstation Client license. To process PCL, AFP or DJDE natively, the respective OnBase Input Filter is required.	To process Metacode, third party conversion software is required to convert this format to PCL.
Document Import Processor	Imports documents (scanned or other) and their respective index information. This module is often used in conjunction with third party forms processing software as well as data conversion utilities.	Includes a Workstation Client license.	
Advanced Document Import Processor	Imports documents (scanned or other) and their respective index information. This module is often used in conjunction with third party forms processing software as well as data conversions utilities. Uses multi-threaded technology with specific hardware requirements to maximize processing speeds.	Includes a Workstation Client license.	
Directory Import Processor	Allows users to import documents residing in a network directory structure. The processor uses a configurable XML file to determine the document types and keyword values for the documents residing in the process directories. Could be utilized to archive documents that are scanned by a MFP device into network directories.		
XML Index Document Import Processor	Imports documents (scanned or other) and their respective index information via an XML Index file.	Includes a Workstation Client license.	
XML Tag Import Processor	Processes, indexes, and stores XML format files.	Includes a Workstation Client license.	
Remittance Processor	Provides the ability to identify remittance information (check images, remittance slips, and financial information) from a remittance text file and store the information within the OnBase document repository.	Includes a Workstation Client license. Hyland provides processing for files from IBM, Banctec, Unisys, NCR and other formats including COFF. All files must be sent to Hyland Software for verification prior to the sale. Make no assumptions.	
PCL Input Filter	Works in conjunction with OnBase COLD / ERM to process and store PCL data streams, enabling stored documents to retain original formatting features.	COLD/ERM license. Due to the variety of data streams, Hyland Software must verify that a PCL stream can be processed prior to selling this module. Please make no assumptions.	
AFP Input Filter	Works in conjunction with OnBase COLD / ERM to process and store AFP data streams, enabling stored documents to retain original formatting features.	COLD/ERM license. Due to the variety of data streams, Hyland Software must verify that an AFP stream can be processed prior to selling this module. Please make no assumptions.	
PDF Input Filter	Processes, indexes, and stores PDF documents. Allows for the extraction of index data from the PDF. Allows for the option of converting and storing the PDF as a TIFF (multi-page TIFF when applicable). Due to the variety of PDF formats, Hyland Software must verify that a PDF document can be processed prior to selling this module. Please make no assumptions.	COLD/ERM license.	
Mailbox Importer	Allows configuration of OnBase to automatically import new messages from an email server that supports the IMAP or POP3 protocol. Through the definition of conditions and rules, email messages become documents and each document is associated with a Document Type.	Valid Client license.	Proper licensing of a third-party email application that supports IMAP or POP3 protocol.
Archive Services for Microsoft SharePoint	Allows users to archive documents from SharePoint document libraries to OnBase. Archival can be ad-hoc, event-driven, or scheduled based on pre-defined rules.	Valid Client license and Web Server license.	Microsoft Sharepoint (See Modular Reference Guide for more details).
Integration for Biscom FAXCOM	Provides the ability to specify how fax documents are configured for automatic import into OnBase upon receipt at the FAXCOM Server.	Includes a Named User Client.	Biscom FAXCOM
Integration for eCopy ShareScan	Enables an organization to use a choice of supported eCopy networked scanners or digital copiers to capture document images from eCopy ShareScan OP and route them directly into the OnBase system. Contact eCopy for the most current list of supported devices.		eCopy ShareScan and an eCopy supported scanner or digital copier. (Sold Separately)
Enterprise Integration for eCopy ShareScan	Integration for eCopy Site License		eCopy ShareScan and an eCopy supported scanner or digital copier. (Sold Separately)
Integration for HP Connect	Enables an organization to use a choice of supported HP MFP devices to capture document images and route them directly into the OnBase system. Contact HP for the most current list of supported devices.	Application Server.	HP MFP device. (Sold Separately)
Integration for Konica Minolta bizhub MarketPlace MFP	Enables an organization to use a choice of supported Konica Minolta devices to capture document images and route them directly into the OnBase system. Contact Konica Minolta for the most current list of supported devices.	Application Server.	bizhub MarketPlace Connect to OnBase (Sold Separately), Konica Minolta bizhub MFP device (Sold Separately)
Integration for Konica Minolta Dispatcher Phoenix	Provides the ability to archive documents into OnBase from any networked Dispatcher Phoenix enabled multifunction scan device. Enables a user to assign documents into OnBase Document Types, assign OnBase Keywords and route the documents to the OnBase system.	Application Server.	Requires Dispatcher Phoenix 6.0 or higher and Konica Minolta bizhub MFP device (both Sold Separately)
Integration for KYOCERA	Enables an organization to use a choice of supported KYOCERA MFP devices to capture document images and route them directly into the OnBase system. Contact KYOCERA for the most current list of supported devices.	Application Server.	KYOCERA MFP device. (Sold Separately)
Integration for Sharp MFP	Enables an organization to use a choice of supported Sharp MFP devices to capture document images and route them directly into the OnBase system. Contact Sharp for the most current list of supported devices.	Application Server.	Sharp MFP device with OSA enabled. (Sold Separately)
Integration for Xerox MFP	Enables an organization to use a choice of supported Xerox MFP devices to capture document images and route them directly into the OnBase system. Contact your Xerox representative for the most current list of supported devices and additional components required for this solution.	Application Server.	Xerox MFP.
COLD/ERM-Only Multi-User Server	Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, and a License to use the copyrighted OnBase Database in a single instance, multi-user environment for only COLD (text) documents.	Required for each OnBase Database.	Supported SQL DBMS.

3

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
COLD/ERM-Only Concurrent Client	Provides retrieval, viewing, printing, and management of COLD documents. Concurrent Clients have a minimum connection (lease) time of five (5) minutes. Both the OnBase Client or OnBase Web Client can use this license.		
COLD/ERM-Only Workstation Client	Provides retrieval, viewing, printing, and management of documents. The OnBase Web Client cannot use this license.		
COLD/ERM-Only Named User Client	Provides retrieval, viewing, printing, and management of documents for a single named user. Both the OnBase Client or OnBase Web Client can use this license.		
Production Document Imaging (Kofax or TWAIN)	Scans (digitizes) paper documents using Kofax or TWAIN compatible devices. Advanced features include distributed capture and indexing, image enhancement, bar code recognition (Kofax), blank page separation and auto-enabled indexing.	Includes a Workstation Client license.	If utilizing Kofax, the Kofax software or a Kofax image processing board is required.
Government			
OnBase Agenda	Allows organizations to electronically create and manage meeting templates, meeting dates and times as well as agenda, agenda packet and minutes documents. The module can be used in conjunction with pre-configured E-Forms and workflows to improve review processes, provide for collaboration and reduce the amount of time needed to produce timely and complete agendas, agenda packets and minutes. OnBase Agenda includes additional OnBase modular functionality for specific use with the Agenda application.		
Agenda Voting	Enables voting via the OnBase Agenda application.		
OnBase Agenda Concurrent Client	Allows for concurrent access to the OnBase Agenda application and its workflows for performance of Agenda-related activities and tasks.	OnBase Agenda	
OnBase Plan Review	Enables government agencies and other organizations to perform plan review processes related to community development, such as commercial buildings, private residence work, roads, bridges and other infrastructure projects. A submittal web site allows electronic upload of plan sheets and related documents. Plan revisions can be re-submitted, and finalized plans can be approved, stamped and returned to submitters, with collected comments and markups. Plan Review supports 2D drawing formats only. OnBase Plan Review includes additional OnBase modular functionality for use specific to Plan Review-related activities.		
Plan Review Integration Toolkit	Enables the OnBase Plan Review solution to be integrated with a third party line of business application, allowing for electronic plan review to be included in organizational processes. The toolkit offers an API for creating plan review projects with data from the line of business application, authenticating portal users and other key functions as well as the ability to use the OnBase Application Enabler for user interface-level integration.	OnBase Plan Review or Plan Review Concurrent Client or Plan Review Named User Client	The application with which OnBase Plan Review will be integrated.
Integration for Tempest Development Group	Enables users of OnBase Plan Review to integrate with the Tempest Development Group products for permitting to include electronic plan review in the overall permitting process.	OnBase Plan Review and its OnBase Requirements.	Tempest Development Group permitting software.
Integration for Azteca Cityworks	Offers a seamless integration with Azteca Cityworks, providing users ECM capabilities within the Cityworks product. Allows users to associate documents to a Cityworks Server object, view the associated documents and archive new Cityworks-related documents directly in to OnBase.	Valid Client licenses	Azteca Cityworks and Cityworks Document Management API for OnBase, both purchased from Azteca
Integration for Accela	Offers a seamless integration with Accela Automation through the standard Accela EDMS interface. Features include the ability to associate documents to an Accela CAP object, view and download associated documents, and archive new Accela related documents through the Accela product directly into OnBase.	Web Server	Accela Automation Version 6.7
Public Sector Constituency Web Access (Workflow)	Provides constituents of a particular government agency web-based document viewing, and limited Workflow routing. Standard Client functionality will be restricted. This license is only for use by constituents in the public sector market. This license can NOT be used by any employee of any agency or anyone on that agency's internal network. Standard Client licenses must be purchased for agency employees. This license is required for each instance of an OnBase database within the agency. Constituent counts are determined by the most recent official Census results. Hyland reserves the right to increase license fees if the agency's constituent base increases.	Web Server.	
Integration for CourtView	Enables users to archive and retrieve images through the CourtView interface.		CourtView software (latest version of 2.35 and above)
Healthcare			
Integration for Epic	Designed to integrate with Epic's suite of products such as Cadence, Prelude, Resolute, and EpicCare Inpatient/Ambulatory, Media Manager, ROI, EpicWeb, EpicCareLink, etc. Integration capabilities consist of integrated document retrieval/viewing, integrated plug-in for ROI printing and integrated scanning directly from Epic applications.	Web Server and HL7	Epic MU7 version.
Epic Concurrent Client	Provides retrieval, viewing, printing, and management of documents. Concurrent Clients have a minimum connection (lease) time of five (5) minutes. Both the OnBase Client or OnBase Web Client can use this license.		
Integration for Epic Canto and Epic Haiku	Provides mobile access to the patient record without leaving the Epic interface, allowing mobile users to tap a button to retrieve information stored within OnBase, such as images, EKGs, test results and other relevant documents.	Valid Client license. Integration for Epic. OnBase Mobile Healthcare App available on the Apple App Store.	Epic Canto and/or Epic Haiku. iPad 2 or higher (Canto), or iPhone 4S or higher (Haiku).
OnBase Mobile Healthcare			
Mobile eCapture	OnBase Mobile eCapture solutions improve document and signature intensive processes, to improve the patient experience, speed the registration process, and reduce administrative costs. Clinical Consents allows medical staff to assign packets of Unity Forms to a patient visit. The patient can use a mobile device (Android or iOS) to complete and sign these forms at bedside. Patient Registration works with the OnBase Front Office Scanning module to allow patients to easily and efficiently fill out electronic packets of OnBase Unity Forms. Includes Image Forms. Pricing is the server license + number of devices.	Unity Client Server and Front Office Scanning	
Hospital License - Community Connect	"Community Connect Hospital" means 1) a hospital whose licensed bed count is determined by the most recently reported number on the HIMSS Analytics website (http://www.himssanalytics.org) for such hospital; and 2) a hospital to which Customer grants access o Customer's Epic system; and 3) a hospital for which Customer has paid to Hyland the requisite Software license fees and annual Maintenance fees as described in the section below. For each Community Connect Hospital which Customer wishes to grant access to the Software as a Community Connect User, Customer shall pay a one-time payment of Software license fees in an amount determined by multiplying the number of licensed beds for such Community Connect Hospital (as most recently reported on the HIMSS Analytics website (http://www.himssanalytics.org) by $800/licensed bed for institutions with less than 250 licensed beds; and by $1,200/licensed bed for institutions with 250 licensed beds and greater. Therefore, from time to time, if the number of licensed beds of such Community Connect Hospital increased based upon the number most recently reported on the HIMSS Analytics website, such Customer shall be obligated to pay additional Software license fees to Hyland in an amount equal to the number of such additional licensed beds at the Community Connect Hospital, in accordance with the above. Customer may not transfer or reassign license rights between Community Connect Hospitals, and shall not be entitled to a refund or credit if the number of licensed beds decreases at any time.		
Medical Records Management Solution	Enables HIM departments to manage the deficiency process for their documents. Controls and monitors the distribution of charts and corresponding documents thought the coding, analysis and physician completion process. Provides easy, web-based access to the patient information and physician completion from any location based on security. The OnBase Report Services module can add robust reporting capabilities for stock HIM productivity metrics as well as the ability to build custom reports. Optional modules sold separately are: Document Imaging, COLD/ERM, Report Services.	Multi-User Server, Web Server, HL7 Module, and MRMS Signing Concurrent Clients.	Customer needs to have an internal 3rd party HL7 interface.
Medical Records Coding Interface	Provides the ability to configure and automate the assignment of work for Medical Coders to allow for an efficient completion of coding on a medical chart.	HL7 (HLIPW1)	
Medical Records Transcription Interface	Provides the ability within the deficiency management process to create, edit and complete transcriptions within the OnBase Medical Records Completion solution.	HL7 (HLIPW1)	
MRMS Chart Completion Concurrent Client	Provides Medical Records Management Solution access based on signer configuration. Grants access to all staff and clinical delivery via the Medical Records Management interface ONLY.	Medical Records Management Solution.	
Appeals and Grievances	Allows healthcare payers to triage, investigate and report on member or provider complaints. A case is created from submitted correspondence and launched into a review process where relevant data is collected and considered for decision.	Multi-User Server and EDM Services.	
Release of Information	Aggregates data and documents from different locations and electronically provides all necessary patient information and supporting documents in a single patient record.	None	None

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
Integration for Optum CAC	Provides access to transcribed and scanned documents that are necessary to support the coding process in Optum CAC.	HL7	Optum CAC
Integration for 3M CAC	Provides access to transcribed and scanned documents that are necessary to support the coding process in 3M CAC.	HL7 Module	3M CAC
Integration for Nuance CAC	Provides access to transcribed and scanned documents that are necessary to support the coding process in Optum CAC.	HL7	Nuance CAC
EDI 810 Processor	Converts Invoices in versions 4010 of the 810 EDI format to XML. The processor also extracts a list of keywords from each Invoice to index the document as they are imported into OnBase.	Requires a valid Client license.	
EDI 835 EOB Processor (HIPAA 5010)	Converts EOB statements in versions 5010 of the 835 EDI format to XML or PCL format for import into OnBase. The processor also extracts a fixed list of keywords from each EOB to index the documents as they are imported into OnBase. The 835 file is separated into a single document for each claim.	Valid Client license.	
EDI 837 Processor (HIPAA 5010)	Converts individual healthcare claims in version 5010 of the 837 Professional EDI format to HCFA-1500 forms and UB-92 in XML format. This processor does not process Dental 837 documents.	Valid Client license.	
HL7 Module	Sends and receives HL7 data streams. It can send OnBase information from COLD, the Document Import Processor, and scan processes to any application that has can accept HL7 formatted data. It can also receive HL7 messages via TCP/IP or batch files to create documents such as E-Forms and add Autofill Keyword Sets.	Valid Client license.	
Signature Deficiencies for Epic	Provides the ability to electronically sign deficiencies on documents stored on OnBase that are retrieved from within the Epic user interface.	Integration for Epic.	
Signature Deficiencies for EMR's	Provides the ability to electronically sign deficiencies on documents stored on OnBase. OnBase will be initiated from the EMR displaying clinical documents requiring the Physician Signature.	Valid Client License.	Associated Electronic Medical Record Systems.
Integration for GE Centricity (for Hospitals)	Designed to integrate with GE's Centricity product. Key elements include: HL7 synchronization between OnBase and Centricity, document retrieval capability from the Centricity user interface, batch scanning from OnBase linking documents with Centricity, and storage of structured data (transcription, photos, XML documents) to complement the HIS system.	Web Server and HL7.	
Integration for Cerner Millennium	Designed to integrate with the Millennium product. Key elements include: HL7 synchronization between OnBase and Millennium, document retrieval capability from the Millennium user interface, batch scanning from OnBase linking documents with Millennium, and storage of structured data (transcription, photos, XML documents) to complement the HIS system.	Web Server and HL7.	
Integration for Allscripts Sunrise Acute Care	Designed to integrate with Sunrise Acute Care. Key elements include: HL7 synchronization between OnBase and Sunrise Acute Care, document retrieval capability from the Sunrise Acute Care user interface, batch scanning from OnBase linking documents with Sunrise Acute Care, and storage of structured data (transcription, photos, XML documents) to complement the HIS system.	Web Server and HL7.	
Integration for Allscripts Homecare (Existing Customers)	Enables visiting nurses to view images that support the visit and to archive new content captured during the visits.	Workstation Client for Allscripts Homecare Integration.	Allscripts Homecare.
Workstation Client for Allscripts Homecare Integration	Enables visiting nurses to view images that support the visit and to archive new content captured during the visits.	Integration for Allscripts Homecare.	Allscripts Homecare.
Multi-user Server for GE Centricity (Clinical)	For users of the GE centricity system; Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, three-tier OnBase Broker and a License to use the copyrighted OnBase Database in conjunction with a supported SQL Database Management System (DBMS) in a single institution, multi-user environment.	GE Centricity Clinical indexing station, GE Centricity Concurrent Client and GE Centricity Document Imaging.	GE Centricity.
Clinical Concurrent Client for GE Centricity	The client provides the ability to access documents from OnBase. Multiple concurrent clients may be included in a solution. Provides retrieval, viewing, printing, and management of documents. Provides retrieval, viewing, printing, and management of documents Concurrent Clients have a minimum connection (lease) time of five (5) minutes. Both the OnBase Client or OnBase Web Client can use this license.	GE Centricity Multi-user Server, GE Centricity Clinical indexing station and GE Centricity Document Imaging.	GE Centricity.
Document Imaging for GE Centricity (Unlimited) (Clinical)	Allows for the scan capture of documents through OnBase and places a link to the documents in the patient clinical record.	GE Centricity Multi-user Server, and GE Centricity Clinical indexing station. Includes a Workstation Client license.	GE Centricity.
Clinical Indexing Workstation Client for GE Centricity	Allows for the indexing of documents from stand alone indexing stations outside of the OnBase client. Multiple stations maybe included in a solution.	GE Centricity Multi-user Server, and GE Centricity Document Imaging. Includes a Workstation Client license.	GE Centricity.
Disconnected Scanning for GE Centricity (Clinical)	See description in the Document Imaging section of this document.	GE Centricity Multi-user Server, GE Centricity Clinical indexing station and GE Centricity Concurrent Client.	GE Centricity.
Healthcare Disconnected Scanning for Citrix	Provides users with a robust document capture solution that is used while disconnected from OnBase. Supports Kofax, ISIS, and TWAIN scanning.		If utilizing Kofax, the Kofax software or a Kofax image processing board is required.
Healthcare Express Scanning for Citrix	Simplifies the task of document scanning for any department. All options, scanner settings, and default index values are pre-designated. Supports any TWAIN, ISIS or Kofax compatible scanner as well as sweep functionality. Documents are imported or sent to a scan queue for further processing.		
Healthcare Front Office Scanning for Citrix	Provides a simple and configurable scanning interface from within the OnBase Client or as a standalone scanning application. In a standalone installation, documents and index data are uploaded to OnBase via a connection to an OnBase Application Server or the OnBase Desktop.	The OnBase document retrieval option requires an OnBase Concurrent or Named User Client when running in Desktop mode. (Client license not included).	
Integrated Scanning for Epic			
Integration for GE Centricity Image Broker	Enables the archiving and retrieval of images for GE Centricity.	Valid Client License	GE Centricity
Higher Education			
EDI TS 130 Processor	Processes EDI 130 (4010) Student Educational Records data streams into individual documents and provides ability to import.	Valid Client License	
Hyland Software Services			
Installation	Hyland will provide services to Customer in the implementation of OnBase software: Creating the software database, licensing of all modules purchased, installing of the software, configuration of the OnBase solution, training of Customer's OnBase administrator on configuration and use of the software and purchased modules.		
Consulting	Professional consulting services include: business process analysis, Workflow implementation, WorkView implementation, and consultation services.	To qualify for these services, dates of service must be ordered and scheduled in advance on a single purchase order and must be supported by a similar purchase order from the end user to the Solution Provider.	
Program Management	Per hour, Plus T&E. - Provides long term continuity for Hyland initiatives by providing management oversight and accountability across all projects within your OnBase Program.	None.	None.
Conversion Consulting	Provides best practices, proven methodologies and insight to support an organization's conversion tasks. Experienced Hyland conversion experts act as mentors to the engaging organization's team. This time and materials service includes a dedicated Hyland Conversion Services analyst for a mutually agreed upon number of days of consulting and education provided to the organization's qualified resources. It is designed to jump-start an organization's conversion project while providing the critical knowledge necessary for a successful conversion.	None.	None.
Capture Consulting	Hyland will provide discovery, configuration and installation services to Customer in the implementation of their Capture software solution.	None	None
Database Services	Hyland will provide General Database Consulting and/or Scripting.		
Custom Reporting	Enables organizations to gain valuable statistics about the health of business processes driven by critical business applications. A representative from the Hyland Software Database Services Group will perform an in depth discovery with individuals from the organization to determine business reporting requirements and goals for the OnBase System. Based on information gathered, optimized custom reports will be created and optionally implemented.		
Business Continuity Planning	A representative from the Hyland Software Database Services Group will meet with an organization's BCP team to determine business continuity requirements for the OnBase database. The database engineer is available to discuss the various Microsoft SQL Server methods for delivering high availability and the different scenarios that may require a full recovery of the OnBase database. The database engineer will also provide recommendations specific to the needs of the individual organization and can also provide assistance with the implementation and/or testing of a custom OnBase BCP.		
Database Platform Migration Services	A representative from the Hyland Software Database Services Group will meet with representatives of an organization to determine a database migration strategy for the OnBase system. The Hyland database engineer will migrate the OnBase database to the desired platform. Data Structure integrity verification and data authentication is performed post migration to ensure OnBase database integrity.		Supported Migrations: - Sybase or SQL Server to Oracle - Sybase or Oracle to SQL Server
Software Development		Requires a written development agreement with Hyland. By default, Hyland Software, Inc. retains full ownership and rights to any software developed.	

5

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
Consulting (CSG)	Professional consulting services include: application requirements definition, application development, pre-processor development, WorkView data import, API script development, and API consultation services.	To qualify for these services, dates of service must be ordered and scheduled in advance on a single purchase order and must be supported by a similar purchase order from the end user to the Solution Provider.	
Outsourced System Administrator	The Outsourced System Administrator (OSA) works under the direction and supervision of a customer, providing system administration support services, as well as training, to internal help desk and/or IT personnel. In addition to general support, the OSA will work with designated personnel to complete daily, weekly and monthly administrative tasks, as necessary. Services are customarily provided in blocks of hours over consecutive weeks and for a specified period of time.	None	None
Enterprise Solutions Consulting	Enterprise Solutions Consulting services include: enterprise assessments, individual solution assessments, cost-benefit analyses, change management, engagement management and other consultation services.		
Insurance			
Insurance Agent Web Access	Provides web-only retrieval and read only access to documents for an insurance carrier's agents through the carrier's developed portal. This license can NOT be used by any employee of the carrier or anyone on that carrier's internal network. Standard Client licenses must be purchased for carrier employees.	Web Server.	
Integrate			
Application Enabler	Provides image enabling to third-party software applications that are GUI, browser, or text-based. Due to the variety of applications, Solution Providers must verify that an application can be enabled prior to selling this module. As part of the verification, Solution Providers are also required to complete a pre-qualification form located on www.teamonbase. com. Please make no assumptions. If verification is unsuccessful, Hyland can be contacted for assistance.	Valid Client license. Includes Bar Code Generator.	
Enterprise Application Enabler	Provides image enabling to third-party software applications that are GUI, browser, or text-based. Provides any number of applications to be image-enabled within the enterprise. Due to the variety of applications, Solution Providers must verify that an application can be enabled prior to selling this module. As part of the verification, Solution Providers are also required to complete a pre-qualification form located on www.teamonbase. com. Please make no assumptions. If verification is unsuccessful, Hyland can be contacted for assistance.	Valid Client license. Includes Bar Code Generator.	
Office Business Application	Allows users of Word, Excel, and PowerPoint to interact with OnBase content through their familiar Microsoft Office interface. This integration provides users with single-click menu access for storing, retrieving, and editing OnBase documents and related content.	Valid Client license.	Microsoft Office
Web Services Publishing	Allows for point and click creation of standard web services tailored for an organization's OnBase solution, providing a Web API for use by external users or third party applications. In addition to this license, which allows users to publish web services, Web Services Publishing requires a $0.10 fee Per Executed Web Service Call. A built-in reporting mechanism will relay monthly usage data to Hyland for translation into a monthly billing amount.	None.	Windows Server.
Web Services Publishing Executed Web Service Call	Web Services Publishing requires a $0.10 fee Per Executed Web Service Call. A built-in reporting mechanism will relay monthly usage data to Hyland for translation into a monthly billing amount for the sum of all Executed Web Service Calls within the given month.	Web Services Publishing (WSPIPI1)	
Unity Integration Toolkit	Provides an object-oriented API that exposes key OnBase functionality. Unity contains functionality to query, store, retrieve and modify documents and metadata as well as other document-centric features such as notes. The Unity Integration Toolkit is only for integration to OnBase from external applications or custom applications that exist outside of OnBase Automation. A separate OnBase Automation license is required for automation integrations. In addition to the Unity Integration Toolkit, a Unity Automation license is granted to any customer or partner that has at least one person with a current OnBase API Certification. The Unity Automation allows access to Unity through OnBase Automation configured through the OnBase Configuration module. OnBase Automation is any extension to OnBase configured through OnBase Configuration such as Workflow or WorkView scripting, but includes any automation code configured through the Configuration module.	In addition to the Unity Integration Toolkit license, the necessary Client licenses are required. These can either be: 1) the necessary block of Query API retrievals or 2) the necessary number of OnBase Clients at 200 queries per hour. Requires module specific licensing (e.g. Workflow) when accessed through Unity. Other requirements will depend on the specifications of the solution.	
Query API	Provides the ability to query for documents within the OnBase repository from third party applications. Note: This is NOT Web Server Client licensing. Query API is only for External User Access. Access for Internal Users should be granted through the purchase of standard client Licensing. If you purchase the initial tier of either OnBase Client or OnBase Core you enjoy the second tier of either on any additional purchase.	ASP.NET and other Web-based applications require a valid Web Server license (WTIPW1). A query is considered a search for a document or set of documents through the API. If you are running the OnBase Client or OnBase Core as an API broker, you receive 200 queries per hour at no cost through the OnBase Client or through the OnBase Core. Anything beyond 200 queries per hour on a single workstation or server requires this module. The necessary query licenses must be purchased for each database desired to use this license.	
Archival API	Provides the ability to archive documents from third party systems into the OnBase system.	Valid Client license.	
Integration for Trinisys	Allows for the archiving of data and documents in to the OnBase system through the Trinisys platform.		
Reverse API	Provides the ability for OnBase to retrieve information or documents from third party applications.	Valid Client license.	
Connector for use with SAP ArchiveLink	The HTTP Content Server interface allows an SAP system to perform content management functions against the OnBase system. Using this interface, SAP systems may use OnBase as its repository for storage and retrieval of archived documents. This base component is required in order to use: Bar Code Import for use with SAP ArchiveLink, Print List and Data Archive for use with SAP ArchiveLink, Business Indexing Connector for use with SAP ArchiveLink, Imaging iViews for use with SAP ArchiveLink.	Includes the OLE Viewer for use with SAP ArchiveLink	Windows 2000 Server or 2003 Server. Microsoft .NET Framework v 1.1 or greater. SAP RFC library v 4.5 or greater. SAP SSF library v 4.5 or greater.
Bar Code Import for use with SAP ArchiveLink	The Bar Code component of SAP ArchiveLink allows an OnBase scanning application to register scanned documents with SAP software for later storage linking of inbound documents via barcode."	OnBase Client v 3.9 or greater. Connector for use with SAP ArchiveLink.	SAP ArchiveLink v 4.5 or greater.
Print List and Data Archive for use with SAP ArchiveLink	Uses SAP ArchiveLink to import SAP ArchiveLink print lists, data archive files and imaging documents. Archiving data contained in the SAP system will reduce the storage requirements of the SAP system, improve response times and reduce the time to backup, recover and upgrade the SAP system.	Connector for use with SAP ArchiveLink.	SAP RFC library v 4.5 or greater and SAP SSF library v 4.5 or greater.
Business Indexing Connector for use with SAP ArchiveLink	Used to automatically index OnBase documents in OnBase that have been related to business objects in a SAP system. This makes it possible to use OnBase to search for the documents related to any business object in a SAP system. This module also keeps the keywords on documents in OnBase synchronized with the SAP system.	OnBase Client v 3.9 or greater. OnBase Connector for use with SAP ArchiveLink.	Microsoft Windows 2000 Server or 2003 Server. Microsoft .NET Framework v 1.1 or greater. SAP ArchiveLink v 4.5 or greater. SAP RFC Library v 4.5 or greater.
Web Parts for Microsoft SharePoint	Enables Microsoft SharePoint users to configure, view, and interact with all available StatusView objects from within a SharePoint web page.	Valid Client license and a Web Server license. Requires a corresponding license for specific Web Parts exposed. For example, if you were using the Web Part for Workflow, you would require a Workflow license.	Microsoft Sharepoint (See Modular Reference Guide for more details).
Content Connector for Microsoft SharePoint	Enables the automatic linking of documents, batch processed into OnBase, to related items and records managed in SharePoint. Based upon rules defined by a SharePoint site owner, relevant OnBase content is made accessible as item list attachments and document library items.	Import Processor or Imaging license, and Web Server.	Microsoft Sharepoint (See Modular Reference Guide for more details).
Hyland Broker for Microsoft Office (Hyland Office Broker)	Allows organizations to utilize Office Online (O365) web-based tools to view, edit and co-author documents stored in OnBase.	Version Requirement: EP1	
Integration for ESRI	Allows users of Esri to link OnBase documents to features on web based maps. The integration provides a set of easy-to-use web links in the map application for query, point-and-click retrieval and archiving of OnBase documents related to map features. The integration is based on ESRI's task framework and allows GIS administrators to easily imbed the OnBase web links into new or existing .Net based applications.	Concurrent Client or Named Client license and a Web Server license.	Requires ArcGIS Server v9.3 SP1 or higher for the Microsoft.NET Framework.

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
Conversion Tool for Ricoh eCabinet	Utilized to migrate data from the Ricoh eCabinet repository to OnBase. The tool reads the Ricoh eCabinet repository and creates the necessary Import Processor index files to process the data into OnBase.	Document Import Processor. Recommend five (5) days of Custom Solutions Group services. Recommend five (5) days of Installation Services.	
Local Government Licensing			
Local Government Licensing Bundle	Provides limited ECM functionality to Local Government with populations of less than 250,000. Modules comprising the bundle include: Multi-User Server (1), Unity Client Server with Combined Viewer (1), EDM Services (1), Application Enabler (single application) (1), Full-Text Search (1), and Virtual Print Driver (1).	Valid Client Licenses	
Local Government Full Text Search	Full-Text Search allows users to perform powerful searches on collections of full-text indexed documents using input words or phrases, or by using Simple Query Syntax to construct search strings with operators such as AND and OR. Full-text searches can also be combined with OnBase Keyword or date range searches to filter the documents returned. Full-Text Search uses the Hyland Full-Text Server to perform advanced searches and integrate with the OnBase clients. Search and retrieval is significantly faster than an external text search.		
Local Government Encryped Alpha Key Words	Enables storage of sensitive alpha-numeric keywords in an encrypted format.		
Local Government Encryped Disk Groups	Enables organizations to encrypt documents as they are imported into OnBase and stored on a file server. If viewed outside of OnBase, documents will be unreadable.		
Local Government Concurrent Client	Provides retrieval, viewing, printing, and management of documents. Concurrent Clients have a minimum connection (lease) time of five (5) minutes. Both the OnBase Client or OnBase Web Client can use this license.	Minimum initial purchase of 4 Local Government Concurrent Clients.	
Local Government Named User Client	Provides retrieval, viewing, printing, and management of documents for a single named user.	Minimum initial purchase of 4 Local Government Named User Clients.	
Local Government Workflow Concurrent Client SL	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.		
Local Government Workflow Named User Client SL	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.		
Local Government Web Server	Provides an ActiveX or HTML browser interface to access documents stored in an OnBase database via the Internet, Extranet or corporate Intranet.	Concurrent or Named User Client license for each user. Includes StatusView.	
Local Government Application Enabler	Provides image enabling to third-party software applications that are GUI, browser, or text-based. Due to the variety of applications, Solution Providers must verify that an application can be enabled prior to selling this module. As part of the verification, Solution Providers are also required to complete a pre-qualification form located on www.teamonbase.com. Please make no assumptions. If verification is unsuccessful, Hyland can be contacted for assistance.	Valid Client license. Includes Bar Code Generator.	
Local Government Enterprise Application Enabler	Provides image enabling to third-party software applications that are GUI, browser, or text-based. Provides any number of applications to be image-enabled within the enterprise. Due to the variety of applications, Solution Providers must verify that an application can be enabled prior to selling this module. As part of the verification, Solution Providers are also required to complete a pre-qualification form located on www.teamonbase.com. Please make no assumptions. If verification is unsuccessful, Hyland can be contacted for assistance.	Valid Client license. Includes Bar Code Generator.	
Local Government Virtual Print Driver	Provides a method to capture, index and store the print stream from any printable application and store the information as a TIFF image within the OnBase document repository. This is a single instance license.	Valid Client license.	To use Windows 98 or NT, you must purchase the Leadtools Print Driver. (Sold Separately)
Local Government Production Document Imaging (Kofax or TWAIN)	Scans (digitizes) paper documents using Kofax or TWAIN compatible devices. Advanced features include distributed capture and indexing, image enhancement, bar code recognition (Kofax), blank page separation and auto-enabled indexing.	Includes a Workstation Client license.	If utilizing Kofax, the Kofax software or a Kofax image processing board is required.
Local Government Production Document Imaging (TWAIN)	Scans (digitizes) paper documents using TWAIN compatible devices. Advanced features include bar code recognition, distributed capture and indexing, blank page separation and auto-enabled indexing.	Includes a Workstation Client license.	Utilizes Pegasus Toolkit (Provided by Hyland)
Local Government Production Document Imaging (ISIS)	Scans (digitizes) paper documents using ISIS compatible devices. Advanced features include bar code recognition, distributed capture and indexing, blank page separation and auto-enabled indexing.	Includes Workstation Client License.	Utilizes ISIS and Pegasus Toolkits (Provided by Hyland)
Local Government Disconnected Scanning	Provides users with a robust document capture solution that is used while disconnected from OnBase. Supports Kofax, ISIS, and TWAIN scanning.		If utilizing Kofax, the Kofax software or a Kofax image processing board is required.
Local Government Integration for Microsoft Outlook	Allows a Microsoft Outlook user to interact with an OnBase system through the familiar Outlook client. Provides users the ability to save e-mails and/or any associated attachments by simply dragging the e-mail to the "OnBase" folder. Users can also retrieve documents from the interface.	Valid Client license.	Microsoft Outlook
Local Government Records Management	Manages the retention, disposition, and destruction of managed record folders according to an organization's business rules, based on the occurrence of an event in accordance with external regulations or compliance laws. This includes Document Retention (DRIPI1).	Valid Client license.	
Local Government Document Retention	Manages the retention and disposition of stored documents according to pre-defined business rules, involving the passage of time, allowing for automatic destruction and/or removal from the OnBase document repository.	Valid Client license.	
Local Government Distributed Disk Service	Regulates public access to a server through middleware software that acts as a proxy for accessing Disk Groups. Because communications with the OnBase Client are handled through TCP/IP, administrators are not required to use Windows Shares or UNC paths for Disk Group access.	Valid Client license.	Supports distributed Disk Group storage on Windows 2000/2003 Server or Enterprise ES.
Local Government Integration for Tempest Development Group	Enables users of OnBase Plan Review to integrate with the Tempest Development Group products for permitting to include electronic plan review in the overall permitting process.	OnBase Plan Review and its OnBase Requirements.	Tempest Development Group permitting software.
Local Government Plan Review Integration Toolkit	Enables the OnBase Plan Review solution to be integrated with a third party line of business application, allowing for electronic plan review to be included in organizational processes. The toolkit offers an API for creating plan review projects with data from the line of business application, authenticating portal users and other key functions as well as the ability to use the OnBase Application Enabler for user interface-level integration.	OnBase Plan Review.	The application with which OnBase Plan Review will be integrated.
Local Government Integration for Azteca Cityworks	Offers a seamless integration with Azteca Cityworks, providing users ECM capabilities within the Cityworks product. Allows users to associate documents to a Cityworks Server object, view the associated documents and archive new Cityworks-related documents directly in to OnBase.	Valid Client licenses.	Azteca Cityworks and Cityworks Document Management API for OnBase, both purchased from Azteca
Local Government Agenda Voting	Enables voting via the OnBase Agenda application.		
Local Government Advanced Capture	Per concurrent instance. - Enables the automatic classification and indexing of scanned documents. Supports multiple languages and the processing of bi-tonal, grayscale and color images. Enables batch processing and also ad-hoc Automated Indexing from a select list.	Installation of OnBase Advanced Capture software (included) on user workstation and a valid Client license.	
Local Government Document Composition	Allows for Ad-hoc creation of form letters using Microsoft Word templates. The content of the created document is a combination of merged data form templates, E-Forms, Workflow properties, web services, database queries and nested sub-templates.	Valid Client license.	See Modular Reference Guide.
Measure			
Reporting Dashboards	Graphically displays data returned from a configured data provider, allowing users to quickly identify relevant information and trends surrounding the data managed by the data provider. Available dashboard items include basic pie, chart and bar graphs, or more advanced displays such as gauges, pivot tables and maps.	Unity Client Server	
Exception Reports	Creates reports that can identify missing or aged documents.	Valid Client license.	
Report Mining	Provides the ability to extract historic trend data already in OnBase as well as current trend data for analysis and reporting.		Office 2007 (If Excel output is desired)
Business Activity Monitoring	Provide real-time snapshots of Workflow processes. Available through the StatusView interface of the OnBase Web Server or a SharePoint Web site, these portlets are configurable by business users who have the appropriate rights.	Web Server, StatusView, and Workflow licenses.	

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
OnBase Annual Maintenance and Support			
Annual Maintenance		Hyland Software charges a 10% maintenance reinstatement fee for maintenance that has lapsed. To reinstate, 100% of the maintenance fees for the lapsed period must be paid, plus an amount equal to 110% of the Annual Maintenance fee for the renewal period commencing on the effective date of such reinstatement. If a solution provider does not maintain two (2) full-time OnBase Certified Installers on staff, Hyland Software reserves the right to provide primary support and bill the full annual maintenance fees directly to the end user and retain the full amount of such fees.	
Annual Maintenance (Contract Negotiated)		Hyland Software charges a 10% maintenance reinstatement fee for maintenance that has lapsed. To reinstate, 100% of the maintenance fees for the lapsed period must be paid, plus an amount equal to 110% of the Annual Maintenance fee for the renewal period commencing on the effective date of such reinstatement. If a solution provider does not maintain two (2) full-time OnBase Certified Installers on staff, Hyland Software reserves the right to provide primary support and bill the full annual maintenance fees directly to the end user and retain the full amount of such fees.	
Reinstatement Fee	10% of the annual maintenance fee + annual maintenance fees for the entire lapse period - Hyland Software charges a 10% maintenance reinstatement fee for maintenance that lapses. (That means 10% of the annual maintenance fee for the first twelve (12) months for which maintenance and support is reinstated). This is in addition to paying annual maintenance fees for the entire lapse period.		
Annual Maintenance Reinstatement	Hyland Software charges a 10% maintenance reinstatement fee for maintenance that has lapsed. To reinstate, 100% of the maintenance fees for the lapsed period must be paid, plus an amount equal to 110% of the Annual Maintenance fee for the renewal period commencing on the effective date of such reinstatement.		
OnBase Cloud Licensing and Services			
Subscription Fee	OnBase can be licensed at a monthly subscription fee.	1) The monthly software subscription fee is calculated by taking the total selling price of all software perpetual licenses multiplied by 4%. 2) Subscription fee includes software maintenance. 3) Solution Provider discounts apply.4) Hyland Software charges an additional 1% subscription fee for any customer running on a version of software that has been designated as an "Extended Support Version". This fee is in addition to the existing Subscription Fees.	
OnBase Cloud Perpetual Software (Purchased)	OnBase software can be licensed with a one-time payment for the software modules at list price, plus annual software maintenance.	Please refer to the OnBase License & Service Fee Schedule for Perpetual list prices. Annual software maintenance must be current to be hosted on the OnBase Online Network.	
Hosting Fee	1) Recurring monthly hosting fee is based on the list price of the software. 2) Monthly hosting fee for cloud customers is calculated by taking the total list price of all software licenses multiplied by: 2% for OBOLHOST-SILVER with a minimum initial monthly hosting fee of $1,000; 2.5% for OBOLHOST-GOLD with a minimum initial monthly hosting fee of $2,000; 3% for OBOLHOST-PLATINUM with a minimum initial monthly hosting fee of $3,000; and 4% for OBOLHOST-DOUBLEPLAT with a minimum initial monthly hosting fee of $4,000. 3) Refer to OnBase Online Storage Fee (OBOL-STORG) for detail. 4) Includes one Citrix account for each customer/reseller. 5) Customized hosting network configuration licensed on a case by case basis.		
OnBase Cloud Subscription Setup Fee	1) One-time fee for OnBase Cloud setup, equal to the monthly Software Subscription fee. 2) Applies to initial and add-on purchases. 3) Paid at contract signing or purchase order receipt.		
OnBase Cloud Hosting Setup Fee	1) One time fee for OnBase Cloud setup, equal to the monthly Hosting fee. 2) Applies to initial and add-on purchases. 3) Paid at contract signing or purchase order receipt.		
OnBase Cloud Storage Fee	1) Storage allocation: storage allocated over both primary and secondary storage sites. 2) Aggregate storage in excess of the storage allocation will incur additional cost.		
OnBase Cloud Backfile Conversion Fee	Per GB charge for ingestion of backfile conversion. Data to be provided via SFTP or Encrypted USB hard drive.		
Global Cloud Services Professional Services	Professional Services provided by Global Cloud Services as it relates to OnBase Cloud deployments. Cloud Services' Professional Services adhere to the same schedule of hourly costs as Hyland's Custom Solutions Group.		
Custom Code Isolation Fee	Additional hosting fees may be required for the hosting of custom code. Contact the Global Cloud Services Business Development team or your Channel Manager for capabilities and pricing.		
Sandbox Environment	A Sandbox Environment is a full OnBase solution, containing non-production data. An OnBase Cloud customer's OnBase Administrator can access the hosting machine directly, allowing configuration and development of new solutions in a non-production environment. It does not fall under the breadth and depth of the internal and external OnBase Cloud compliance audits so production data is not permitted within the Sandbox Environment. The Sandbox environment does not support the testing of Full-Text Indexing, OCR for Autonomy IDOL, OCR processing, Advanced Capture modules, or Enterprise Integration Server. When this functionality is required, a User Testing Lite or User Testing Full Environment must be purchased instead. A one-time setup fee will be charged, equal to the monthly fee.		
User Testing Environment	An OnBase Cloud User Testing Environment is a full OnBase solution, deployed in the production environment and contains production data. Customer OnBase Administrators can access the solution via Citrix, allowing them to test new solutions in a fully production-equivalent environment so that web and application servers, load balancing and firewall configurations are the same as production. A one-time setup fee will be charged, equal to the monthly fee.		
User Testing Lite Environment	An OnBase Cloud User Testing Lite Environment is a full OnBase solution, deployed in the production environment and contains production data. Customer OnBase Administrators can access the solution via Citrix, allowing them to test new solutions in a similar environment so that web and application servers and firewall configurations are the same as production, but does not offer the performance testing available in the User Testing Environment. A one-time setup fee will be charged, equal to the monthly fee.		
Full-Text Indexing Hosting Package	1) Customers using Full-Text Indexing for Autonomy IDOL are required to purchase this package. 2) One time setup fee will be charged, equal to the monthly fee. 3) The Purchase of the hosting package does not replace the purchase of the OnBase full-text indexing module.		
Report Services Hosting Package	1) Customers using Report Services are required to purchase this package. 2) One time setup fee will be charged, equal to the monthly fee. 3) The purchase of the hosting package does not replace the purchase of the OnBase Report Services module.		
OCR Hosting Package	1) Customers using OCR are required to purchase this package. 2) One time setup fee will be charged, equal to the monthly fee 3) The purchase of the hosting package does not replace the purchase of the respective OnBase module requiring OCR.		
Advanced Capture Hosting Package	1) Customers using Advanced Capture are required to purchase this package. 2) One time setup fee will be charged, equal to the monthly fee. 3) The purchase of the hosting package does not replace the purchase of the OnBase Advanced Capture module.		
EIS Hosting Package	1) Customers using EIS are required to purchase this package. 2) One time setup fee will be charged, equal to the monthly fee. 3) The purchase of the hosting package does not replace the purchase of EIS.		
Data Extraction Charges	1) Data Extraction is priced as a flat rate and includes a full copy of the Disk Groups. Additional manipulation to extract specific documents, Document Types, etc. requires hourly rate at the current Global Cloud Services Professional Services rate. 2) Data Extraction is to an encrypted USB hard drive, which must be purchased from Hyland. The price of the encrypted hard drive is included in the price of the Extraction. 3) Approximately 30 business days required for turnaround.	None	None

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
File Import Charges	High volume file import and high volume file transfer (inbound and outbound) usage greater than 100 GB of data per calendar month is subject to this charge: 1) Per GB charge for file import/transfer processing (electronic or removable media) charge for every GB over 100 GB per calendar month. 2) Backfile data delivered via encrypted USB hard drive. See Data Extraction section for Per GB charges for data handling/manipulation. 3) Solution Provider/customer is responsible for related OnBase configuration changes (Document Types, Document Import Processor, COLD/ERM, etc.) and process auditing (verification report review).		
Citrix License	One Citrix License is provided via the monthly Hosting Fee for access to the OnBase Cloud solution. Additional Citrix licenses can be purchased for additional user access.		
Conversion to Perpetual License Premise Solution	1) After 12 months of OnBase Online services, 50% of the monthly subscription payments (excluding initial setup costs and monthly hosting charges) will be applied towards the purchase of perpetual software licenses. 2) Credit not to exceed 50% of the total software price. 3) See the Data Extraction fees section for data return pricing. 4) Conversions to Perpetual Licensed Hosted Solutions will be subject to the Hosting Only Fee (OBOLHOST-ONLY) described above in the Hosting Fee section of this schedule. The Data Extraction fee will not apply for conversions to Perpetual Licensed Hosted Solutions.	Solution Provider Discounts Do Not Apply	
File Transfer Services	Provides the ability to take files locally and transfer them to a hosted facility for processing.	Application Sever	
OnBase Education Services			
Introduction to Installation	The Introduction to Installation course covers the installation process for an OnBase system. The class focuses on pre-installation requirements and takes students through the OnBase configuration process. Processing modules are discussed in-depth, with many opportunities for gaining hands-on experiences using sample business scenarios. Upon completion of the course, students should be able to install an OnBase system under the guidance of an OnBase certified installer. Duration: 5 days	Students must successfully complete the Pre-Installation Web-based Training course.	
Installer Certification	The Installer Certification course refines a student's ability to install and troubleshoot an OnBase solution. Special emphasis is placed on: system design, storage facilities, and select modules (including authoring and full-text indexing). Students are responsible for installing a new OnBase system, including the appropriate setup and configuration of OnBase modules covered in this and prerequisite courses. Duration: 5 days	Students must successfully complete the Introduction to Installation class.	
System Administration	The System Administration course is designed to introduce new and existing system administrators to the use, maintenance, and administration of OnBase. The class provides in-depth, hands-on experience based on using actual business scenarios. The class also investigates technical support processes, effective maintenance strategies, online documentation and other resources available to OnBase system administrators. Duration: 5 days	It is highly recommended that students must have an OnBase solution implementation for at least one (1) month. Students must successfully complete the Pre-Installation Web-based Training course.	
Advanced System Administration	The Advanced System Administrator class provides students with a detailed understanding of the general system structure as well as the process for creating an effective disaster recovery plan. Special emphasis will be on identifying problematic components of a system as well as detailing a strategy for modifying and upgrading OnBase. Additionally, students learn about additional modules and how they can be leveraged in an existing installation. Duration: 5 days	Students must successfully complete the System Administration class.	
Introduction to Workflow	The Introduction to Workflow course introduces OnBase partner technical staff to the processes and tools associated with creating, modifying, and troubleshooting OnBase workflow implementations. Training scenarios require students to employ multiple functions within their Workflow design. The course employs a hands-on approach to understanding Workflow interactions and design possibilities. Formerly known as Workflow Administration. Duration: 5 days	Students must successfully complete the Introduction to Installation class and the Preparing for Workflow Web-based Training course.	
Workflow Design	The Workflow Design course provides attendees with a review of the business discovery process and strategies for translating business requirements into Workflow functionality. The class will require students to filter provided information and create Workflow solutions that accomplish organizational goals. The class requires students to create a Workflow project from initial discovery through testing for a variety of business scenarios. Formerly known as Workflow Certification. Duration: 5 days	Students must successfully complete the Introduction to Workflow class.	
OnBase API Certification	The OnBase API Certification course explores the OnBase APIs and instructs students on the effective use of those APIs with their custom applications. Students learn to perform basic OnBase operations through the OnBase APIs. Primary languages used within the course include VBScript and C# / VB.NET. Familiarity with Visual Studio is a plus. Duration: 5 days	Pre-Installation Web Based Training (WBT). Entry-level object-oriented programming experience.	
Web Server / Application Enabler Administration	The Web Server / Application Enabler Administration course is designed to teach students administration techniques for the OnBase Web Server and Application Enabler. The course will also cover security and data storage modifications for the Web Server in addition to appropriate troubleshooting techniques. The course also covers essential Application Enabler configuration and installation techniques. The class will culminate in a practical implementation of an OnBase solution incorporating the Web Server, Application Enabler, and the OnBase Desktop. Duration: 5 days	Students must have successfully completed the System Administration class.	
Web Server – Online	The Web Server – Online course provides students with a robust understanding of the advantages of the OnBase Web Server and the inherent functionality it brings to an OnBase solution. Students will implement the OnBase Web Server and configure it to meet specific environmental and business requirements. Students will be exposed, through the use of Hyland Software's Virtual classroom, to the installation, configuration, troubleshooting, and modification of a Web Server environment. Special attention is provided on the requirements for upgrading a Web Server installation. Duration: 2 days	Students must successfully complete the System Administration course. A PC, internet connection, and telephone will be required for the duration of the course. Solution Provider discounts do not apply.	
Application Enabler - Online	The Application Enabler – Online course teaches students how to configure Application Enabler to index documents and retrieve documents while interacting with another application. Students will connect to Hyland Software's Virtual classroom to install and configure Application Enabler for use with the OnBase Thick Client, Web Client, Disconnected Scanning, and bar code generation. The course provides an in-depth look at installation best practices as well. Duration: 2 days	Students must successfully complete the System Administration course. A PC, internet connection, and telephone will be required for the duration of the course. Solution Provider discounts do not apply.	
WorkView Implementation	The WorkView Implementation course is designed to teach students the architecture and configuration techniques for OnBase WorkView. A critical component of the course is the functional requirements discovery process and its associated documentation, which is unique to OnBase WorkView application development. Students are given multiple examples of OnBase WorkView applications as references for use in future design and development projects. Duration: 5 days	Students must have successfully completed the System Administration class.	
Partner Hosted Customer Training Course	Partners may engage Hyland Software Education Services to execute a standard OnBase customer course at their facilities for the partner's direct customers. This provides the partner with an opportunity to engage their customers, ensure that the system administrators are committed to their role in the OnBase solution, and support the continued growth of the OnBase solution. Partners will be responsible for all travel and expenses for the course and the class size limits apply. This license must be used for all partner hosted courses supporting more than one customer.	All attendees must have completed the course prerequisites prior to the beginning of the class. Additionally, a class roster must be submitted two weeks before the beginning of the class.	
OnBase System Administrator Recertification - Online	This four-hour, online, instructor-led course will explore the changes in OnBase and how they directly impact system administration as well as the new features and best practices for administration. The class will also interactively explore areas of OnBase functionality and how they can be used to resolve user and organizational needs. Upon successfully completing this course, any individual who was or is an OnBase Certified System Administrator will have their certification status updated for two years. Duration: 0.5 day	Students must have completed the System Adminitration course. OCSA status is recommended. Solution Provider discounts do not apply.	

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
OnBase Workflow Administrator Recertification - Online	This four-hour, online, instructor-led course will explore the changes in OnBase workflow and their impact on new and existing workflow solution. This course will focus on best practices in design and targeting process efficiency. This interactive class will look at the results from various process configuration and apply several workflow strategies to current projects. Upon successfully completing this course, any individual who was or is an OnBase Certified Workflow Administrator will have their certification status updated for two years. Duration: 0.5 day	Students must have completed the Introduction to Workflow course. OCWA status is recommended. Solution Provider discounts do not apply.	
OnBase End User Training	The OnBase End User Training course is designed to prepare attendees for the use of the OnBase Client or OnBase Web Client for basic retrieval and document interaction. Additional time will be spent performing retrievals using text searching, as well as the creation and viewing of document notes. E-mail and printing of documents will also be covered. Duration: 2 hours per session	Students should have access to an OnBase implementation after attending the course to ensure that they will be able to immediately utilize the knowledge they obtain from the class.	
Custom Customer Training	Hyland Software can create a training course geared towards the technical needs of individuals who are not pursuing one of the available OnBase certifications. The Customer will be responsible for any additional content generation and course preparation as well as travel and expenses for the technical staff necessary for the course. All Custom Customer Training courses must be reviewed and approved by the Manager of Education Services prior to booking.	The prerequisites for the custom course will vary based on the course content and technical skills required.	
Advanced Capture Solutions Training Class	The Advanced Capture Solutions course provides in-depth, hands-on experience with Hyland's Advanced Capture solution. The course focuses on the appropriate installation and configuration of capture solutions, highlights best practices for identification and capture of document information, and administering in-place solutions. Duration: 5 days	Students must have completed the System Administration or Introduction to Installation course. Solution Provider discounts do not apply.	
TechQuest	TechQuest is a week of hands-on, focused training sessions designed to develop and refine OnBase customers' and resellers' technical knowledge. Attendees will have the opportunity to explore the technical specifications of solution design, work directly with new OnBase and meet one-on-one with Hyland technical and development staff all while networking with other OnBase technical professionals to learn how they leverage OnBase. Duration: 5 days		
Basic Electronic Forms - Online	This full day, instructor-led online course explores the essentials of creating HTML forms for use as electronic forms in OnBase. The course will review several tools for creating electronic forms, review the underlying architecture of forms and how they function in OnBase, as well as review best practices for design and manipulation through OnBase and Workflow. Individuals will craft several forms and build upon their knowledge to create electronic forms solutions. The course will also explore the embedding of simple scripts into the forms for data validation. Duration: 1 day	Students must have completed the System Administration or Introduction to Installation course. Completing a first level Workflow course is recommended. Solution Provider discounts do not apply.	Basic knowledge of HTML
Supporting OnBase	The Technical Support Certification Course provides a unique opportunity for OnBase professionals dedicated to the technical support function to develop practical skills for diagnosing and troubleshooting common support issues. The course includes classroom instruction coupled with practical exercises that address common issues faced by many partner companies in their direct support business. Participants also have an opportunity to work with customers of Hyland Software's technical support group in a one-on-one basis, including observation of live support calls and the issue resolution procedures operative at Hyland Software. Duration: 5 days	Students must successfully complete the Introduction to Installation class.	
System Administration - Healthcare	The System Administration for Healthcare Solutions course is designed to provide the same core competencies of the System Administration course while healthcare-specific solutions and functionality. The course introduces new and existing OnBase System Administrators in healthcare settings to the use, maintenance, and administration of OnBase. The class provides in-depth, hands-on practical experience that map directly to the day-to-day activities of an OnBase System Administrator for a Healthcare solution. The class also investigates maintenance strategies and resources available to OnBase System Administrators. Duration: 5 days	It is highly recommended that students must have an OnBase solution implementation for at least one (1) month. Students must successfully complete the Pre-Installation Web-based Training course.	
OCR for AnyDoc System Administration	The OCR for AnyDoc System Administration is a five day course designed to introduce new and existing AnyDoc System Administrators to the use, maintenance, and administration of the AnyDoc Product Suite. This class focuses on installation, creating and testing master form templates, configuring and working within form family management, batch processing and system maintenance. This week includes training on OCR for AnyDoc and an introduction to AnyDoc CAPTUREit, AnyDoc EXCHANGEit, and AnyDoc MANAGEit. Duration: 5 days	AnyDoc: Product Overview Web-Based Training	
Infiniworx Core	The Infiniworx Core five day course provides an introduction to Infiniworx and creates the foundation for effectively deploying a capture workflow solution for document classification and document and data processing. Participants will learn how to construct workflows using drag-and-drop tools instead of programming, how to virtually eliminate the manual presorting of documents with auto-classification and routing, and how flexibility Infiniworx can be. Duration: 5 days	AnyDoc: Product Overview Web-Based Training	
AnyDoc AnyApp	The AnyDoc AnyApp five day course details how to create, debug and test an AnyApp solution. It uses OCR for AnyDoc, and emphasizes setting up templates for unstructured forms processing specific to invoices. It is designed to teach various problem-solving approaches to acquiring data from unstructured forms. Sections of the class are devoted to various techniques concerning invoices, as opposed to attempting to mention every control on every dialog. Duration: 5 days	Students must successfully complete OCR for AnyDoc System Administration course. Experience with VB Scripting is required.	
Enterprise Integration Server for Developers	The Enterprise Integration Server for Developers course introduces students to the capabilities of the Hyland Enterprise Integration Server. Students will be introduced to the EIS architecture via lecture and labs. Students will build a real-world integration between OnBase and a Line of Business system. The course culminates with a certification exam.		
Web Server and Application Enabler Implementation	The Web Server and Application Enabler Implementation course is designed to teach students the architecture and installation techniques for the OnBase Core applications. The course will also cover security and data storage modifications for the Core in addition to appropriate troubleshooting techniques. The class will culminate in a practical implementation of an OnBase solution incorporating the Web Server, Application Enabler, and the OnBase Desktop. Duration: 5 days	Students must successfully complete the Introduction to Installation class. Solution Provider discounts do not apply.	
Custom Solution Provider Training	Hyland Software can create a training course geared towards the technical needs of individuals who are not pursuing one of the available OnBase certifications. The Solution Provider will be responsible for any additional content generation and course preparation as well as travel and expenses for the technical staff necessary for the course. All Custom Solution Provider Training courses must be reviewed and approved by the Manager of Education Services prior to booking.	The prerequisites for the custom course will vary based on the course content and technical skills required. Solution Provider discounts do not apply.	
Brainware Intelligent Capture: Core Concepts (Training)	This foundation course provides system administrator training on the core product functions. Duration: 5 days		
Brainware for Invoices: Installation and Configuration (Training)	Get an in-depth understanding of Intelligent Capture through a step by step project development for invoice processing. Duration: 5 days		
OnBase Extended Support			
Extended Support Fee	Hyland software charges a 15% extended support fee for any customer running on a version of software that has been designated as an "Extended Support Version". This fee is in addition to the Annual Maintenance percentage.		
OnBase Project Management Services			
Daily Project Management Services	Hyland provides project management services that direct, coordinate and support successful implementation of OnBase solutions on an as needed basis, consistent with an agreed upon project plan. The assigned project manager may work from either the customer site or from Hyland's corporate campus as indicated by customer and project requirements. Project management services can be expanded to address customer business and IT consulting needs. Services are provided on a daily fee basis with a requirement that the customer engage two or more days of services per week, on a mutually determined schedule.		
Process			

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
Workflow Concurrent Client SL	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.	Valid Client license.	
Workflow Workstation Client SL	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.	Valid Client license.	
Workflow Named User Client SL	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.	Valid Client license.	
Workflow Approval Management	Allows business users to configure required approvals, create business rules to evaluate documents and assign approvers in the Unity Client for any OnBase Workflow process. Approval hierarchies from existing business systems can also be leveraged to automatically manage approval assignments.	Valid Client license, Workflow license, and Unity Client Server	None.
WorkView Concurrent Client SL	Provides the ability to create custom applications in OnBase to track issues from start through resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Web Server or Unity Client Server and a valid Client license. If using the web viewer, Web Server is required. If using the Unity viewer, Unity Client Server is required.	
WorkView Workstation Client SL	Provides the ability to create custom applications in OnBase to track issues from start through resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Web Server or Unity Client Server and a valid Client license. If using the web viewer, Web Server is required. If using the Unity viewer, Unity Client Server is required.	
WorkView Named User Client SL	Provides the ability to create custom applications in OnBase to track issues from start through resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Web Server or Unity Client Server and a valid Client license. If using the web viewer, Web Server is required. If using the Unity viewer, Unity Client Server is required.	
Information Management Concurrent Client	Provides access to OnBase, along with Workflow and WorkView capabilities, allowing users to perform functions related to case management. Includes E-Forms.	Multi-User Server. Any module-specific functionality provided by additional OnBase products is required to be licensed separately.	
Workflow/WorkView Concurrent Client SL	Provides the combined functionality of Workflow and WorkView within a single license. Includes E-Forms.	Any respective Workflow and WorkView requirements.	
Workflow/WorkView Workstation Client SL	Provides the combined functionality of Workflow and WorkView within a single license. Includes E-Forms.	Any respective Workflow and WorkView requirements.	
Workflow/WorkView Named User Client SL	Provides the combined functionality of Workflow and WorkView within a single license. Includes E-Forms.	Any respective Workflow and WorkView requirements.	
WorkView Integration for Microsoft Outlook	Enables users to view WorkView data related to a selected e-mail within Microsoft Outlook, execute WorkView filters, and full-text search WorkView objects/data (with the Context Search Framework license) in order to gather additional context and information related to a message.	WorkView and Application Server. To enable full-text and advanced search, Context Search Framework is required.	Microsoft Outlook
Context Search Framework (WorkView)	Context Search Framework provides a simple interface that makes it easy to full-text search across the data stored in one or more of your WorkView	Case Manager business applications. Administrators can define search scopes that can include one or more record types (classes) and assign them to specific OnBase user groups. End users can then perform simple to advanced searches on data values to quickly and easily locate relevant data records (objects).	WorkView and Application Server	
Full-Text Search	Full-Text Search allows users to perform powerful searches on collections of full-text indexed documents using input words or phrases, or by using Simple Query Syntax to construct search strings with operators such as AND and OR. Full-text searches can also be combined with OnBase Keyword or date range searches to filter the documents returned. Full-Text Search uses the Hyland Full-Text Server to perform advanced searches and integrate with the OnBase clients. Search and retrieval is significantly faster than an external text search.		
E-Forms	Provides the ability to complete, index, and store HTML based documents (forms) from the OnBase Client interface using an HTML form template.		
OnBase Interaction with ShareBase	Allows for automating the creation and sharing of documents and folders in ShareBase by leveraging OnBase Workflow. With the interaction license, users can execute configured Workflow tasks in OnBase to add OnBase documents to ShareBase, create or delete ShareBase folders, and create links to ShareBase folders that can be shared with non-ShareBase users.	ShareBase and Workflow	
Business Rules Engine	Allows organizations to react quickly to changing business conditions, adjusting their approach to markets or adding new lines of business. The Business Rules Engine is designed to allow managers to create business rules which can contain parameterized values. This allows shift supervisors to adjust threshold values as needed to account for dynamic business environments.	Workflow.	
Workflow Departmental Server	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Allows one department within an organization to create Workflow solutions specific to that department (e.g. an AP department may implement a Requisition process and an AP Review process). If more than one department wishes to use Workflow, they must license additional department licenses or purchase the Workflow Enterprise Server. This license may be applied toward the purchase of Workflow Enterprise Server within one year of the purchase date.	Valid Client license and matching Workflow Client license.	
Workflow Enterprise Server	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Allows any number of Workflow applications to be implemented by any number of departments within the enterprise.	Valid Client license and matching Workflow Client license.	
Workflow Concurrent Client	Provides access to Workflow functions in order to perform work and complete tasks on documents. License lease begins upon first Workflow activity, ends when user closes or minimizes Workflow.	Valid Client license and a Workflow Server license.	
Workflow Workstation Client	Provides access to Workflow functions in order to perform work and complete tasks on documents.	Valid Client license and a Workflow Server license.	
Workflow Named User Client	Provides access to Workflow functions in order to perform work and complete tasks on documents, for a single named user.	Valid Client license and a Workflow Server license.	
WorkView Server	Provides the ability to create custom applications in OnBase to track issues from start through resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Valid Client license, WorkView Client license for each user, and a Web Server or Unity Client Server license.	
WorkView Concurrent Client	Provides the ability to create custom applications in OnBase to track issues to resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Valid Client license and a WorkView Server license.	
WorkView Workstation Client	Provides the ability to create custom applications in OnBase to track issues to resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Valid Client license and a WorkView Server license.	
WorkView Named User Client	Provides the ability to create custom applications in OnBase to track issues to resolution. Supports optional attachment of OnBase documents and user-defined events to issues. Configuration tool allows user to define custom database tables, screens and views.	Valid Client license and a WorkView Server license.	
Workflow/WorkView Concurrent Client	Provides the combined functionality of Workflow and WorkView within a single license. For use with traditional Workflow and WorkView licensing models.	Departmental Workflow Server and/or Enterprise Workflow Server, and WorkView Server. E-Forms are still required to be purchased separately.	
Workflow/WorkView Workstation Client	Provides the combined functionality of Workflow and WorkView within a single license. For use with traditional Workflow and WorkView licensing models.	Departmental Workflow Server and/or Enterprise Workflow Server, and WorkView Server. E-Forms are still required to be purchased separately.	
Workflow/WorkView Named User Client	Provides the combined functionality of Workflow and WorkView within a single license. For use with traditional Workflow and WorkView licensing models.	Departmental Workflow Server and/or Enterprise Workflow Server, and WorkView Server. E-Forms are still required to be purchased separately.	
PDF Framework	Enables PDF features for dependent products as referenced in the OnBase Requirements section for that product.		Datalogics (Provided by Hyland Software)
Conversion Framework for Aspose	Enables users who do not have Microsoft Office to view required documents and convert Word documents to non-editable Tiff images or PDF files.	Hyland Software provided DLL. Please contact Tech Support for download instructions.	
Conversion From Microsoft Office To Image Framework	Enables users who do not have Microsoft Office to view required documents and convert Word documents to non-editable Tiff images or PDF files.	Hyland Software provided DLL. Please contact Tech Support for download instructions.	

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
Full-Page OCR	Provides server-based conversion of images to text. OCR on the Data Capture Server allows for multi-threaded processing with the licensing of multiple cores. Supports multiple languages, processing of bi-tonal, grayscale and color images, and creation of multiple output formats (ASCII text, Adobe PDF, HTML or Microsoft Word). Enables batch processing and ad-hoc document OCR.	Valid Client License required. Installation of the Data Capture Server OCR engine (Provided by Hyland).	
Asian Language OCR	Provides the ability to OCR Asian language material.	Advanced Capture, Batch OCR or Full-Page OCR	
ICR Support for Advanced Capture	Enables the recognition/extraction of handwritten numerals, text and punctuation characters in conjunction with Advanced Capture. Despite the product sku's (IRIPI1) second-last digit being an "I", with OnBase 15, this license has changed to a Workstation license from an Institutional license.	Advanced Capture	Nuance OCR (Provided by Hyland Software)
OMR Marks Generator	Custom DLL to generate OMR marks for automatic mail stuffing machinery to be used with the OnBase Image Statements module.	Image Statements.	
Integration for DocuSign eSignature	Allows OnBase users to upload documents directly to DocuSign, to be securely sent to recipients and signed electronically from any device. Email notifications alert recipients of documents requiring their signatures. Once completed, signed documents are imported back into OnBase to be stored.	Valid Client license.	DocuSign Enterprise Edition. Signature pad or mobile device required if these are the chosen methods of signing.
Signature Pad Interface (TWAIN)	Allows the real-time signing of TIFF images and OnBase E-Forms within the OnBase Client. The original image is altered with the signature that is scratched on a Topaz signature pad device.	Valid Client license.	
Digital Signatures	Allows users to digitally approve documents within the OnBase system via certificate-based signing. Also, allows signed documents to be routed in Workflow based on the presence or absence of signatures.	Valid Client license.	Organizations must obtain digital certificates from a Certificate Authority (CA) or act as their own CA.
Digital Signing Server	Allows server-based digital approval of documents within OnBase via a single certificate-based signature.	Valid Client License	Organizations must obtain digital certificates from a Certificate Authority (CA) or act as their own CA.
EDM Services	Provides the ability to store and manage revisions of documents generated by Microsoft Office and other file formats. Includes multiple file import, revision control, version control, document commenting, checkin/checkout, automatic upload and synchronization of revisions, document templates, and the Briefcase.	Valid Client license.	If saving and retrieving Microsoft Office documents, licenses for those software applications are required.
Document Composition	Allows for Ad-hoc creation of form letters using Microsoft Word templates. The content of the created document is a combination of merged data form templates, E-Forms, Workflow properties, web services, database queries and nested sub-templates.	Valid Client license.	See Modular Reference Guide.
Enterprise Document Composition	Allows for Batch and Ad-Hoc creation of form letters using Microsoft Word templates. The content of the created document is a combination of merged data form templates, E-Forms, Workflow properties, web services, database queries and nested sub-templates.	Valid Client license.	See Modular Reference Guide.
Statement Composition	Provides customers the ability to create better looking, more functional and customer data-specific statements. Through a point-and-click, menu-driven configuration, the user defines what data to include, the data layout and formatting options, and graphical elements-logos, pictures, charts and messaging.	COLD/ERM. Includes the Archival API.	
Image Statements	Prints primary documents (usually statements) with supporting documents in a batch process or on an ad hoc basis. The number of statements processed in a month determines the required licensing. Sold in blocks of 1,000. Example: Customer purchases 15,000 statements. The first 10,000 statements are purchased from tier 1. The next 5,000 statements are purchased at tier 2. Future licenses purchased by Customer begin at the tier where their last purchase was made.	Valid Client license. Sold in blocks of 1,000.	
Print Distribution	Provides scheduled print back services for remote locations.	Valid Client license.	
Document Distribution	Automatically delivers previously rendered Image Statements electronically to designated recipients via fax, e-mail, CD or web presentment. Sold in blocks of 250 with a minimum initial purchase of 4 blocks (1,000). To determine price: Recipients x Fee = Price Note: Price is not a monthly fee or annual fee. The formula determines the perpetual cost of the license.	Image Statements. CD Publishing distribution requires: Automated CD Authoring, Export and Publishing (AAIPW1, EXIPC1, PBIAI1).	Fax distribution requires WinFax Pro (v 8.0). E-mail distribution requires Microsoft Exchange Server. URL notification distribution requires Web Server (WTIPW1) and Microsoft Exchange Server. CD Publishing distribution requires: Rimage PC unit and software, Sybase SQL Anywhere restricted run-time database license, Sybase SQL Anywhere standalone database. (Sybase SQL Anywhere v 5.504, 7.x or 8.x are supported).
Collaboration	Provides a common workspace for users and teams to share documents and WorkView objects, and allows for threaded discussions around that information. Synchronous collaboration is provided through integration with Citrix GoTo Meeting.	Valid Client License. Web Server license if: 1. Discussion threads are required for WorkView objects (WorkView Sold Separately), and/or 2. A Web Client Collaboration environment is required.	Citrix GoTo Meeting Corporate Account if synchronous collaboration is desired. (Sold Separately)
Physical Records Management	Enables organizations to manage the tracking, locating and access of physical records using OnBase as the single interface.	Valid Client license. The Document Retention module is optional for implementing retention and/or disposition plans for physical records.	
Document Knowledge Transfer & Compliance	Provides the ability for organizations to distribute required reading documents to the workforce and assess employee comprehension for compliance and regulatory purposes.	Valid Client license. Optionally, requires an EDM Services license if check in, checkout and revisions of documents are desired. Unity Client Server is also required for the administration of the Compliance Testing portion for customers using the Testing functionality.	None.
Enterprise Web Access for Document Knowledge Transfer & Compliance	Provides web-based viewing of required reading documents via the Document Knowledge Transfer & Compliance interface only. Standard Client functionality is restricted. This license does not consume additional Concurrent Clients.	Document Knowledge Transfer & Compliance and Web Server	None.
Document Tracking	Enables the storage and tracking of documentation to ensure compliance with Government requirements for Application Processing.	Unity Client Server	
Integration for Microsoft Search	Allows users to search and retrieve OnBase content, along with other enterprise sites and repositories, when using SharePoint or other Microsoft Search-enabled applications.	Valid Client license and a Web Server license.	Microsoft Office SharePoint Server (MOSS) 2007.
CAD Services	Provides a central repository for compound documents. Enables CAD compound document activities and functions. Features include import, and enhanced foldering. Necessary for Autodesk AutoCAD or other 3rd party CAD integrations. The purchase of the CAD Services will make available the CADDocumentViewer User Group on the Hyland Software Delivery site. The User Group contains the appropriate CAD Document Viewer supplemental file for download, necessary for the rendering of PDFs in the CAD Document Viewer Concurrent Client. Solution Providers will receive one-half (1/2) of their standard OnBase Solution Provider discount on the CAD Services Clients dependent upon the CSIPI1 module. Solution Providers will receive their full discount on the CAD Document Viewer Concurrent Client (CADIPC1).	Valid Client license and Desktop. EDM Services. Does not require CAD Services Clients for the compound document activities or if you own your own viewer. To view/markup CAD documents in the Unity Client using the Engineering CAD Viewer, an AutoVue Named Client license is required for each user.	Autodesk, SolidWorks or MicroStation
CAD Document Viewer Concurrent Client	Provides users the ability to view and add markups directly to the CAD document displayed in the CAD Document Viewer from within the Unity Client.	Valid Client license, Unity Client Server and CAD Services. For Documentation related to CAD Document Viewer Concurrent Client, see the CAD Services v16 sp1 MRG.	
Document Packaging & Delivery	Offers users the ability to generate a single, consolidated file from multiple source documents for delivery to third parties. Document Packaging can then be created on an ad-hoc basis with simple mouse click, or in bulk from an OnBase Workflow process using preconfigured rules and actions. Using OnBase Studio and OnBase Configuration user can customize templates to specific requirements to include a dynamic header, footer, and table of contents and configure pre-defined stacking orders based on recipients preference.		
Revenue Cycle Management (RCM)			
Denial Management	Enables organizations to isolate medical claim denials and defects and prevent future recurrence. Works in conjunction with Payment Processing to capture paper and electronic denial and remark code from remittances and can be used as a standalone solution with ingestion of denial data through 3rd party data feeds.	Data Analytics Report Manager	
ANSI X12 EDI Toolkit	Provides the Server side license for processing of ANSI X12 Data. Allows separation, splitting, capture and translation for 270, 271, 276, 277, 810, 820, 835 and 837 formats. When paired with either Charge or Payment Processing Modules, transactions can be automatically applied to the host LOB system.		
Additional EDI Processing Station	Provides an additional station license for processing of ANSI X12 Data. Allows separation, splitting, capture and translation for 270, 271, 276, 277, 810, 820, 835 and 837 formats.	ANSI X12 EDI Toolkit	

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
Additional AutoLink to Host System	Interface created with a Line of Business System that can be activated to provide users with one-click access to patient and/or claim information on the respective host system (i.e. billing, medical records, and utilization review).	One of the following: POS Cash Receipts, Charge Posting, Payment Posting, Payment Worklists, Denial Management, AR Management"	
RCM Concurrent Client	Provides base document imaging functions including: Scan, Rescan, Indexing and Routing, Inquiry, Output and Archive.	Standard OnBase Client	
RCM Workstation Client	Provides base document imaging functions including: Scan, Rescan, Indexing and Routing, Inquiry, Output and Archive.	OnBase Client License	
Store			
Document Retention	Manages the retention and disposition of stored documents according to pre-defined business rules, involving the passage of time, allowing for automatic destruction and/or removal from the OnBase document repository.	Valid Client license.	
Records Management	Manages the retention, disposition, and destruction of managed record folders according to an organization's business rules, based on the occurrence of an event in accordance with external regulations or compliance laws. This includes Document Retention (DRIPI1).	Valid Client license.	
Document Transfer	Facilitates the movement of documents between multiple OnBase systems, allowing users to interact with information across distributed organizational structures and geographies.	Application Server	
Distributed Disk Services	Regulates public access to a server through middleware software that acts as a proxy for accessing Disk Groups. Because communications with the OnBase Client are handled through TCP/IP, administrators are not required to use Windows Shares or UNC paths for Disk Group access.	Valid Client license.	Supports distributed Disk Group storage on Windows 2000/2003 Server or Enterprise ES.
Storage Integration for EMC Centera	Provides the ability to configure secondary OnBase Disk Group copies to store files to the Centera platform as an alternative to standard UNC paths.	Valid Client license.	EMC Centera
Storage Integration for IBM Tivoli	Provides the ability to configure secondary OnBase Disk Group copies to store files to the Tivoli platform (using standard file servers or the TotalStorage DR550 hardware) as an alternative to standard UNC paths.	Valid Client license.	IBM Tivoli
CD Authoring	Provides the ability to utilize CD-R storage for data backups or document exporting/publishing.	Valid Client license.	Minimum hardware requirements: Please visit www.teamonbase.com.
DVD Authoring	Provides the ability to utilize DVD storage for data backups or document exporting/publishing.	Valid Client license.	Minimum hardware requirements: Please visit www.teamonbase.com.
Blu-ray Authoring	Provides the ability to utilize Blu-ray storage for data backups or document exporting/publishing.	Valid Client license.	Minimum hardware requirements: Please visit www.teamonbase.com.
Automated CD Authoring	Provides the ability to automatically create backup CD-Rs from OnBase using the Rimage system.	Includes a Workstation Client license.	Rimage PC Unit and software required. Minimum hardware requirements: Please visit www.teamonbase.com.
Automated DVD Authoring	Provides the ability to automatically create backup DVDs or from OnBase using the Rimage system.	Includes a Workstation Client.	Rimage PC Unit and software required. Minimum hardware requirements: Please visit www.teamonbase.com.
Publishing	Allows an end user to distribute OnBase runtime units in order to retrieve exported OnBase documents, creating a self-contained OnBase system for distribution. This is a renewable annual license.	Valid Client license and Export. If Publishing to CD-R or DVD, requires the respective Authoring module.	Matching versions of the Sybase SQL Anywhere Standalone and Runtime database products (v 5.5, 7.x, 8.x or 9).
Aggregate Publishing	Allows customers receiving published CDs/DVDs to have a database that contains index/pointer information for multiple published CDs/DVDs. When they receive a new published CD/DVD, they will update the aggregate database with the new index/pointer information. In order to properly license the above scenarios, the company that produces the published CD/DVD will have to acquire an Aggregate Publishing license for each customer that takes advantage of this functionality.	Valid Client license, Export, and Publishing. Can be deployed with Automated CD Publishing.	Matching versions of the Sybase SQL Anywhere Standalone and Runtime database products (v 5.5, 7.x, 8.x or 9).
Automated CD/DVD Publishing	Extends Export/Publishing to a "lights-out" operation. Instead of having people dedicated to launching Export or Publishing jobs directly through the Client, they can now define the jobs in advance and have the OnBase system produce CD-R or DVD output for them at pre-determined intervals throughout the year. If you are publishing information for 500 institutions, you would buy 1 of the first tier and 4 of the second tier. The number of CD/DVDs created per year for an institution is not relevant. (For example, twelve monthly CDs or DVDs sent to an institution, each containing the same set of document types, would equate to a single license.)	Valid Client license, Automated CD or DVD Authoring, Export and Publishing.	Rimage PC Unit and software, and matching versions of the Sybase SQL Anywhere Standalone and Runtime database products (v 5.5, 7.x, 8.x or 9).
Encrypted CD/DVD Publishing	Allows users to produce a CD/DVD with encrypted contents. This eliminates the ability for someone to casually browse the document files or database that comes on the media.	Export and Publishing and the requirements of those licenses as well as either CD or DVD Authoring or Automated CD or DVD Authoring. Will work in conjunction with Document Distribution using CD/DVD Publishing and Automated CD/DVD Publishing. These licenses are sold separately.	When used with Rimage, requires the respective software and hardware for those solutions.
Export	Exports documents and their respective indexes out of an OnBase system. These documents and indexes can be imported into another OnBase system or used in conjunction with the OnBase Publishing module.	Valid Client license. If Exporting to CD-R or DVD, requires the respective Authoring module.	Sybase SQL Anywhere Standalone v 5.5, 7.x, 8.x or 9.
Encrypted Alpha Keywords	Enables storage of sensitive alpha-numeric keywords in an encrypted format.		
Encrypted Disk Groups	Enables organizations to encrypt documents as they are imported into OnBase and stored on a file server. If viewed outside of OnBase, documents will be unreadable.		
Single Sign-On for Microsoft Active Directory Service	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for CA eTrust SiteMinder	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for Custom Applications	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for PeopleSoft Enterprise	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for IBM Tivoli Access Manager	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for RSA Access Manager	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for SAML	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	Valid Client license	Appropriate Single Sign-On service.
Single Sign-On for Central Authentication Service (CAS)	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Appropriate Single Sign-On service.
Single Sign-On for Microsoft Active Directory Federation Services	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.	Application Server. OnBase Web Client configurations are supported. OnBase Client and the Desktop are not supported.	Microsoft's Active Directory Federated Services (ADFS)
Enterprise Search			
Enterprise Search	Enterprise Search is an application that provides secure unified information access to all your content across diverse enterprise systems. Perceptive Enterprise Search takes advantage of the full breadth of technology in the Search Product Family and is easily scalable to thousands of users or documents. Enterprise Search is licensed by server. Sizing recommendations guidelines are 200 concurrent users or 2 million documents.	Completion of applicable product training courses, as identified by Hyland, is required.	

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
Customer Communication Management			
Content Composer	Content Composer provides a cost-effective and consistent way to create and deliver customized correspondence your customers' need, without time-consuming data gathering and manual document assembly. By using Content Composer, customers can access the data they need simultaneously from multiple data sources, prepopulate the necessary documents, and provide dynamically individualized correspondence to their clients/customers in record time, while drastically reducing documentation costs.		
Professional Services			
Managing Principal	Lead executive responsible for the execution of an Information Governance program and manager of Iron Mountain Principals and other resources delivering the program. This person is an acknowledged expert in Information Governance across the full lifecycle from Strategy through Policy Development, Implementation of both program and system and Operation of the program. Minimum years of experience: 12 Minimum education requirement: BA/BS		
Principal	Principal Lead executive responsible for execution of the engagement. An expert in Information Governance and leading Information Governance initiatives. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry and Information Governance insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance. Minimum years of experience: 10 Minimum education requirement: BA/BS		
Records Analyst	Assists in the classification of physical and electronic content in accordance with the information governance policies governing that content. Minimum years of experience: 1 Minimum educational requirement: BA/BS		
Legal Researcher	Conducts legal research regarding information governance (retention, privacy, security, etc.) and assists in mapping legal authorities to client record classes. Minimum years of experience: 1 Minimum educational requirement: BA/BS		
Project Manager III	Provides strong senior-level management. Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 8 Minimum education requirement: BA/BS		
Project Manager II	Provides strong senior-level management. Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 5 Minimum education requirement: BA/BS		
Project Manager I	Responsible for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Provides technical guidance to the project team on performance of the work; and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Minimum years of experience: 3 Minimum education requirement: BA/BS		
Subject Matter Specialist III	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 12 Minimum education requirement: BA/BS		
Subject Matter Specialist II	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 8 Minimum education requirement: BA/BS		
Subject Matter Specialist	Develops solutions and delivers expert leadership and support to project teams by leveraging knowledge of theories, principles, or technology in the designated field (domain) or discipline (functional area). Contributes to the implementation of strategy and helps assess the impact of industry trends, policies, and/or standard methodologies. Understands, articulates, and implements best practices related to their area of expertise. Works directly in supervision of lower level SMEs and team members to maintain quality across project deliverables. Often holds an advanced degree or other specialized training. Minimum years of experience: 5 Minimum education requirement: BA/BS		

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
Senior Associate II	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis. Minimum years of experience: 5 Minimum education requirement: BA/BS		
Senior Associate I	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis. Minimum years of experience: 3 Minimum education requirement: BA/BS		
Associate II	Provides analytical and program support, and is focused on high performance work. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May participate in organizational assessments, and performance measures and indicators. Minimum years of experience: 1 \Minimum educational requirement: BA/BS		
Associate I	Provides analytical and program support, and is focused on high performance work. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May participate in organizational assessments, and performance measures and indicators. Minimum years of experience: 0 Minimum educational requirement: BA/BS		
Analyst II	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination. Minimum years of experience: 2 Minimum educational requirement: High School Diploma		
Analyst I	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination. Minimum years of experience: 1 Minimum educational requirement: High School Diploma		
Junior Analyst	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination Minimum years of experience: 0 Minimum educational requirement: High School Diploma		
Senior Training Specialist / Instructor	Responsible for the oversight, development, structure/format, and content of training plans, programs, and courses. Works with the client to develop baseline training requirements, develops training plan, establishes baseline/measurement criteria. Develops the course criteria, materials, lesson plans, and training aids. Delivers training (in person, live webinars, recorded online sessions). Able to assess training impact, monitor and report results, and recommend training improvements. May also conduct "train the trainer" sessions to enable the client to facilitate training course. Minimum years of experience: 5 Minimum educational requirement: BA/BS		
Training Specialist / Instructor	Develops training content, plans, courses, and programs. Works with the client to develop baseline training requirements, develops training plan, establishes baseline/measurement criteria. Develops the course criteria, materials, lesson plans, and training aids. Delivers training (in person, live webinars, recorded online sessions). Able to assess training impact, monitor and report results, and recommend training improvements. May also conduct "train the trainer" sessions to enable the client to facilitate training course. Minimum years of experience: 3 Minimum educational requirement: BA/BS		
Training Coordinator	Supports development of training content, plans, courses, and programs. Assists client with developing baseline training requirements, training plans, and baseline/measurement criteria. Helps develops the course materials, lesson plans, and training aids. Conducts research and supports trainer in delivering courses. Minimum years of experience: 1 Minimum educational requirement: High School Diploma		
Business Analyst III	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 7 Minimum educational requirement: BA/BS		
Business Analyst II	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 3 Minimum educational requirement: BA/BS		

Iron Mountain OnBase Workflow Automation

Module Name	Module Description	Hyland Requirements	3rd Party Requirements
Business Analyst I	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Utilizes systems, resources, and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Minimum years of experience: 1 Minimum educational requirement: BA/BS		
Web Designer	Designs, plans, or executes the design and layout for Internet and mobile sites, which may include combining text with sounds, pictures, graphics, and video-clips. May supports usability and UX design requirements. Minimum years of experience: 2 Minimum educational requirement: BA/BS		
Data Architect	Defines, designs, or develops relational and/or multi-dimensional databases for warehousing of data. Reviews current data structures and recommends optimizations and reconfigurations as warranted. Minimum years of experience: 7 Minimum educational requirement: BA/BS		
Application Architect III	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. Applies knowledge of software and programming to develop and test computer systems and produce the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 3 is competent in subject matter and concepts and may lead individuals assisting in the work. Minimum years of experience: 7 Minimum educational requirement: BA/BS		
Application Architect II	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. This individual applies knowledge of software and programming to develop and test computer systems and produces the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3. Minimum years of experience: 5 Minimum educational requirement: BA/BS		
Application Architect I	Plans, designs, develops, redesigns or enhances, installs, or implements various technology products, or enhance computer programs. This individual applies knowledge of software and programming to develop and test computer systems and produces the necessary outcome for clients. May draft technical white papers to better understand the technology behind them, and to provide instructions that help the client better understand the nature and applications of a specific product. Level 1 performs more routine aspects and is supervised by a more senior team member. Minimum years of experience: 3 Minimum educational requirement: BA/BS		
Records Analyst IV	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum 7 years of professional experience providing records management support services. Minimum years of experience: 7 Minimum educational requirement: BA/BS		
Records Analyst III	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum years of experience: 5 Minimum educational requirement: BA/BS		
Records Analyst II	Conducts records management activities, applying advanced methods, techniques, and technologies to problems of increasing difficulty. Operates and maintains records system, including receipt, storage, retrieval, and disposition. Adheres to documented legal requirements and government regulations affecting retention, dissemination, access, and storage of information. Verifies authenticity of supporting documents; clarifies discrepancies. Minimum 3 years of professional experience providing records management support services. Minimum years of experience: 3 Minimum educational requirement: BA/BS		
Artificial Intelligence Engineer	Develops software that can be used for artificial intelligence programs, artificial intelligence applications, and machine learning. Works closely with application architects, engineers, and developers to produce systems that utilize artificial intelligence or classify content. Programs systems to seek out specific conditions and respond based on various factors. May be responsible for supervising other programmers as part of his/her duties. Minimum years of experience: 3 Minimum educational requirement: BA/BS		

Service Descriptions:
https://www.ironmountain.com/support/how-it-works

1352a2

Exhibit A: Provider's Sample Participating Agreement

IRON MOUNTAIN®

Participating Agreement to

Contract #1325 between Port of Portland, Oregon (the "Lead Agency") and Iron Mountain Information Management, LLC ("Iron Mountain") effective as of January 22, 2021 and all amendments and addenda thereto (the "Master Agreement")

By executing this Participating Agreement (hereinafter "PA"), [CUSTOMER] ("Customer") hereby agrees that Services ordered by Customer and provided by Iron Mountain will be subject to the terms and conditions of the Master Agreement. Except for the Term and Pricing of this PA, to the extent of any conflict between the Master Agreement and this PA, the terms of the Master Agreement shall control.

1.   Term. Term of this PA shall be from the date of last signature below (the "Effective Date") through [DATE – align to price quote], unless otherwise extended or terminated in accordance with the terms of the Master Agreement or a bilateral amendment of this PA.

2.   Description of Services. Services to be provided by Iron Mountain are as described in the attached Pricing Schedule ("Pricing Schedule") [OPTIONAL, DELETE IF NOT NECESSARY: Pricing Schedule A-1 ("Pricing Schedule for _____ Services"), Pricing Schedule A-2 ("Pricing Schedule for _____ Services"), Pricing Schedule A-3 ("Pricing Schedule for _____ Services")] and/or Statement of Work ("SOW"). The parties may also enter into additional SOWs from time to time which shall be considered attached hereto if they reference this PA and are duly executed by both parties.

3.   Pricing. Prices for Services shall be as set forth in the Pricing Schedule for services or A-1, A-2 or A-3 and/or SOW. The total amount payable to Iron Mountain under this contract shall be $_____ (the "NTE"). By signing this PA, Customer agrees to comply with the payment terms as set forth in the Master Agreement.

NOTE: THE FOLLOWING OPTION TO PROPOSE ADDITIONAL TERMS IS ONLY AVAILABLE WHEN THE ESTIMATED ANNUAL CONTRACT VALUE IS OVER $25,000 AND IS SUBJECT TO IRON MOUNTAIN WRITTEN APPROVAL.

4.   Participating Public Agency Subordinate Terms to the Master Agreement.
   A.   [Participating Public Agency approved subordinate terms here.]
   B.   [Participating Public Agency approved subordinate terms here.]

IN WITNESS WHEREOF, the parties have entered into this Participating Agreement by the signatures of their respective authorized officials, effective upon the last date of signature below.

CUSTOMER:	IRON MOUNTAIN INFORMATION MANAGEMENT, LLC
Individual Signing: [print name]	**Individual Signing:** [print name]
Signature:	*Signature:*
Title:	**Title:**
Signing Date:	**Signing Date:**

1352a2 Exhibit A
Schedule A
("PRICING SCHEDULE")