



Professional Services

Proposal For



January 13, 2026

To: Tiffin City Schools
244 South Monroe St
Tiffin, OH 44883
Attention: Anne Spence

The following is intended as an addendum to the previously submitted contract for comprehensive scanning services and software. All other details shall remain the same. The below project includes scanning approximately 723,500 pages of records. Once indexed, files will be grouped into their respective document type within SCView so they can easily be found. During the scanning process, any record requests will be facilitated to you at no additional cost. Once the scanning is completed, these records can be destroyed at no cost (after approval is given by the school), returned to you or put into long-term storage at SCSS.

Estimated Volume and Cost of Comprehensive Scanning Project

<u>Location/Document Type:</u>	<u>Total Inches:</u>	<u>Total Images:</u>	<u>Cost/Image:</u>	<u>Total Cost:</u>
Basement - Monroe St				
Lincoln Closing/Bloomfield Transfers	40	9,000	\$0.085	\$765.00
Misc	16	3,500	\$0.085	\$297.50
Property Record Reports	12	2,500	\$0.085	\$212.50
Grants	20	4,500	\$0.085	\$382.50
Payroll	2181	480,000	\$0.085	\$40,800.00
Building	96	21,000	\$0.085	\$1,785.00
Vouchers	168	37,000	\$0.085	\$3,145.00
Upstairs - Monroe St				
Vouchers	96	21,000	\$0.085	\$1,785.00
Anne's Office	152	33,500	\$0.085	\$2,847.50
Bus Garage				
Columbian Grads	48	10,500	\$0.085	\$892.50
Board Minutes	24	5,500	\$0.085	\$467.50
Treasurer	96	21,000	\$0.085	\$1,785.00
Lincoln Elementary				
Inactive/Withdrawn Student Records	275	60,500	\$0.085	\$5,142.50
ECOT	14	3,000	\$0.085	\$255.00
Boxes	50	11,000	\$0.085	\$935.00

Total Estimated Cost of Comprehensive Scanning Project: \$61,497.50*

**It is our understanding that these volumes were calculated based upon accurate statistical data available to your organization and as evaluated by SC Strategic Solutions' staff to the best of their ability. We make no assertion as to the actual number of images to be scanned and indexed. Final and actual invoicing will be contingent upon the actual work volumes processed.*

CONFIDENTIAL

SC Strategic Solutions LLC

Customer: **Tiffin City Schools**

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

This agreement can only be signed by authorized agents