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Arizona Dept. of Administration  
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**Subject: Solicitation No: ADSP011-00000358**

Xerox, is pleased to present this proposal to the State of Arizona and the Western States Contracting Alliance for Software Solutions. Xerox has chosen to respond to this Solicitation to further enhance the software tool kit of solutions listed in this solicitation. The Software Solutions we are suggesting will integrate smoothly in existing environments and integrate with many of the listed software solutions adding value to both current and future technology investments. Our recommendations have all been proven by our own internal use within Xerox, as well as our large customer base. Streamlined workflow results from merging data and document management and brings unique business value to specific customer requirements. This is the final workflow piece that often goes ignored but is essential in solving key customer business issues. This is the value we bring to the contract.

We would be remiss if we did not also mention the value this solicitation will bring when combined with the current WSCA PC/Peripheral Contract and the WSCA Multifunction Contract.

Government entities in North America spend more than \$50B annually on technology solutions. Industry sources estimate that over half of this spending is related to managing the many documents required to effectively operate critical and sometimes complex government processes. Managing and controlling costs and resources associated with document creation and handling of this magnitude can be a daunting task. Document activities represent one of the biggest drains on productivity and can create bottlenecks and delays, not only equating to constituent frustration, but also costing taxpayers millions of dollars in unnecessary expenditures—funds that could be redistributed to provide more value to the constituents.

Our vision at Xerox is to help people find better ways to do great work by constantly leading in document technologies, products and services that improve work processes and results. We are doing this with Xerox direct software solutions in combination with our strategic software solution partners.

In addition Xerox offers our Subject Matter Expertise, as noted in our pricing, to provide accurate decision-making tools as you develop and/or improve your work process technology.

The following is a brief overview of the Software Solutions Xerox has added to this solicitation. For more information please click on the following sample DocuShare link:

<https://docushare.xerox.com/doug/dsweb/View/Collection-13638>

**Xerox DocuShare™** helps public sector organizations improve efficiency and provide the transparency needed at all levels. Huge savings are achieved by enabling staff and constituents to easily and securely access huge volumes of information. Citizens, public servants, and suppliers can go online to access public records and collaborate on projects and initiatives from remote locations through their web

browsers. DocuShare comes in three iterations; DocuShare™ Express, Xerox DocuShare™ 6 and DocuShare™ CPX, all of which consist of:

**Scan:** Move toward a paperless office by scanning your paper-based documents into one centralized content repository. DocuShare's scan cover sheets send documents into specific folders to instantly organize, archive, and use your paper-to digital content.

**Store:** Back up your documents to protect them against accidental loss, including natural disasters or other business interruptions.

**Share:** All team members can get the most current version of a document at any time, which speeds efficiency and supports compliance. Every worker has secure, 24/7 access to the information they need, whether they work across the hall or across the globe.

**Search:** DocuShare Express automatically indexes documents for easy search and retrieval. When everyone can find what they need in a matter of seconds, paper-based file cabinets become obsolete.

**DocuShare Express** brings proven, award-winning paper and digital content management capabilities to small and medium sized entities. DocuShare Express is easy to install and easy to maintain. Teams are up and running in minutes, and it is so intuitive, little training is required. DocuShare Express is simple to deploy and use that little IT support is required.

**Xerox DocuShare™6** enables document management, collaboration, review and approval, and Web publishing to support information sharing at all points of the enterprise by every knowledge worker. DocuShare provides a complete end-to-end document management solution from a single software publisher. DocuShare supports all file types, from scanned content to office documents and emails and enables fast indexing for easy search and retrieval.

**Xerox DocuShare™ CPX** is a scalable web-based application that offers a feature-rich toolset for applying enterprise content management with minimal IT support and training. DocuShare CPX offers the following key features:

- Basic and advanced document and enterprise content management tools
- Content-centric collaboration
- Intuitive, project oriented dashboard for workflow management
- Easy automation of content within unique business processes
- Wide-variety of scanned image interfaces enables end-to-end information control
- Fast document capture at 350 pages per minute in continuous operation mode
- XML content submission and summary capabilities
- Tracking, logging, reporting supports auditable history and compliance
- Integrates with common user portals for fast and easy access in familiar environments
- Flexible user levels on the same server instance enable mapping to operational and strategic objectives

**ScanFlowStore** is an easy and affordable way to replace paper files with a digital archive and is being used worldwide in all government sectors and industries. Also, the government sector can benefit from ScanFlowStore by digitizing all documents, without having to install software on local workstations. Because of this no client software or product training is necessary and everyone can use it immediately.

ScanFlowStore offers the following features:

- Text-searchable PDF files are automatically created and easily retrieved
- No user interface (the software runs in the background) so no additional user training is needed
- Scan-to-email directly from the Xerox multifunction device
- Email notifications can be sent to recipients when a scan has been placed in a folder
- Scan-to-print for instant printing of a scan on a remote printer
- Multiple output allows you to scan to several destinations (folder, remote printer, email, etc.) at the same time
- PDF-to-PDF allows you to add scans to an existing PDF file
- Dynamic meta data gives the right routing and name to the text-searchable file for logical indexing and organization
- Bates stamp for guaranteeing the authenticity of a document
- Bar code processing (optional) routes documents based on information in a bar code printed on a document, great for batch scanning
- Real time two-way information directly from your Windows file structure and/or third party applications such as ERP/CRM/Financial database systems (with EIP-enabled devices only)
- Personalized scan menus: Users can have their own personalized scan menu displayed on the Xerox user interface (with EIP-enabled devices only)
- Encrypted, secure communication between the Xerox device and network (with EIP-enabled devices only)

**Xerox SMARTdocument Travel Express™** is document scanning software for organizations with paper-intensive processes. You can easily create document workflows and then scan the documents from your multifunction printer or TWAIN scanner. SMARTdocument Travel offers the following key features:

- Extensible Interface Platform (EIP)-enabled Xerox MFPs support SMARTdocument Travel Express.
- Supports non-Xerox devices if your organization has a mix of Xerox and other brands of multifunction printers.
- Works with PC and network scanners to extend the reach of the workflows to the entire organization with mixed scanning hardware.
- Scan, index, and save documents directly from the MFP front panel.
- Scan once and deliver to multiple destinations: Folder (secure FTP/Network/Shared Folder)
- Email address
- Fax server
- PC, Printer, Database
- Document Management Systems: Lotus Notes/Domino

- SharePoint
- Reads barcodes and uses it as document index data.
- Track and send notification email to the required people after the document is saved to destination.
- Scan to searchable formats including PDF, Word, Excel, and more.
- No user training required
- Install and setup in less than 2 hours

**Xerox Mobile Print** Until today, printing has only been possible via laptops and desktop computers. Now printing can be simple, convenient and secure from any email-enabled device, such as a Smartphone, iPad®, laptop or desktop computer. The Xerox Mobile Print Solution is ideal for a mobile workforce looking for more flexible printing options.

What if you could print from any email-enabled device? Imagine printing without being physically connected to a government network, downloading drivers or worrying about your sensitive documents sitting on a printer tray. Now you can. It is as simple as 1-2-3:

1. Simply email your document. You don't have to decide where you want it to print until you are ready to pick it up.
2. In response, you receive a confirmation email with a secure confirmation code.
3. To print, select Mobile Print on your Xerox-enabled multifunction printer (MFP), enter the confirmation code, select the documents to print, and the output settings (duplex, collate, staple, etc.) right in the MFP.

Xerox Mobile Print Solution supports these file types:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- PDFs
- Text and rich text files
- JPG image files
- HTML email
- Xerox is a trusted source for digital office solutions that improve productivity in many ways. That's why we're empowering today's mobile users with the freedom to send print jobs from any email-enabled device. Xerox Mobile Print Solution is:

**Simple and convenient.** There's no phone application to load, no searching for online printer information, and no time wasted looking for the right application. Plus, there's no need to rely on administrative or support staff for printing tasks.

**Versatile.** Users will have tools at their fingertips without having to depend on their PCs. Whether they're traveling or working between offices, users will be able to print Microsoft Office documents, including Word, Excel and PowerPoint, as well as PDFs.

**Secure.** Documents are only printed after the user enters the confirmation code on the device, thus providing security for sensitive documents. Mobile workers will no longer have to rely on others to print sensitive documents or risk leaving prints in the output tray. They maintain control from the very start.

**SMARTsend** and **SMARTsend Pro** can help workers in any office easily scan and store information into a document archive for later retrieval.

Xerox customers with EIP-enabled multifunction systems can use their devices to easily browse for online information and print it. Get access to information stored in a document repository, including Xerox DocuShare, Microsoft SharePoint, and Windows folders, without using a computer, and print it on demand.

**Equitrac** Office® and the optional Equitrac Express® Education Pack. Now you can achieve enterprise-level print security and convenience while reducing print waste and costs. You have tough decisions every day. Equitrac is an easy decision. With special configurations, you just tell us the number of people and the number of devices you have and we do the rest including turnkey professional installation. Equitrac Office simplifies management of networked printers and copiers, while the Equitrac Express Education pack adds print quota enforcement, job cost allocation and other functions required in educational environments.

These Software Solutions connect your office workers, printing equipment and information systems. They give you control over your documents and your workflow helping you enhance security and reduce costs.

With the Office Workflow Solution Software provided by Xerox and our strategic partners, you get more out of your hardware investment with the addition/integration of Workflow Software Solutions to extend capabilities and functionality. Simplified daily document-related tasks make people more productive, increase accuracy and accelerate processes and tasks. They are the added ingredient that enables new and better ways of working; delivering increased productivity and value.

On behalf of Xerox, we look forward to providing WSCA with a creative and competitive set of solutions to address the needs of the participating states. It is critical for us to support government performance while exercising fiscal responsibility and commitment to continue to deliver on our world-class customer service.

Please note, the pricing contained in this response is based on not-to exceed pricing and may offer additional discounts based upon the quantity, the SOW and/or software configuration.