



TO: Mayor and Council

FROM: Information Technology

DATE: April 9, 2014

SUBJ: SeamlessDocs

Over the years I have been asked to look for a solution regarding forms on our website. Many departments have asked for forms to be posted on the website with the ability to have them completed and then emailed to the respective department. Currently this can be done, however this solution will standardize all forms used throughout the Town. We have some forms that can be filled out online, and others that cannot causing frustration to our community and residents.

Recently I had a demo with SeamlessDocs.com, who will convert our forms to a fillable form, and then email the completed form to the respective department. They have a web portal which will store all of the forms, and track all activity for a form. With this software we have the option to creating additional forms at no cost. We can also have forms public, such as posted on our website, or internal, which will allow us to reduce paper, and easily keep forms up to date. We can also add these forms to our mobile app See Click Fix, and all forms could be completed on an iPad, iPhone or Android device. Any fee's that may be associated with a form or permit, can be paid through the software.

The software solution that SeamlessDocs.com uses, is very simple to work with, forms can be easily added such as surveys. This software will greatly enhance the service Princeton can provide to our community and residents. Atlantic Highlands just purchased this software and will be live by the end of May.

Costs:

- | | |
|---------------|--------------------|
| 1. Software | \$6,000 (annual) |
| 2. Set up fee | \$3,500 (one-time) |

I would like to recommend that the Mayor and Council approve a resolution authorizing SeamlessDocs.com.

RESOLUTION TO AWARD CONTRACT BY PRINCETON

WHEREAS, Princeton wishes to enter into an agreement for online fillable forms with SeamlessDocs.com and;

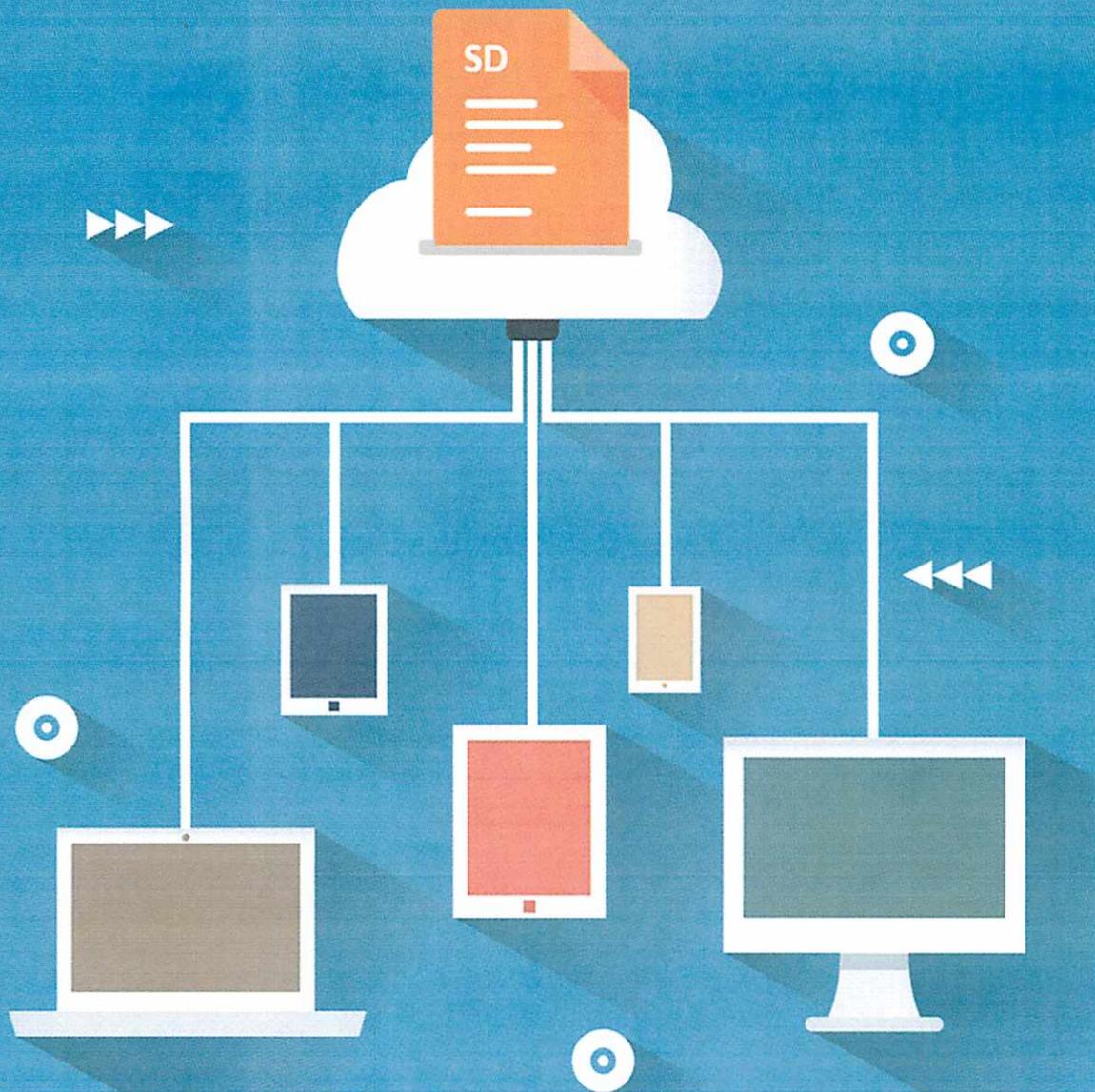
WHEREAS, SeamlessDocs.com, 214 West 29th Street, Floor 5, New York, NY has the software as a service to complete forms online and;

WHEREAS, the software as a service will cost \$6,000 per year, plus a onetime setup and conversion fee of \$3,500 and the appropriate monies are provided in the Operating Fund Budget and;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of Princeton, New Jersey authorizing the Administrator to purchase the above software as a service from SeamlessDocs.com.

I, Linda S. McDermott, Clerk of Princeton, County of Mercer, State of New Jersey, do hereby certify that the foregoing is a true copy of a resolution adopted by the Mayor and Council of Princeton at its meeting held April 28, 2014.

Linda S. McDermott, Clerk



seamless docs

The Modern Replacement for the PDF

We seamlessly convert all your PDFs and Forms into fillable, user friendly cloud docs that can be completed and eSigned from any device.

Exclusive Proposal

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This proposal, and any attachments or links, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at seamlessdocs.com. If you are not the intended recipient, please disregard this proposal.

Prepared by:

The SeamlessDocs Team
SeamlessGov.com
877.55.SEAMLESS
sales@seamlessdocs.com

We look forward to making you paperless.

Overview

About SeamlessDocs:

SeamlessDocs was founded over 3 years ago to reinvent the PDF and automate paperwork. It has been devoted ever since to making the process of obtaining a paperless office as Seamless as possible. The company works with companies and governments small and large including Tennessee, AOL, Univision, Box and more.

SeamlessDocs is a modern replacement to the PDF. We specialize in converting any form or document into a fillable, mobile friendly cloud doc that can be completed and eSigned from any device. Our platform makes it easy for your document to be SMART. We offer the ability to add custom validations, rules and workflow. We even build a database of the information automatically which means no more data entry or repetitive admin tasks.

Statement of Work:

This Proposal includes a Statement of Work including the conversion of your existing forms and documents as well licensing fees. It also gives the option for Add Ons and other information regarding Security and Implentation.

Going paperless has never been so Seamless!

The Most Seamless Way to a Paperless Government

As cost efficiency continues to dominate today's agendas, state and local governments are recognizing the benefits of streamlining the way documents, forms and contracts are completed & signed.

Modernize Existing Paper Processes

We work directly with your current workflow to simply make it more efficient.

We work with your agency to convert all forms and docs into smarter Electronic SeamlessDocs that can be filled out on any device. Paper is time-intensive, creates delays and lengthens simple approval cycles. Governments that standardize with SeamlessGov can reduce document cycle times from weeks to minutes.

Reduce Costs, Increase Service

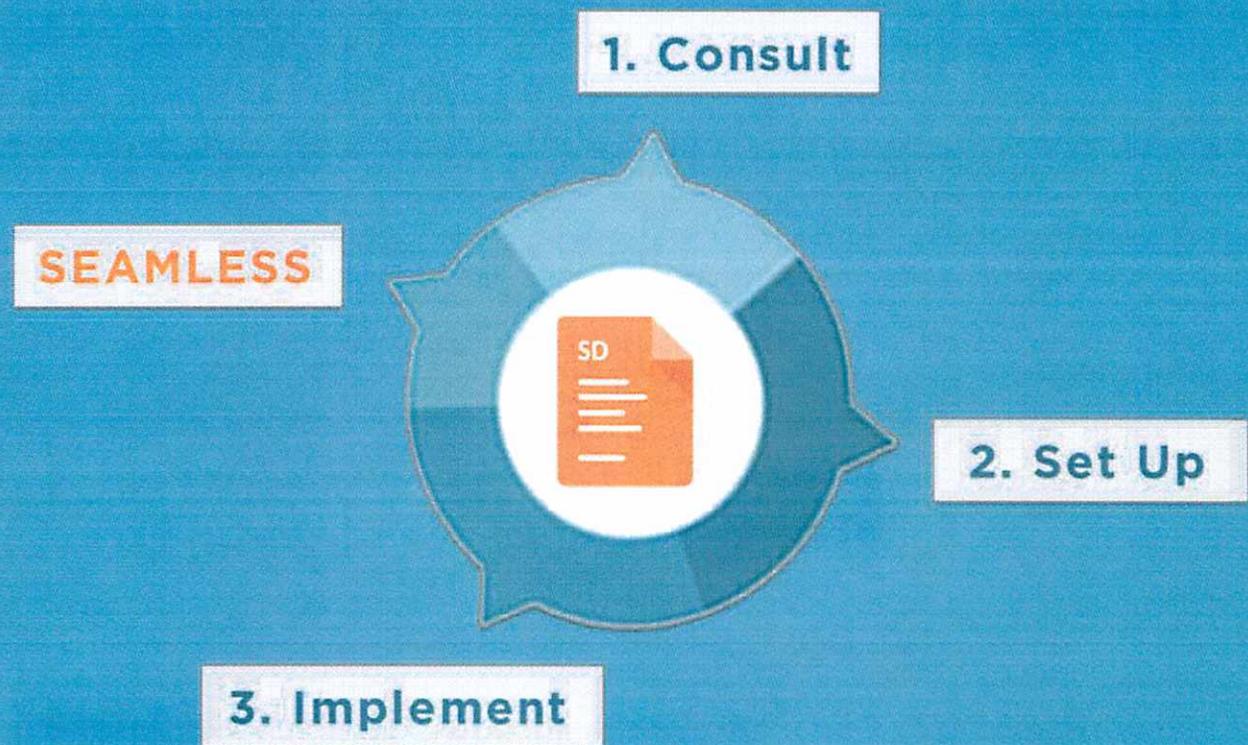
No more data entry. No more manual saving.

From internal processes such as employee performance reviews to external facing government forms & applications, SeamlessGov reduces the costs of these traditionally cumbersome processes while increasing service delivery from weeks to hours.

Decrease Paper, Increase Security

Upgrade Security and Ensure Compliance Requirements
SeamlessGov has ISO/IEC 27001:2005 and HIPAA compliance. No matter the scope of the project or restrictions from budgets or existing processes SeamlessDocs can remove the need for paper.

How It Works



Its as easy as 1, 2, 3

First step is a consultation and if you are looking through this document you are already half way there. Now we just need to decide which department or use case to start out with and we will help guide you every step of the way. The next couple of pages will walk through the implementation process in more depth as well as answer any Frequently Asked Questions.

Don't worry. We take care of it all!

Step 1: Consult



Seamless Consultation

Your SeamlessDocs Paperless Specialist will work with you to make your paper fly! We will help you keep your existing forms and documents and find a quick and easy plan of attack to get you paperless!

Common FAQs

How secure is it?

Security is our #1 concern with SeamlessDocs. Our platform is ISO2701, SSAE16, Safe Harbor, and CPSA compliant. We can even engage in a Business Associate Agreement to maintain HIPAA compliance. You can read more on at security.seamlessdocs.com.

Who controls the data?

You. We have a very strict privacy policy and take your privacy very seriously but if you would like we can sync the data and docs we collect to your servers in real time over secure, encrypted connection and then we purge our servers of any information.

I have SO many forms and documents, where do I start?

Great question. We recommend starting with one department (like Parks and Rec) or use case (like Permits). This way we can create a pilot of the implementation to show you how much more Seamless we can make your existing processes. Talk with your SeamlessDocs paperless professional to help define an initial pilot.

How hard is it to set up?

We happen to have proprietary field detection technology that makes the process easy but what is easier than having somebody else do it! We assign a dedicated paperless professional to your account to handle all of the conversion. Our tools are easy to use so if you ever need to make an update, add new forms or make any changes it is as easy as point and click.

Step 2: Set Up

The screenshot shows a web browser window with the URL `yourcompany.SeamlessDocs.com/customurl`. On the left, there is a circular logo placeholder labeled "LOGO". The main content area is titled "YOUR DOCUMENT NAME" and contains a form with the following fields:

- Name: John Smith
- Email: John@seamlessdocs.com

Below these fields is a large text area with a light blue background, containing a sample legal document snippet with yellow highlights. The snippet includes phrases like "SeamlessDocs, Inc., Corporation organized in DR of Company 1 with an address of 214 W 29th St, NYC, and" and "Party 2's with an address of". Below the snippet, there is a note: "Here is where the fancy legal words go like recitals, party 1 and 2 (not the fun kind) and other clauses. Well, too funny though SeamlessDocs is 100% legally banking. SeamlessDocs can convert either Word Documents or PDFs (even the scanned kind)." At the bottom right of the form area, there are "Sign Here" and "SeamlessDocs" buttons. A "SUBMIT" button is located in the top right corner of the page.

Seamless Conversion

We assign a dedicated Paperless Specialist to your account. Your Account Rep will take advantage of SeamlessDocs proprietary technology to convert your existing "dumb" PDFs into smart SeamlessDocs. They are trained to work with any forms or docs but also will work with your team to make sure that everything is set up. We will usually deliver a first version within 5 to 10 days. We then will work with your team to go over revisions to make sure they are perfect.

Common FAQs

How do I get everything converted?

Your SeamlessDoc Team will take care of all the initial set up and conversion of your forms and docs.

What about making changes?

We are happy to help with making any changes but in addition we will train your team on our easy to use platform. Setting up required fields, validation, email notifications and any other work flow is set up with point and click ease.

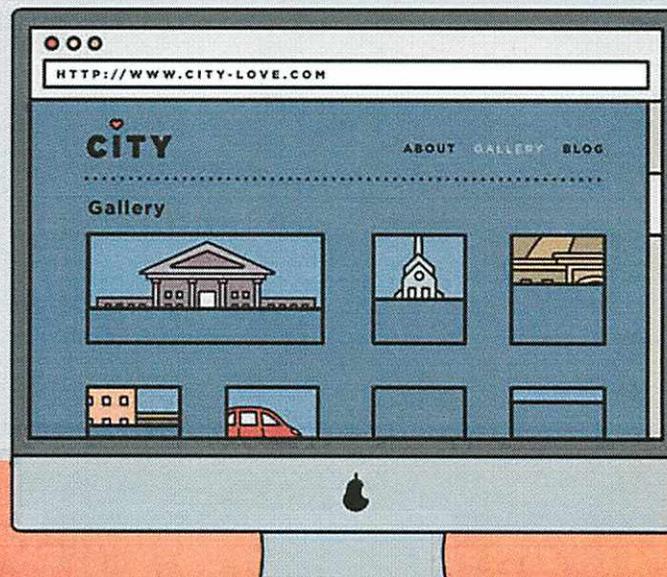
Can someone still download the document if they want?

Yep. Each SeamlessDoc will still have a link that the end user will be able to download and print out if they like.

Step 3: Implement

Seamless Implementation

Once the team has finalized the conversion of your forms and docs into SeamlessDocs, we will work with your team to get them up live on the web and accessible for all your internal purposes. Most of the time it is as simple as replacing the links to download PDFs on your site with links to SeamlessDocs. The best part is we work seamlessly with your existing processes. We can even have our technical guys help getting your website updated!



Common FAQs

How do I replace the PDFs on my existing site?

Updating your webpage is usually as easy as replacing out a link. We also work seamlessly with any Content or Management System.

What if I want to sync the data and docs to our existing server?

No problem. We can sync automatically with Box.com, DropBox or Google Drive but can also easily sync with ANY server or database. Just let your SeamlessDoc Paperless Professional know and we are happy to set it up.

How do we let people know?

We usually recommend a newsletter or even press release on the update to the site. We promise that making your forms and docs online accessible from any device will make you the local hero!

Features

Database:

We automatically build a database of all information collected on your documents and forms that you can easily export, sync and manage.

Notifications:

We automatically send notifications to you whenever a document is submitted or signed. You can also choose to get notifications on other key events like doc viewed, clicked, received and more.

Branding:

Easily customize the look and the feel of all of your forms and documents. You can add your logo and even change colors.

Support:

It is our mission to make your life seamless and paperless in the easiest way possible. We offer full chat, email, and phone support.

Digital Certificate:

A Digital Certificate is generated with each document and includes info on every step of the way including anti tampering processes.

Audit Trail:

SeamlessDocs tracks all activity on the platform and associated with any signing activity and provide a full log of all information.

Calculations:

Add calculations to any document in real time. Everything from simple addition to complicated excel formulas.

Validation:

Choose which fields need to be required or filled out in a certain way. Never get an incomplete piece of paperwork again.

Responsive:

Any web form or document will not just work on any phone, tablet or browser but it will actually look beautiful on it.

Collect Payment:

We can even collect credit card or ACH directly on any form or doc.

Security

Digital Certificate:

- + Digital Certificate stored in a secure SeamlessDocs archive
- + We do NOT store final document
- + Private dedicated servers with Firewall
- + AWS and RackSpace hosted
- + Digital Certificate includes secure hash to ensure can't be tampered

Security Specifications:

SeamlessDocs utilizes bank grade security and proprietary encryption techniques to ensure the highest level of security for your documents and data. SeamlessDocs utilizes 256 bit SSL encryption in addition to state of the art server infrastructure to make sure that all of your data and documents are private and secure.

Encryption:

We ensure that every document is secure and encrypted using a AES 256 bit Secure Sockets Layer (SSL). All signed documents are accessed over a secure HTTPS channel using 256 Advanced Encryption Standard (AES). This is a similar level of encryption to what banks and government agencies utilize. We have multiple layers of encryption using advanced cryptographic key methodologies to make sure your data is always encrypted and secure.

Privacy:

Any data or documents uploaded to SeamlessDocs are kept private and can viewed, edited, or signed by users or people you give access. Your files will always be kept private and never used for any purposes other than you specify. Any documents added to your Template Gallery will only be accessible within your account.



Security and privacy are our #1 concern.

SeamlessDocs Pricing

This proposal is between:

Licensee Information:

Organization Name	Princeton, NJ
Street Address	
City, State, Zip	
Primary Contact Name	Bob McQueen
Primary Contact Email	rmcqueen@princetonnj.gov
Billing Contact Name	
Billing Contact Email	

And Bizodo Inc dba SeamlessDocs ("SeamlessDocs") with an address of 214 W 29th St. 5th Floor, NY, NY 10001.

PRICING & FEES:

Custom Fees	Notes	Fees
Setup Fee	Initial Setup & Conversion of your forms	\$3,000
Private Labeling	N/A	
Sync with Existing Database	N/A	
Custom Form Gallery	N/A	
Other Custom Work	Dedicated 3 Person Account Management (annual)	\$500
Total Custom Fees	\$3,500	

Subscription Plan	Government Gold
Fee	\$6,000
Users	Up to 35 (\$120 each additional/year)
# of Web Forms	Unlimited
# of SeamlessDocs	Up to 125
# of Docs SeamlessDocs will Convert	Up to 50
eSignatures per Month	50,000 submissions per form
Training Sessions	Up to 15. Customized Video Training
Total Subscription Fees	\$6,000
Total Due	\$9,500

Payment Terms	Annual Subscription. Payment due upon approval.
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Other Notes or Comments:

30 Day money back guarantee. After year 1, the only fees are subscription fees (\$6,000). Full support included.

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SIGNATURE PAGE TO FOLLOW.