

## Doing Business With DataCon

Under Connecticut General Statute 18-88(g), "Each state department, agency, Commission or board shall purchase its necessary products and services from the institution industries if such products and services are produced or manufactured and made available by such industries."



Doing business with DataCon is **FAST, EASY, and EFFICIENT.**

Volume 6, Section 18 of the Connecticut General Statutes permits State Agencies to purchase services from DataCon without a bid process, regardless of the amount.

### Our Services To You:

- **Optical Imaging of Documents**
- **Data Entry**
- **Labor Intensive Tasks**
- **Mailing Services**
- **Microfilm/Microfiche Conversion**

## Optical Imaging Unit



Document Imaging is the conversion of paper documents or microfilm/microfiche into electronic images. Once on your desktop, these documents can be retrieved effortlessly in seconds. Thousands of organizations around the world use document imaging everyday instead of paper filing systems.

*Executive order # 30 from the State Governor urged state agencies to do all that they could to reduce the amount of material they print and to continue to increase the amount of work they publish online. The administration wants Connecticut to "Think Digital Ink".*



## Data Entry Unit

Our Data Entry Unit's system allows us to process information in a timely manner and ensures optimum client confidentiality. Our workers receive continuous HIPAA training.

## Labor Intensive Tasks



Currently, our Mail Service Handlers process over *20,000 documents a month*. This service is a cost-saving resource available to you.

- We offer Mailing Services
- We provide Typing and Transcription Services
- Think of us for *any* Labor Intensive Job

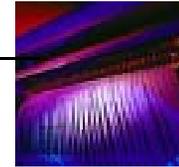
Our Labor charge is \$7.00 per hour. This service allows you to reallocate your resources to more important critical tasks.



## Microfilm / Microfiche Conversion\*

Our Microfilm/Microfiche Department is capable of converting your microfilm into a computer disc and can likewise convert your computer disc into microfilm or microfiche.

## Confidentiality



**At DataCon Confidentiality and Privacy is a MUST!** Our workers maintain the highest standards of confidentiality both in and outside the office. DataCon trains all members of its workforce on the policies and procedures with respect to Protected Health Information and Security. DataCon workers are also subjected to the Department of Correction's **highest level of background checks and intensive security standards**. Our security is audited on a continuing basis.

DataCon is a program that benefits everyone. The Corrections Administration has a cost-effective way to occupy a portion of the ever-growing prison population. The prisoner is afforded the opportunity to increase job skills, meet financial obligations, and increase the likelihood of meaningful employment when released from incarceration. The Public benefits from the lower cost offering of Products and Services available to State Agencies and other end users. DataCon customers benefit because they receive low cost, quality services. We can assist state agencies by providing labor intensive, mundane work services which allow the agencies to reallocate their current work force to higher priority projects and needs. **A condition of our participation is that we are an incremental resource and we want to be sure that our services do not result in displacement of currently employed workers or impact existing contracts for service.**

