



Cornwall Community Hospital
Hôpital communautaire de Cornwall

August 3, 2007

Re: Document Conversion Management Inc. (DCM)

Dear Sir / Madame

The Cornwall Community Hospital has recently secured the services of DCM. This company has taken our inventory of Architectural, Mechanical and Electrical drawings in paper format, scanned them and located them on a server. They are currently in the process of converting these scanned drawing to usable AutoCAD files.

Our procurement process requires us to secure at least 3 quotes from companies before we award. In this case, the Cornwall Community Hospital was unable to locate 3 companies that provided this service with a similar billing process.

In order to meet the requirements of the board DCM submitted a price along with another vendor. The significant difference was the methods of payment. The second vendor required a substantial capital investment, which was not acceptable by the hospital.

We used references supplied by DCM and had an open contract where we only paid for services provided. This provided the hospital with a comfort level where although we did not have 3 vendors, we were able to secure the services of a company that was reliable, dependable and in our opinion competitive.

Regards;

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