

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #178 (2007-2008)

April 14, 2008

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: STUDENT RECORDS SCANNING SERVICES

ASD Goal: *Ensure public accountability through the wise use of financial resources.*

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award a contract to AHNCO Office Solutions, Inc. to provide scanning services for the Information Technology Department at \$.11 per page for imaging and \$.075 per page for converting microfiche/microfilm, in a total amount not to exceed \$450,000.

PERTINENT FACTS:

The Information Technology (IT) Department has approximately 3,200,000 pages that need to be prepared, indexed, keyed/coded and scanned onto DVD's in a format compatible with Perceptive Software's ImageNow Document Management software. Perceptive Software is the District's vendor for the Document Management Program that is currently being rolled out throughout the District. After these files have been scanned, they will be downloaded into the ImageNow software.

In addition, the IT Department has a need for converting microfiche and microfilm documents of the same type. There are approximately 3,200,000 pages that will require the same indexing as indicated above.

The number of pages to be scanned was estimated from Student Records and Special Education Records that consist of varying sizes, paper weights, copy quality, and color. The District will pay for the actual number of pages scanned. The specifications require the contractor to pick up and deliver student records files weekly and have the ability to prepare, index, key and scan a minimum of 8,000 documents per day. In addition, it was required that District personnel

must have immediate access to all files and document in the possession of the successful vendor during the imaging process.

Requests for Proposal were mailed to 35 vendors and four responsive proposals were received. The proposals were analyzed and evaluated by a selection committee consisting of staff members of the Special Education and IT Departments. The selection committee also conducted an on-site interview.

AHNCO Office Solutions, Inc. is recommended for award. All work is expected to be completed within one year from the date of award. For evaluation purposes, it was estimated that 3,200,000 pages of each type will need to be processed. The following are attached for review: Abstract of Proposals (Attachment A) and Tabulation of Proposals (Attachment B).

CERTIFICATION OF FUNDS:

Funds Description:

- (01) General Fund (2005/2006)
- (1039) Technology/Outsourcing Document Scanning
- (3010) Contractual Services-Administration

<u>Fund Source:</u>	<u>Fund</u>	<u>Source</u>	<u>Funding Account Code</u>	<u>Amount</u>
Technology/Outsourcing	01	103901	3010	<u>\$450,000</u>

CC/GV/PC/CW

Attachments

Prepared by: Christine Wright, Sr. Purchasing Agent  
Carol Mell, Supervisor, Information Technology  
Pamela K. Chenier, Director, Purchasing/Warehouse

Approved by: George Vakalis, Assistant Superintendent, Support Service  
Jeff Wood, Chief Information Officer, Information Technology

Attachment A

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ABSTRACT OF PROPOSALS

Commodity or Service: Student Records Scanning Services

Proposals Due: 3:00 P.M., Anchorage Time  
January 9, 2008

Budget Fund: General

Number of Request for Proposals (RFP) Sent: Thirty-Five (35)

Number of Responsive RFPs Received: Four (4)

Number of Non-Responsive RFPs Received: Two (2)

Number of "NO BIDS" Received: One (1)

Advertised Date: Anchorage Daily News  
December 4, 2007

Prebid Conference Held: 10:00 A.M., Anchorage Time  
December 14, 2007

Addenda Issued: One (1)

ANCHORAGE SCHOOL DISTRICT  
PURCHASING DEPARTMENT  
4919 Van Buren Street  
Anchorage, Alaska 99517-3188

Attachment B

TABULATION OF PROPOSALS

Due: 3:00 p.m. Anchorage Time, January 9, 2008

Proposal: Student Records Scanning Services

VENDORS

- |   |   |  |   |
|---|---|--|---|
| 1. AHNCO Office<br>Solutions, Inc.<br>606 E. Fireweed Lane<br>Anchorage, AK 99503 | 2. Alaska Legal Copy<br>731 I Street, #102<br>Anchorage, AK 99501 | 3. Multi-Media Cottage, LLC<br>P. O. Box 242622<br>Anchorage, AK 99524 | 4. Xerox Corporation<br>4341 B Street, Suite 200<br>Anchorage, AK 99503 |
|---|---|--|---|

PROPOSERS RATINGS	TOTAL POSSIBLE POINTS	1	2	3	4
Specifications	125	101.5	94.5	59	75
Project Management Team	50	39	39	10	31
References	50	35	40	30	30
Location	25	25	25	10	19.5
Total Technical:	250	200.5	198.5	109	155.5
Total Cost:	250	250	178	47	136
Total:	500	450.5	376.5	156	291.5