

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #133 (2008-2009)

December 1, 2008

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: SCANNING SERVICES FOR
PAYROLL CHECK STUBS

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 J & B Copying Services dba Alaska Legal Copy to provide scanning services for the Payroll Department at \$.07 per page, in a total estimated amount not to exceed \$164,220.

PERTINENT FACTS:

The Payroll Department has approximately 2,346,000 pages of payroll check stubs from 1971 to 1997 that need to be prepared, indexed, keyed/coded and scanned onto DVDs 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.

The number of pages to be scanned is estimated. The district will pay for the actual number of pages scanned. The specifications require the contractor to pick up and deliver payroll check stubs weekly and have the ability to prepare, index, key and scan a minimum of 15,000 documents per day. In addition, it was required that district personnel must have immediate access to all documents 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 Payroll and Human Resources Departments.

J & B Copying Services dba Alaska Legal Copy is recommended for award. All work is expected to be completed within six months from the date of award. 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)
- (1011) Accounting
- (3010) Contractual Services-Administration

<u>Fund Source:</u>	<u>Fund</u>	<u>Source</u>	<u>Funding Account Code</u>	<u>Amount</u>
Accounting	01	101101	3010	\$164,220

CC/GV/PC/CW

Attachments

Prepared by: Christine Wright, Sr. Purchasing Agent
Mary Lou Boughton, Director , Payroll
Pamela K. Chenier, Director, Purchasing/Warehouse

Approved by: George Vakalis, Assistant Superintendent, Support Service

Attachment A

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ANCHORAGE, ALASKA

ABSTRACT OF PROPOSALS

Commodity or Service:	<u>Scanning Services for Payroll Check Stubs</u>
Proposals Due:	<u>4:00 P.M., Anchorage Time October 31, 2008</u>
Budget Fund:	<u>General</u>
Number of Request for Proposals (RFP) Sent:	<u>Thirty-Five (35)</u>
Number of Responsive RFPs Received:	<u>Four (4)</u>
Number of Non-Responsive RFPs Received:	<u>None</u>
Number of "NO BIDS" Received:	<u>None</u>
Advertised Date:	<u>Anchorage Daily News October 13, 2008</u>
Prebid Conference Held:	<u>3:00 P.M., Anchorage Time October 21, 2008</u>
Addenda Issued:	<u>One (1)</u>