OFFICE OF CHIEF OPERATIONS OFFICER Summary of State Board of Education Agenda Items Consent Agenda June 18-19, 2015

OFFICE OF EDUCATOR QUALITY

F. Approval to contract with Doc Imaging, LLC to provide consultative services to transfer educator licensure credentials from microfiche to 300 DPI searchable images

Awarded Vendor:

Doc Imaging, LLC

Jackson, TN 38305

<u>Scope of Project</u>: The purpose of this contract is to retain the services of Doc Imaging, LLC as a consultant to the Mississippi Department of Education to transfer educator licensure credentials from microfiche to 300 DPI searchable images.

The contractor will:

- Convert educator licensure microfiche files to searchable PDF files compatible with the electronic licensure management system at 300 DPI.
- Transpose files onto hard drive.
- Transport files, safely and securely destroy once digitized; provide a formal certificate of destruction.

Renewal of contract for years one 2015 through 2020 will be determined annually and shall be contingent upon the successful completion of preceding year's contract and the availability of funds. Personnel associated with this contract are not former Department employees or related to any Department employee.

Scope of Contract:

Term of Contract:

July 16, 2015 – June 30, 2016

Total Amount to be Awarded:

\$152,352

Method of Award:

Competitive Quotes

Funding Source: State and Federal Funds

Summary of Selection Process:

A competitive selection process was utilized to award this contract.

Scoring Criteria:

- A. Plan
- B. Ability to performC. Personnel, equipment, facilitiesD. Record of past performanceE. Price

Recommendation: Approval