



Office of the Director

MEMORANDUM

July 1, 2005



To: Lake Technical Center, Inc. Board of Directors

From: Terry E. Miller

Subj: RFP #040501, Document Imaging System

BACKGROUND:

The Center generates an enormous amount of data, both in hard copy and electronic, that by law must be retained for long periods of time. These laws have also provided for the retention of this data in imaged format that can be stored electronically. Archived records that are imaged and stored electronically can be accessed and retrieved more efficiently, and without large space requirements. The initial cost of a document imaging system is relatively high, but those costs are far outweighed by the continued savings in personnel and storage costs. Because of the cost, the system should be purchased from competitively sealed responses to a request for purchase (RFP). RFP invitations were sent to three (3) companies and a legal advertisement was also published in the Orlando Sentinel on June 9, 2005. The advertisement generated requests for the RFP from an additional sixteen (16) companies. There were two (2) formal responses to the RFP and one vendor submitted a no response bid. The contract will be effective immediately after Board approval.

ALTERNATIVES:

1. Award RFP #040501–Document Imaging System to Information Access Systems, Inc., the lowest responsive bidder as shown on the attached tabulation sheet.
2. Do not award RFP #040501–Document Imaging System at this time.

RECOMMENDATION:

I recommend that the Board award RFP #040501, Document Imaging System, to Information Access Systems, Inc., Orlando, Florida, the lowest responsive bidder as shown on the attached tabulation sheet.

RATIONALE

Information Access Systems, Inc. submitted the lowest responsive bid based upon conformity to specifications, quality, and price.

FISCAL IMPACT:

Approval to award this bid will provide Lake Technical Center with a contract, at a competitively bid price, for a document management system that will be used by several departments, including the Institute of Public Safety. The estimated financial impact to the Center will be \$53,344.80 and will be funded through the Center's Charter Start-Up Grant.

DATA SOURCE:

The request for purchase process and the funding source for this item were prepared by Steve Bolt, in accordance with Lake Technical Center Purchasing Policies and Project Accounting. The specifications for this bid were submitted by Melissa Stephan.