

AGENDA ITEM 7.E.

RE: Approval of Agreement with Toshiba for Document Backfile Scanning Services

STAFF RECOMMENDATION: That the Board approve a contract with Toshiba in the amount of \$114,122.50 for Document Backfile Scanning services. The contract is being procured using DIR contract #CPO-5427.

BACKGROUND: Laredo College has identified the need to convert archived Human Resource Records documentation to a digital format. The project outcome is to minimize the dependency on manual on and off-site storage filing processes and disaster recovery requirements. Toshiba Professional Services will provide the consulting and strategy services to convert the current paper files, etc. to a digital format that will be stored within the Laredo College network environment or deliver the images as a PDF to a SFTP site for Laredo College to download and store locally.

Benefits include:

- Go forward strategy to provide quick access to documents
- Minimize labor costs associated with file retrieval
- Compliance Requirement (Retention Schedules)
- Fast RFI turn around
- Disaster Readiness
- Fully Secured Hosting Services

BUDGETARY CONSIDERATIONS: \$114,122.50. The funds for these services have been budgeted in the FY 2026 Operating Budget.

CONTACT PERSONS:

Dr. Minita Ramirez, President

Mr. Cesar E. Vela Jr., CPA, Vice President of Finance and Administration

Ms. Veronica Cardenas, Executive Director of Human Resources

Mr. Miguel Rangel, Director of Purchasing