



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approve of rescission of board action of June 19, 2013, with respect to RFP 006-2013

Micrographic Services

SUBMITTED BY: Cordelia Flores Jackson / Norma Farabough of: Purchasing Dept / Tax Office and Records Management

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: August 21, 2013

Recommendation:

Administration recommends the recession of board action taken on June 19, 2013, to award RFP 006-2013 to Archiving Systems Inc. The purpose of this award was to scan all permanent records before destruction and convert said records to microfilm. The scope of work has been substantially increased due to a new initiative to have all current active student files scanned at all campuses on site.

Rationale:

Staff has complied with all applicable federal, state and local purchasing policies and procedures in obtaining pricing information for the items listed above. Staff is recommending the awards based on being the best value to the district.

Budgetary Information:

The budget includes the funds for these purchases

Board Policy Reference and Compliance

CH local – purchasing and acquisition

CH legal – purchasing and acquisition