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Michael Wilkes  
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To: Dr. Andy Barrett  
From: Michael Wilkes  
Date: February 26, 2024  
Re: Digitization of Paper Records Purchase Recommendation

This recommendation seeks to move forward with the purchase of services and software from Datamation Imaging Services (Datamation), pending Board approval and the finalization of a purchase agreement. The proposal from Datamation includes professional services to securely box, inventory, process (scan/digitize/organize), and ultimately destroy student services records that are currently in paper form. The software purchase is for a document management system, Laserfiche, to securely house and retain the records as required. Datamation reports having over 800 customers representing companies from multiple industries, including K-12 education.

The costs associated with this purchase recommendation are listed in the table below.

**Table 1 – Proposal Summary**

Item	Provider	Item Description	Amount
Professional Services	Datamation Imaging Services	Preparation (Includes Pack/Label Boxes), Scanning, Indexing, Quality Control Processes, Destruction of approximately 602,000 pieces of paper.	\$54,266.00 (One-Time)
Laserfiche Subscription	Datamation Imaging Services (Reseller)	Pricing is based on license count and type. Cost will vary over time – initial baseline. (5 Professional Users)	\$ 4,150.00 (Annual)
Implementation Services	Datamation Imaging Services	Onboarding / Configuration / Training	\$ 4,000.00 (One-Time)
<b>Total Cost</b>			<b>\$62,416.00</b>

All agreements are pending Board approval and the finalization of terms and conditions.