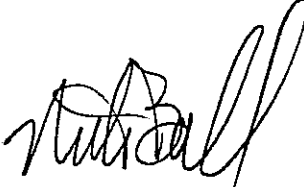




College Station Independent School District

Success....each life....each day....each hour

MEMORANDUM

To: Dr. Eddie Coulson, Superintendent 

From: Mike Ball, Deputy Superintendent for Business and Operations

Date: October 12, 2006

Subject: Authorization for purchase of Laserfiche Electronic Document Imaging Software and Kodak Scanners through (TCPN) The Cooperative Purchasing Network

Agenda Item: K-3

Board Priority/
District Goal: Priority 3, Goal 4

BACKGROUND

The Business Services Department is seeking to begin a process of electronic imaging of archived documents. This process will ultimately lead to the elimination of many stored paper files. The process involves the purchase of software and hardware.

An extensive review process of this system is described in a memorandum from Mr. Mark Pantel dated October 5, 2006.

The cost of the Smartfiles software and Kodak scanners exceeds \$25,000. Local policy, therefore, requires approval of the Board of Trustees. This project also requires the purchase of a Dell server. The server cost of \$6,828.02 is provided for information purposes to the Board of Trustees. Local policy does not require Board approval for that purchase.

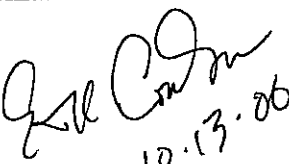
Funding for these proposed purchases is provided in the general fund budget.

RECOMMENDATION

It is recommended that the Board of Trustees of College Station Independent School District consider approval of Laserfiche System Software and Kodak Scanners from Smartfiles in the amount of \$28,375.00.

MICHAEL BALL, CPA
Deputy Superintendent for
Business and Operations

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10.13.06
EDDIE COULSON, Ed.D.
Superintendent of Schools