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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Mike Ball
SUBJECT: Laserfiche Electronic Document Imaging
DATE: October 5, 2006

Several departments and campuses have recently expressed an interest in storing documents electronically to reduce storage space and improve the record retrieval process. Currently most departments are keeping last year's documents plus current files in file cabinets or boxes in their offices. The remaining documents are transferred to the Records Storage Warehouse and put in the records retention schedule. Retrieval of these records in the warehouse is often difficult and time consuming.

In June we contacted a local vendor, Smartfiles about document scanning and storage services and they demonstrated the Laserfiche Document Imaging System to representatives of the Business, Special Services, Personnel, Curriculum, Purchasing and Technology Departments.

After attending the demonstration and reviewing the preliminary quote from Smartfiles Chris Speier, Coordinator of Technology and Paul Jackson, Director of Business requested that \$55,000 be allocated in the 2006-2007 General Fund for an electronic document imaging system.

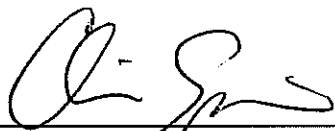
In September, we requested another demonstration from Smartfiles of the Laserfiche system and a firm quote for a starter package that includes the software, three user licenses, audit trail option and two Kodak scanners. The total quote for this initial purchase is \$28,375.00 as outlined in the attached quote.

Smartfiles is an approved vendor on The Cooperative Purchasing Network (TCPN) of which College Station ISD is a member. All products have been competitively bid per the cooperative's Board of Trustees based on state statutes.

The Laserfiche System is currently being used by Region 12 and 6, TASBO and Texas A&M University among others. Although it has many features and capabilities for the management and security of office documents and records, it also appears to be a very user friendly system.

It is the recommendation of Chris Speier, Coordinator of Technology, Paul Jackson, Director of Business and Mark Pantel, Director of Purchasing that we purchase the Laserfiche System from Smartfiles for \$28,375.00 and a Dell SQL server required to support this system from Dell Marketing for \$6,828.02. The quote from Smartfiles includes pre-implementation consulting, installation and training.

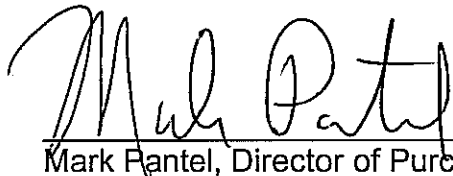
If approved, the initial implementation will be for the Business and Special Services Departments with expansion to other departments such as Purchasing, Personnel and Curriculum after the initial phase.



Chris Speier, Coordinator of Technology



Paul Jackson, Director of Business



Mark Pantel, Director of Purchasing