

24011

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

PROFESSIONAL SERVICES – RECORD RETENTION/DOCUMENT IMAGING
REGISTRAR'S OFFICE
WASHINGTON COLLEGE
(Rescind Board Report 23742 Dated April 3, 2003)

THE CHANCELLOR

REPORTS

that in Board Report 23742 dated April 3, 2003, the Board approved the proposal to enter into an agreement with a firm to provide record retention/document imaging services for approximately 400,000 student registration records at Washington College, dating back to 1989; and it was later determined that the proposed firm, Engineering Consulting, Flossmoor, IL would be unable to complete the project as per its original proposal; for that reason, staff prepared a revised scope of services and a Request for Proposals (RFP) to solicit proposals for the following services:

- Pick-up and delivery of 257 boxes of student registration cards
- Document preparation
- Document Scanning – est. 2,100,000 images
- Indexing of records by name, SSN, date of birth – est. 880,000 indexes
- CD-ROM mastering – est. 150 CD's
- Propose new document management software, or at least be able to prepare the digitized records to interface with the Legato document management software currently owned by the college

that proposals were received from the following seven firms: Microsystems, Inc., Northbrook, IL, Micro Management Technologies, Wheeling, IL, Lebonson Advanced Systems, Gurnee, IL, Image Max, Chesterton, IN, Edge Technological Resources, Inc., Chicago, IL, Frontline Technology, Vernon Hills, IL and Digital Imaging Resources, Inc., Chicago, IL; the proposals were evaluated by the college staff on the basis of the evaluation criteria in the RFP: qualifications and experience, past performance on similar projects, references, responsiveness of the proposal to the RFP scope, price, and M/WBE compliance; the proposers were encouraged to submit optional alternate proposals to give the college the opportunity to consider ~~realize~~ potential cost saving strategies; the proposals (including all optional alternates) ranged in price from \$92,900 to \$216,063; and

that based on the evaluation criteria, staff recommends approval ~~for~~ the proposal from Microsystems, Inc., Northbrook, IL (Option 4) in the amount of \$156,400.00 as the proposal that best meets their needs; and

that the proposal from Microsystems exceeds the District's MBE requirements at 32%; Microsystems has requested a waiver of the WBE requirement.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorize the Chairman to enter into an agreement with Microsystems, Inc., Northbrook, IL to provide the necessary record retention/document imaging services for Washington College for a total cost of \$156,400.00 and to rescind Board Report 23742 dated April 3, 2003.

FINANCIAL

\$156,400.00 - Educational Fund - 20000310

Respectfully Submitted:

Wayne D. Watson
Chancellor

September 4, 2003

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FINANCIAL

\$156,400.00 - Educational Fund - 20000310

Balance = \$15,365, Andy Huh will transfer funds from contingency to cover difference
Respectfully Submitted:

Wayne D. Watson
Chancellor

COLLEGE REVIEW: _____ REQ. NO. _____
President

CENTRAL OFFICE REVIEWS & DATES SIGNED:

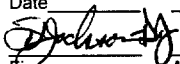
_____ Purchasing Date _____	_____ Contract Compl. _____	_____ Legal _____	_____ Board Office _____
_____ Finance Date _____	_____ Admin. Svcs. _____	_____ Academic Aff. _____	_____ Other _____

HW-Professional Services - Registration Records Retention

COLLEGE REVIEW: _____
President

REQ. NO. _____

CENTRAL OFFICE REVIEWS & DATES SIGNED:

Purchasing _____	Contract Compl. _____	Legal _____	Board Office _____
Date _____	_____	_____	_____
	_____	_____	_____
Finance _____	Admin. Svcs. _____	Academic Aff. _____	Other _____
Date <u>25-Aug-03</u>	_____	_____	_____

HW-Professional Services - Registration Records Retention