



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing
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September 15, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

SUBJECT: **CONTRACT & PERMISSION TO PLACE PURCHASE ORDER: NOVUSOLUTIONS ELECTRONIC BOARD PACKET PROGRAM**

On July 28, 2009, official action (attached) was taken to permit negotiation of costs, terms and conditions with Novusolutions for an electronic Board packet program. The objective of the program is to obtain an Internet-based, user-friendly electronic system to create the Board agenda, approve and distribute the Board packet, and create searchable minutes of each Board meeting.

A final negotiated contract, as permitted under DOE 6A-1.012(14), is attached for the Board's review and approval. The contract has been reviewed and approved by the Board's attorney, Nancy Alfonso. Costs for the program are as follows:

- A \$39,100 one-time cost for full deployment of the program, including workflow review, training for District employees and the Board, and customization of the program, to be paid out of capital funds.
- Annual maintenance and support are included for the first year of the program. Thereafter, annual maintenance and support will be \$3,800 per year.
- Approximately \$8500 as a one-time cost for a District server and associated software so that we can host the system ourselves (approved by Mr. Bruce Baldwin, Director of Information Services). These costs will be paid out of capital funds.
- Scanners will be required for those departments which do not currently have one. Information Services is currently auditing which departments will require a scanner or have an existing copier which can be retrofitted with scanner capability. Our goal is to coordinate the workflow design to mirror our existing structure while greatly streamlining the process, paperwork and time. We believe that we will be able to consolidate the document upload process for various departments, to minimize the cost of purchasing scanners or scanner software.

The implementation team is comprised of the following individuals:

- Ms. Vickie Herring, Recording Secretary to the Board
- Ms. Jan Schmitz, Secretary to the Superintendent
- Mr. Kevin Duval, Network Technician
- Mr. Jay Vickers, Program Manager, Novusolutions

We request Board approval of the attached contract and permission to place a purchase order in the amount of \$39,100 to Novusolutions. Purchase orders for the server, associated software, and scanners will be placed separately by Information Services. Board approval will permit the implementation team to meet with senior staff and their respective support staff members to outline the steps and timeline for conversion to the electronic system.

Should you have any questions or concerns, please contact Vickie Herring or Arlene Zimney, Buyer, in the Purchasing Department.

KDG/az
Attachments