

## Purchasing Notes

<b>EVENT #</b> 8668	<b>TITLE:</b> Document Scanning Services for Human Resources	<b>COST:</b> \$150,000.00
<b>TYPE OF PROCUREMENT:</b> Sole Source	<b>ANNUAL CONTRACT</b> <input type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input checked="" type="checkbox"/>
<b>CONTRACT TERM (IF APPLICABLE)</b> N/A		
<b>S/DBE (IF APPLICABLE)</b> N/A		
<b>MATRIX (IF APPLICABLE)</b> N/A		
<b>NOTES</b>		
<p>Recommend approval to procure scanning services for Human Resources from Intellinetics Inc. in the amount of \$150,000.00. The Human Resources Department is requesting scanning and indexing services of employee files from this vendor. The Human Resources Department has over 400 boxes of employee files and this initiative will save space, improve search ability, security and visibility of employee records. This initiative will be the start of digital storage of all employee records within the City of Savannah Human Resources Department moving forward. Services will include document pickup, job setup within Intellinetics, online access, onsite document return, and data export. There are an estimated one million pages that will be invoiced for \$.08 per page . The indexing portion will begin after validation and quality assurance checks. This is a sole source because the vendor is the provider of the current scanning platform utilized by the Human Resources Department. For proprietary reasons the process design for indexing the files into a digital format can only be performed by this vendor.</p> <p>Delivery: As needed. Terms: Net 30 days. The vendor is:</p> <p>S.S. Intellinetics Inc. (Columbus, OH)<sup>(D)</sup> \$150,000.00</p> <p>A pre-bid conference was not conducted as this is a sole source procurement. (D) Indicates non-local, non-DBE business. <u>Recommend approval.</u></p> <p>Local available: No Total sent: 1 Total received: 1 Vendor federally debarred/suspended: No</p>		