

**BOARD OF BIDS AND CONTRACTS APRIL 16, 2015**

**2. SCANNING AND INDEXING SERVICES -- VARIOUS DEPARTMENTS  
FUNDING -- VARIOUS DEPARTMENTS**

(Request sent to 19 vendors)

RFP #14-0096 Contract

	Pirtle Investments, LLC dba Documents On Command Services	GRM Information Management Services of Miami, dba GRM	Business Technology Career Opportunities, Inc. dba BTCO, Inc.	Kofile Preservation, Inc.
Scanning and Indexing	\$142.68	\$59.04	\$60.34	\$688.80
	Ricoh USA, Inc.	<b>BIS, Inc.</b>	ARC Document Solutions	Scanning America, Inc.
Scanning and Indexing	\$212.54	<b>\$28.26</b>	\$101.15	\$58.06
No Bid	DOCUdavit Solutions, Inc.		RSTN Consulting, LLC	

On the recommendation of Kim Evans, on behalf of various county departments, Linda Kizzire moved to **accept the best proposal from BIS, Inc. at the base pricing listed and execute a contract for one (1) year with two (2) one (1) year options to renew.** David Spears seconded the motion. The motion passed unanimously.

A review committee comprised of Greg Gann and Doug King-Division of Information and Operations, Georgia Cole-District Attorney's Office, Lorien Showalter-Budget and Kim Evans-Purchasing, reviewed the responses. Three vendors (ARC Document Solutions, BIS, Inc. and Business Technology Career Opportunities, Inc. dba BTCO, Inc.) were shortlisted based on cost, business processes, experience with type of work requested, and facility security procedures.

Greg Gann, Doug King and Kim Evans visited ARC Document Solutions, Inc. and BIS, Inc. Business Technology Career Opportunities, Inc. dba BTCO, Inc. was visited by Greg Gann and Kim Evans. During site visits with these vendors, sample files were provided to be processed and priced out utilizing the pricing submitted in the original proposal response. Tours were taken of each facility to gather information on business processes, security, and work efficiency. All sample files processed were received by the county to review for quality assurance. The team unanimously agreed that BIS, Inc. met the overall scope of the proposal and provided the best overall pricing.

Pricing is based on a sample set of files totaling 984 pages of basic indexing and Optical Character Recognition (OCR) . Pricing could vary based on several factors, including, but not limited to, document preparation (removal of clips, staples, post-its), complexity of indexing and requested OCR, large format files, and archival condition files.