

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

APPROVAL OF ELECTRONIC DOCUMENT STORAGE AND MANAGEMENT

MARCH 7, 2016

Background Information:

The Purchasing Department, on behalf of the Human Resources Department, is requesting approval to award a contract to MEDI Total Document Management Solutions, 8227 Cloverleaf Drive, Suite 304, Millersville, MD 21108, for Electronic Document and Storage Management.

The basis for the cost of the products and services is via piggybacking a contract established by the State of Maryland, BPO #001B3400205, awarded to MEDI Total Document Management Solutions.

Discussion:

Harford County Public Schools (HCPS) identified the need to receive, store, manage, retain, and distribute thousands of printed records and documents. There are several issues associated with document management. First, is the retention and storage of employee records and documents, second, is maintenance and access to employee records and documents, and third, the cataloging, filing and storage to meet current and future demands. Document retention and storage laws require active employee, separated employee, and retiree records be retained for specific periods of duration. In a system with approximately 5,000 employees currently on payroll, as well as thousands of temporary, substitute, severed employees, retirees and applications for employment, the demand for the retention of paper documents has become cumbersome and inefficient. Physical space required to store past and current employee records at our central office location has been exhausted. Off-site storage, at various locations throughout the county, are also reaching capacity. As a result, an electronic document management solution was explored, vetted and researched and will provide a two-pronged approach to solve our issues. The system will: 1) Scan and catalog existing paper records being retained by the school system and 2) Create a multi-functional electronic system to scan, catalog, access, store and retrieve current and future documents. Both the short and long term costs to implement the electronic system will result in a cost savings compared to other options available, in addition to allowing staff to make more efficient use of their time.

The contract in the amount of \$149,735.85 will be funded from the current Technology Capital Budget account.

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education approve the contract for MEDI Total Documents Management Solutions, in the amount of \$149,735.85.