

AUTHORIZE A NEW AGREEMENT WITH RICOH USA, INC FOR SCANNING AND IMAGING SERVICES

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize a new agreement with Ricoh USA, Inc. to provide scanning and imaging services to the General Counsel at a total cost not to exceed \$300,000.00. The vendor was selected on a competitive basis pursuant to RFP #200000264 issued by the County of Fairfax, VA as lead public agency for U.S. Communities Government Purchasing Alliance. Subsequently, the vendor and the County of Fairfax, VA entered into a Master Agreement (Contract number 4400003732). The Board desires to purchase these services based upon that Master Agreement pursuant to Board Rule 7-2.7, which authorizes the Board to purchase non-biddable and biddable items through government purchasing cooperative contracts. A written agreement for the vendor's services is currently being negotiated. No services shall be provided by the vendor and no payment shall be made prior to execution of their written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Contract Administrator : Sinnema, Mr. Ethan Cedric / 773-553-3295

VENDOR:

- 1) Vendor # 21832
RICOH USA, INC
P.O. BOX 802815
CHICAGO, IL 60606
Kim Peck
800 807-1012 X 2774

USER INFORMATION :

Project
Manager: 10210 - Law Office

125 S Clark Street, 7th Floor

Chicago, IL 60603

Izban, Miss Susan M

773-553-1679

TERM:

The term of this agreement shall commence on the date the agreement is signed and shall end on July 15, 2015.

EARLY TERMINATION RIGHT:

The Board shall have the right to terminate this agreement with 30 days written notice.

SCOPE OF SERVICES:

Vendor will provide document scanning and storage services for the Central Office. The document preparation and scanning will be done at the Vendor's imaging facility, and then Vendor will deliver to

CPS the scanned images in multi-page PDF and index data on CPS preferred media (e.g., DVD, thumb drive, etc.). This service will also include round trip transportation service for each box of CPS's documents. Vendor will also provide an electronic copy (eCopy) feature to existing CPS printing devices to provide staff with a self-service solution for scanning and imaging of documents.

DELIVERABLES:

Vendor will provide scanned images in multi-page PDF and index data on CPS preferred media (e.g., DVD, thumb drive, etc.). Vendor will also provide round trip transportation for each box of CPS's documents.

OUTCOMES:

Vendor's services will result in the following:

- a) The beginning of a long-term solution for digitizing paper documents.
- b) The scanning of more than 9 million pieces of paper documents.
- c) A record keeping solution and space saving measure when CPS moves its headquarters to a smaller space in late 2014.

COMPENSATION:

Vendor shall be paid as specified in the agreement; total compensation not to exceed the sum of \$300,000.00.

REIMBURSABLE EXPENSES:

None.

AUTHORIZATION:

Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize the General Counsel to execute all ancillary documents required to administer or effectuate this agreement.

AFFIRMATIVE ACTION:

Pursuant to the Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services Contracts, the agreement is exempt from MBE/WBE compliance review.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Fund 115, 230, 436
Department of Facilities, 11880
\$300,000.00, FY15

CFDA#:

Not Applicable

GENERAL CONDITIONS:

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



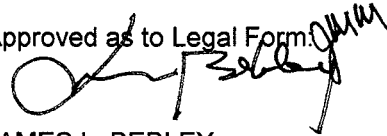
SÉBASTIEN de LONGEAUX
Chief Procurement Officer

Approved:



BARBARA BYRD-BENNETT
Chief Executive Officer

Approved as to Legal Form:



JAMES L. BEBLEY
General Counsel