1. Annual Student Record Files Conversion Budget

All backfile for the District schools; Suwannee-Hamilton Technical Center, Suwannee High School, and Branford High School have been converted. Annual graduate files need to be captured and imported into FileBound. The annual quantity is small (approximately 500 files). The next phase of our conversion process will be to further reduce this process to augment the archiving of FOCUS generated student files. The bulk of the student record shall be pulled out of FOCUS, converted to PDFs, the PDFs will be migrated to the District's FileBound solution. It is expected this will occur during this contract cycle. Once this annual action is set up, the 'printing' of PDFs from FOCUS and the transfer of these student files to the Cloud will be a function controlled by District staff.

2. Terminated HR Files Conversion Budget

Under our previous contract terminated personnel files were converted into multipage PDF files for import into FileBound. There is a small backlog of Terminated HR files, but once the conversion of Active HR Files is completed, the conversion of Terminated HR will sunset.

3. Active HR Files Solution/Project Development Budget

The objective is to automate as much as possible the development, maintenance, retention, and retrieval processes of active H/R files.

This development phase is a onetime project. The successful vendor shall work with SCSD stakeholders to conceptualize, streamline, and automate the employee onboarding requirements along with current hiring and H/R management processes. Vendor shall facilitate meetings of the stakeholders, bring staff to consensus, provide an analysis both in timeline and budget of the automation process, and deliver administrative requirements. Vendor shall provide a solution which makes use of the existing technologies and links together those technologies which will, 1. Improve accuracy, 2. Reduce staff time, 3. Provide backup protection (DP), and 4. Be built on open architecture and COTS products.

Vendor shall meet with staff, create a list of objectives and prioritize that approved list of objectives based on level of objectives

- Stakeholders meetings
- Review of current process
- Analysis of current systems used (FileBound shall be the software solution)
- Access security established (document type based)
- Document Type identification/classification
- Review solutions for current Active HR.
- Review solutions for new/future HR hires
- Perform Sample/Demo to demonstrate and test assumptions.
- Revisit parameters and refine process.

4. Active HR Files Conversion Budget

Following the successful completion of Item 3 above, the successful vendor shall proceed with the conversion of all active SCSD H/R files. During the actual conversion process no more than five (5) cubic foot boxes may leave the SCSD offices at any one time. Turnaround of conversion should be one (1) week. All converted documents shall be uploaded by vendor to FileBound On-Demand. Once the backfile conversion has been completed, SCSD shall be responsible for day-forward conversion. No further conversion by vendor would be required.

5. FileBound Software Training and Support

SCSD is under contract with Upland/FileBound to use their On-Demand solution while at the same time purchasing the software license itself. It is important the successful vendor be proficient with a solid working knowledge of FileBound software in order to provide any and all training or support during the contract period. Such support and training may be onsite at SCSD offices, or remotely. This training will be ongoing as we add record series. Our objective is to train key staff, so they can assist other District employees.

6. Microforms Conversion

SCSD has had almost all its microfilm and microfiche back files converted to images and uploaded into Upland's FileBound solution. During the backfile conversion there were two rolls of microfilm not located. This contract must provide for the conversion and data entry of those records to comply with the current standards of conversion.

To summarize, the district has made significant progress in records management. Lost, or misplaced, student files are virtually a thing of the past. Terminated student records are easily located in the FileBound Cloud solution. File image quality is frequently better than the paper scanned. And lastly, for the first time ever, District staff have a log indicating who looked at which file. This progress has significantly improved staff performance, eliminated excursions in all kinds of weather to a remote storage facility. The result of our efforts has been recovery of much needed space, while providing a secure level of disaster preparedness to the District.

We have also worked out a plan to archive and migrate, and thus this RFP contains non-reoccurring items. Most record series conversions will decrease during this contract due to the increased reliance on conversion of digitally born data and the increase of internal District conversions.