

SPO ALERT

Date: October 30, 2017

To: State Agencies and Cooperative Members

From: State Procurement Office

Re: New Award: Document Management Services

Extension / Renewal	Check here		Check here	
	as-is		New Award	X
	w/ amendment		Re-Bid	
	w/ price/rate adjustment		Cancellation / EOL	

Contracts Affected (Expire 10/30/17):

Contracts Number	Vendor Name	Effective
ADSPO15-080284	DocuLynx	<i>Expire October 30, 2017</i>
ADSPO14-070056	ICM Conversions Inc dba ICM Document Solutions	<i>Expire October 30, 2017</i>
ADSPO14-070055	DataBank IMX	<i>Expire October 30, 2017</i>

NEW State contracts:

Contracts Number	Vendor Name	Effective
ADSPO18-185888	DocuLynx	<i>Active October 31, 2017</i>
ADSPO18-185890	ICM Conversions Inc dba ICM Document Solutions	<i>Active October 31, 2017</i>
ADSPO18-185889	SecureOne Outsource Solutions Inc	<i>Active October 31, 2017</i>

Primary User(s):

Agency or CO-OP	Estimated Spend
<i>Multiple Agencies and Co-ops</i>	<i>Approximately \$5M per year</i>

Description:

These new full solution Document Management Services statewide contracts will support the State's digitization and document management efforts. These contracts offer both document imaging services (scanning, indexing, output etc.) to convert paper documents into document images, as well as document management system solutions that can meet the needs of Agencies of various sizes.

Brief Summary of Results:

Below listed are the awarded vendors and services they will offer under the new contracts. Four hours of project consultation with the Agency/Co-op member is included at no charge under each contract.

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SecureOne Outsource Solutions – Document Imaging services only (able to integrate with current or future document management systems)

ICM Document Solutions – Both Document Imaging and Document Management System services (ViewCenter and related solutions)

DocuLynx – Both Document Imaging and Document Management System services (FileBound and Mercury solutions)

Document imaging/conversion key savings:

Scanning - pricing for Letter size, grayscale, 300dpi:

Scanning (off-site location) – 25.53% savings in average price. Scanning (on-site at Agency) – 32.5% savings in average price

Indexing – Single entry (manual indexing) at 50% QC:

Indexing (off-site location) – 16.7% savings in average price. Indexing (on-site at Agency) – 17% savings in average price

Document management system solutions:

ICM Document Solutions – ViewCenter (Cloud deployment option at lowest cost- storage, retrieval and workflow; other options are on-premise deployment either user based or unlimited users). Seamless user experience for both Google and Microsoft solutions.

DocuLynx – FileBound (storage, retrieval, and workflow option with discounts if paid annually). Mercury (storage & retrieval only that is based on a per GB/month rate with tiered rate decreases at higher storage levels)

If there are any questions, please feel free to contact Deepika Bajpayee, *State Procurement Manager* at 602-542-8991 or deepika.bajpayee@azdoa.gov