



Date of Memo: October 09, 2024
Current Meeting: October 16, 2024
Board Meeting: October 24, 2024

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President and CEO Jennifer Pyrz
FROM: Senior Director of IT/PMO Tami Williams
SUBJECT: Consideration and approval of Document Imaging and Retention Project

ACTION ITEM A – 9

RECOMMENDATION:

It is recommended that the Board of Directors authorize the President and Chief Executive Officer to enter into a four-year plus a one-year option contract agreement with Data Bank IMX for records and document management services in an amount not to exceed \$1,661,643.

BACKGROUND:

According to state statute, all organizational documents must be retained and securely stored for an outlined period of time. IPTC has a need to organize a multitude of confidential documents that consist of but are not limited to financial documentation, safety data, employee PCI documents, and blueprints. IPTC has chosen to effectively streamline our organization through a digital transformation of our confidential documents and records with the lifecycle of the Document Imaging and Retention project. The purpose was noted by the implementation of the Executive-approved Document Retention Policy in December of 2023. IPTC then sought to acquire services that would include a cloud-based document management system, cloud hosting, secure offsite document storage, document scanning and indexing, secured document destruction, system reporting, and a “Scan-on-Demand” option for internal usage going forward.

DISCUSSION:

In May 2024, IPTC published an RFP seeking proposals from qualified Records and Document Management companies to provide services that will meet the requirements of IPTC’s Document Imaging and Retention project. Bids were due June 21, 2024, and IPTC received ten proposals from prospective vendors. However, only five proposals were deemed responsive and responsible. Demo interviews were held onsite at IPTC’s East Campus from the five remaining vendors, and the evaluation committee reviewed and scored each interview and proposal according to the project requirements. A final vendor, Data Bank IMX, was selected on October 1, 2024, that offered the most efficient solution for IPTC within the scope of price and requirements.

ALTERNATIVES:

The Board could choose not to contract document management services through the selected vendor, Data Bank. However, IPTC would remain out of compliance with our organizational records and storage methods of business documents, severely impacting confidential financial and personal information retention.

FISCAL IMPACT:

This project will be funded by the IPTC Capital budget. The solutions proposal from Data Bank will be a four-year plus one optional-year budgeted contract. The cost of destruction, digitalization, and storage services for the Capital Fund will be budgeted for \$1,275,878 for FY2025. Data Bank IMX depicted the projected operational cost for years three through year five as \$122,835 for FY2026, \$126,780 for FY2027, and \$134,525 for the optional year FY2028. The total projected amount for services provided by Data Bank is \$1,661,643 (prior to discovery and IPTC customizations).

DBE/XBE DECLARATION:

There is no DBE/XBE goal associated with this procurement due to the fact of significant sensitive data related to PCI, PI, and financial organizational documents.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on October 16, 2024.