

OMNIA Region 4 ESC – TX - Contract Number: R191104

RECOMMENDATION FORM

User Department's Recommendation

Recommended Firm: Xerox

User Department: Innovation and Technology

APPROVE (Please circle one): YES NO

Name of Fund: General Fund 100

Contract Award Amount: \$3,648,000.00

Justification:

DoIT recommends utilizing the Omnia contract Region 4 ESC – TX - Contract Number: R191104 for managed print services with Xerox. This recommendation will include replacing existing older model Xerox multifunction devices with the latest equivalent models for 48-months.

In addition, we are recommending adding on-demand bulk document scanning professional services for departments and agencies that need scanning services for large bulk scanning projects. This type of service is typically needed to convert paper records into a digital format used in our document management system and other business software applications. These services will be requested on an as needed basis as a change order to this contract.



Signed by: John A Matelski
Date & Time: 03 May, 2024 08:13:43 EDT

Department Director

Date