

Advanced Processing & Imaging, Inc.
Sole Source Bid #55-003E
Executive Summary

For over eleven years, the District has used several software products from Advanced Processing & Imaging, Inc. (API); the products currently being used are OptiView, OptiWorkFlow, and OptiSpool. This Agreement is a continuation of an existing contractual agreement and will transition the OptiView and OptiWorkFlow systems to a web-based hosted environment, as well as upgrade the OptiSpool software.

OptiView is used by departments and the technical schools to digitize paper documents and index the images for future retrieval. OptiWorkFlow is a document management software product used by District staff to convert paper forms to an electronic format. The requested 25 additional concurrent licenses will be added to the 30 currently in use for OptiWorkFlow. These additional licenses will allow the Information & Technology department to expand scalability from current limited levels to full District-wide usage.

OptiSpool is currently used to store reports generated in the data center in a digital format; however, the current version is limited to only printing the form. Upgrading to the OptiSpool form creation software tool will replace the current limited form builder software allowing us to build the form headings, borders, and graphics and merge the data to create the final product, which will be stored electronically and printed only when necessary.

This initiative will result in long-term benefits including eliminating future equipment replacement and staff support required for patch maintenance, software upgrades, and daily support tasks. Cost savings will result from a reduction in paper and ink consumables, greater efficiency in staff assignments through removal of the need to burst and trim reports, the creation and use of more electronic forms reducing paper and printing cost, and greater efficiency in information access through electronic dissemination and archiving as opposed to transfer and storage of hardcopy paper versions. This will also allow staff to be allocated to priority initiatives in the District's Technology Strategic Plan.