

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**Divisions of Administrative Services and Vocational Rehabilitation**  
  
**Centralized Scanning Services**

**PARTIES:**

This agreement is between Administrative Services Division/Bureau of General Services (ASD/BGS) and the Division of Vocational Rehabilitation (DVR).

**PURPOSE:**

This MOU (Memorandum of Understanding) will document the agreement between the parties listed above to implement a centralized scanning service. ASD/BGS will provide scanning services to the DVR in accordance with the terms of this MOU and the Centralized Scanning Unit manual dated 04 / 2007.

**EFFECTIVE DATES:**

This agreement becomes effective on June 1, 2007 and will remain in effect until such time as either party provides a 60-day written notice to renegotiate or terminate this agreement.

**ASD/BGS RESPONSIBILITIES:**

- Provide all necessary and required workstation furniture and cabling.
- Provide any additional software and hardware.
- Provide adequate and competent resource staff to perform scanning functions.
- Provide quality control to ensure that scanned documents are of a quality equal to the original document.
- Scan incoming documents within 72 hours of receipt or less.
- Maintain records of resource hours and scanning volumes.
- Ensure that all information remains confidential.
- Batch and store securely, all scanned paper documents for five working days.
- Ensure the confidential destruction of all paper documents after five working days.
- Perform all maintenance activities in accordance with vendor requirements or recommendations.
- Initiate vendor service calls as necessary.

**DVR RESPONSIBILITIES:**

- Set up and provide directories as required for the storage of scanned documents.
- Set up and provide specialized batch classes as needed.
- Pay the annual fees for the rental of the postal box 8927 which is specific to DVR scanning.
- Provide a knowledgeable DVR point of contact person for questions for the scanning needs.
- Provide initial and ongoing training to all field staff and designated backups.

**PRS BILLING:**

- ASD/BGS will establish annual task code in the General Services Project Portfolio in accordance with estimated PRS resource hours at the established hourly rates.



Manuel Lugo, Deputy Administrator  
Division of Vocational Rehabilitation

Date 5/30/2007



Jeanne Frey, Director  
Division of Administrative Services  
Bureau of General Services

Date 5/30/2007