

SWC# 404 Digital Imaging Services **Contract Information and Usage Instructions**

*****The contract information and processes detailed in this document are subject to change at any time. Please go to:**

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc-.html> for the most up-to-date version of statewide contract usage instructions.

Contract Period: This contract has a total five-year term, with the initial term being three years and the remaining two years consisting of optional one-year renewals.

Contract Start Date: 10/15/2023

Current Contract Expiry Date: 10/14/2026

Summary/Background Information: Statewide contract ("SWC") for multiple awards for Digital Mail Scanning, Backlog Scanning, and Microform services to convert documents into digital images. Other Governmental Bodies, members of the University of Tennessee or Tennessee board of regents systems, and the nonprofit entities identified in Tenn. Code Ann. § 33-2-1001 ("Authorized Users") may utilize the awarded Contract.

This SWC is considered **CONFIDENTIAL** under Tenn. Code Ann. § 10-7-504(i)(3)(B) where the "identity of a vendor that provides to the state goods and services used to protect electronic information processing systems, telecommunication and other systems, data storage systems, government employee information, or citizen information shall be confidential." Usage instructions will be provided to end users internally through our Intranet and through me as the contract administrator. All other interested parties must sign a non-disclosure agreement (NDA) to receive information regarding this SWC.

State Contact Information

Contract Administrator:

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