

**OFFICE OF CHIEF OPERATIONS OFFICER**  
**Summary of the State Board of Education Agenda Items**  
**June 16, 2022**

**OFFICE OF HEALTHY SCHOOLS**

04.E. Action: Renew contract with Business Computers of Memphis, Inc. [Goal 1 – MBE Strategic Plan]

Awarded Vendor: Business Computers of Memphis, Inc.  
Memphis, Tennessee

Scope of Project: Business Computers of Memphis, Inc. (BCM) created the original School Based Administrative Claiming (SBAC) applications in 2007 and MDE currently uses the system. The system provides remote technical support as needed in the maintenance of a server that housing database and web interface software along with supporting OS software.

The contractor will provide the following:

- Telephone support is available Monday through Friday 8:00 A.M. — 5:00 P.M. Central Time. With advanced notification, telephone support is also available after hours at the same hourly rate. During normal business hours, Contractor shall respond to Customer within one (1) hour of its receipt of any requests for support.
- Any technical support necessary to ensure the proper functioning of the applications is included in the Statement of Work. This would include upgrades to systems, addressing errors in application, and working with any third-party application that may interface with systems.
- With approval from Customer, Contractor will correspond with any party and assist Customer in resolving procedural or operational issues.
- Remote conference or status meetings will be conducted as requested by Customer in accordance with support time specified in Item 1.
- Support services shall be preapproved by Customer before the work is accomplished. Contractor shall provide a cost estimate for the specific service before performing the service. Requests and approvals for service shall be done via e-mail between Contractor and Customer. Monthly invoice will contain a detailed description of services provided.
- No travel would be expected while supporting these applications. However, if needed, Contractor would obtain approval in advance from Customer for any travel necessary.
- Contractor agrees to perform all services in a proper, workmanlike, dignified manner, and in a manner that is acceptable to Customer.
- Contractor requires that technical code supported also be installed in a test environment that will be provided on Contractor's secured equipment.

This is necessary for proper workflow testing and technical testing of any modification(s) made to these systems.

- Contractor will assist Customer in importing/exporting any information to these systems to reduce the amount of manual effort necessary. This service will be provided assuming the data imported/exported adheres to system policies.
- Contractor understands that he is considered an independent contractor and thus assumes all responsibility for reporting any earnings to federal and state authorities.
- Contractor reserves the right to identify "best fit" staff to provide services to Customer based on specific request.
- As an equal opportunity employer, Contractor maintains a policy which prohibits unlawful discrimination based on race, color, creed, gender, age, disability, or any other consideration made unlawful by federal, state, or local laws.
- All materials developed, concepts or inventions created, techniques established, or any other item produced, related to the support of these applications is the exclusive property of Customer. To the degree that these items are tangible, they will be provided to Customer when requested.
- Contractor represents that all services provided to Customer will be done so while adhering to all state and federal laws.
- Contractor will assist the Customer's Office of Healthy Schools by providing any other service not mentioned in the Statement of Work requested related to the support of the SBAC system, Nurse Database Application system, or Screen Plus Application system.

Personnel associated with this contract are not former Department employees or related to any Department employees.

Scope of Contract:

- January 1, 2022 – June 30, 2024: \$90,000
- Method of Award: ITS Procurement

Funding Source: Other

This item references Goal 1 of the *Mississippi Board of Education 2018-2022 Strategic Plan*.

Recommendation: Approval

Back-up material attached

**Business Computers of Memphis**

<b>CONTRACTOR</b>	<b>AWARDED AMOUNT</b>
<b>Year 1</b>	<b>\$30,000</b>
<b>Year 2</b>	<b>\$30,000</b>
<b>Year 3</b>	<b>\$30,000</b>
<b>Total</b>	<b>\$90,000</b>