

**PROPOSAL
RECORDS MANAGEMENT IMPLEMENTATION
MERA**

Gladwell Governmental Services, Inc. (GGS) will provide various services related to implementing MERA's records retention policies, including the on-site processing of records that have exceeded their retention period for destruction, procedures and forms to ensure compliance with law, and employee training.

Records will be inventoried and labeled according to their contents, and a records inventory developed for records stored in boxes, including destruction dates. To maximize efficiency and reduce costs, it is recommended that two consecutive days are scheduled

Deliverables:

- Two on-site days of records management implementation, including preparation of original records for destruction, and inventorying / management systems for remaining records.

Cost (2 days on site):	\$1,920
Travel Expense Reimbursement:	<u>\$600</u>
Total Cost:	\$2,520

METHODOLOGY

All work is performed by the President of Gladwell Governmental Services, Inc. Assignments are not delegated to less skilled personnel or subcontractors, assuring the project is well-coordinated without communication problems or scheduling conflicts among various consultants and their other projects. In addition, this also assures the highest quality work.

The consultant proposes to build on the progress already made in the organization, and its pre-existing intellectual property, ensuring consistency and high levels of development for the project.

The project will be structured to increase participation, expedite results, minimize costs and ensure the successful implementation of an excellent program by temporarily employing the skills and knowledge of the contractor as needed.

This approach is customized for The Districts to ensure the program:

- Provides a “one-time fix”;
- Is interactive, producing a high level of participation and ownership;
- Matches the organization’s values and structure;
- Provides appropriate solutions;
- Can be implemented quickly;
- Will achieve long-term viability; and
- Has the highest cost/benefit ratio and return on investment.

The consultant will provide the computer facilities, forms and equipment necessary to complete the work in this proposal. A resident workspace will be necessary when the consultant is on-site with access to computer systems, a photocopier, and District staff for information.

“...a records management program is actually a money saver - a protection against ineffective operations. It is even more significant as a safeguard against disaster and lawsuits”

-ICMA (International City/County Management Association)