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## MEMORANDUM

**TO:** South Pasadena Unified Board of Education

**FROM:** Christiane Gervais, Assistant Superintendent, Instructional Services

**PREPARED BY:** Janet Anderson, Principal, South Pasadena High School

**DATE:** April 28, 2016

**SUBJECT:** Contract for Optical Mark Reader Maintenance Service

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### **Background**

In order to maintain cost effectiveness, we no longer get service for our electric scanners from the Scantron Company.

### **Discussion**

We have purchased the machines. Harland Technology Services' maintenance agreement was significantly less expensive than that of Scantron, considering the cost of Scantron forms if we were still contracting with that company. Please reference the attached documentation.

### **Recommendation**

Christiane Gervais, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve.

### **Fiscal Impact**

The cost of the Scantron forms was more than double those of Harland. Buying the forms and maintenance agreement from Harland cut the cost. SPHS ran an analysis of the various costs and will be spending less from this point forward.