



*One Team, One Goal: Student Success*

514 Glover Street  
Marietta, GA 30060  
Telephone: (770) 426-3300  
[www.cobbk12.org](http://www.cobbk12.org)

March 22, 2021

Mr. Gerald Brucken  
ScribSoft Holdings, Inc.  
d/b/a Scribbles Software LLC  
10617 Southern Loop Blvd.  
Pineville, NC 28134

Dear Mr. Brucken:

This is to advise you that your company has been awarded the following items from Cobb County School District **IFB B2117 Document Conversion Services** as shown on the attached page.

This award is in accordance with the terms and conditions of the Invitation for Bid and with your pricing remaining firm from **April 1, 2021 through March 31, 2022**, with an option to renew. This award letter is not an official order.

If you have any questions about this award, please contact **Gary Blount at 770-590-4546**. The **Record Management** contact is **Trisha Robider at 678-581-6836**. We appreciate your interest and participation in the CCSD solicitation process.

Sincerely,

Barbara Bates, CPPB, NIGP-CPP  
Director Procurement Services

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Attachment

cc: Accounts Payable  
Trisha Robider  
Cheryl Weiss  
Thomas Marshall  
Deborah Stinchcomb

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**BOARD OF EDUCATION**

Randy Scamihorn, *Chair* • David Banks, *Vice Chair*  
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**SUPERINTENDENT**

Chris Ragsdale

IFB B2117 Document Conversion Services  
 Scribbles Software, LLC (Vendor-PO Mailing #104211)  
 Phone: 704-525-4393

| Item | Description  | UOM           | Unit Price             |
|------|--|---------------|------------------------|
| 1    | Conversion of scanned images to 16 MM microfilm master rolls @ 24x   | Per 1000      | \$25.00                |
| 2    | Diazo Duplicate Rolls (including "M" Cartridge)  | Per Roll      | \$9.00                 |
| 3    | Document prep  | Per Hour      | \$18.00                |
| 4    | Document scanning  | Per Image     | \$0.043                |
| 5    | Data Entry – Indexing  | Per Keystroke | \$0.005                |
| 6    | Original and any duplicate DVD   | Per DVD       | Included               |
| 7    | Create DVD and/or electronic file from scanned images  | Each          | Included               |
| 8    | Create DVD and/or electronic file from microfilm images (swap order)   | Each          | Included               |
| 9    | Conversion of microfilm to electronic format   | Per Image     | \$0.02                 |
| 10   | Indexing of microfilm to electronic format   | Per Keystroke | \$0.005                |
| 11   | Conversion of electronic images to microfilm   | Per Image     | \$0.025                |
| 12   | Indexing of electronic images to microfilm   | Per Keystroke | \$.005 (if applicable) |
| 13   | Percentage discount below MSRP; X% discount below published catalog pricing for related items purchased during the contract period not noted in this solicitation. | % Discount    | 25%                    |
| 14   | Percentage discount for related services purchased during the contract period not noted in this solicitation.  | Per Hour      | \$18.00                |