

**Contract Committee Review Request**  
**MUST BE COMPLETED IN FULL**

Date: 05/05/2025

Contract/Agreement Vendor:

ImageNet Consulting, LLC

Name of Vendor & Contact Person

dwails@imagenet.com

Vendor Email Address

2025-2026 annual renewal for Board approval only. Five (5) year service agreement paid in full July 1, 2021 through June 30, 2026

*Describe Contract (Technology, program, consultant-prof Development, etc.)*

*Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.*

Finance/HR Laserfiche Support

Reason/Audience to benefit

05/12/2025

BOE Date

\$ 0.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Megan Frederick

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

Principal &/or Director or Administrator: Natalie Eneff

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: Ashley Bowser

Cabinet Team Member: Natalie Eneff

Funding Source: 11/191

Fund/Project

11.191.2511.653.000.0000.000.050

OCAS Coding



**Consent**



**Action**

Accept and approve the RENEWAL agreement between Broken Arrow Public Schools and ImageNet Consulting, LLC. who provides the Cloud Service, LSAP, License and Maintenance for Laserfiche paperless electronic software and services for both the HR and finance departments. This is the fifth (5) year of a five (5) year agreement and was paid for in full during the 2021-2022 school year. M. Frederick

Summary

*This area must be complete with full explanation of contract*

**The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.**

## 2025-2026 Renewal

Date of quote: 5/2/2025

**Prepared By:**

David Wails

918.359.8604

**Prepared for: Broken Arrow Public Schools**

[dwails@imagenet.com](mailto:dwails@imagenet.com)

## Price Breakdown

Annual Laseriche Licensing Detail				
QTY	Part #	Item	Cost per (Annual)	Total (annual)
158	ENF20B	RIO Named Full Users LSAP	\$ 169.05	\$ 26,709.90
158	EFRMB	Laserfiche Forms Professional LSAP	\$ 16.905	\$ 2,670.99
138	ERMB	Records Management LSAP	\$ 16.905	\$ 2,332.89
1	EPFRMB	Forms Portal LSAP	\$ 1,678.95	\$ 1,678.95
1	IAB	Import Agent LSAP	\$ 315.00	\$ 315.00
2	QC1B	Quick Fields Core Package LSAP	\$ 1,050.00	\$ 2,100.00
1	SC05B	ScanConnect 5-Pack LSAP	\$ 138.25	\$ 138.25
Total for Laseriche Licensing				\$ 35,945.98
Annual Hosted Server				
QTY	Item	Description	Total (Annual)	
1	ECM Cloud Hosting	ImageNet Hosted Server	\$ 35,000.00	
Total for Laseriche Subscription Licensing				\$ 35,000.00
<b>Total</b>				<b>\$ 70,945.98</b>

Coverage Period: July 1, 2025 to June 30, 2026

To Accept this Quotation, sign here and return\_\_\_\_\_

If payment is not received when due we may assess an administrative charge to offset our collection expense at the rate of thirty cents per one dollar owed. Any other remedies provided for by law may be, to the extent permitted by law, exercised either concurrently or separately. No failure on our part to exercise any right or remedy and no delay in exercising any right or remedy shall operate as a waiver of any right or remedy or to modify the terms of this Agreement. A waiver of default shall not be construed as a waiver of any other subsequent default.

## Frederick, Megan N

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**From:** David Wails <DWails@imagenet.com>  
**Sent:** Monday, May 5, 2025 9:14 AM  
**To:** Frederick, Megan N  
**Subject:** 2025-2026 Laserfiche and Hosted Server Renewal - Broken Arrow Public Schools  
**Attachments:** 2025-2026 Laserfiche and Hosted Server Renewal - Broken Arrow Public Schools.pdf

**CAUTION:** This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Megan,

Good morning. Happy Monday.

I have attached your upcoming renewal for your review and approval. As we discussed in our call this morning, there are a few things to note.

1. The pricing this year is \$ 12,404.93 less than last year. The majority of the reduction came from the restructuring of the Hosted Server platform.
2. There will be a 5% Laserfiche price increase that will go into effect on October 1, 2025. This increase will not impact this year's renewal. I just wanted to let you know now so that you could budget accordingly for next year.
3. Your current agreement expires on July 1<sup>st</sup>. I am hoping that I have allowed your plenty of time to handle things on your end by sending this to you today.
4. Once you are ready to renew, please sign and return the attached quote and I will then begin the process of wrapping this up for us.

Other items:

September 17, 2025 – ImageNet and Laserfiche will be hosting an all-day event in our Oklahoma City office.

LF 12 – We may want to look at upgrading you to the latest version of Laserfiche in the fall. We can discuss this in more detail in the coming months.

Feel free to reach out to me if you have any questions.

Enjoy the week.

### David Wails

Customer Success Manager – ECS Division  
ImageNet Consulting



918-232-2679

[dwails@imagenet.com](mailto:dwails@imagenet.com)



**+ImageNet**  
Consulting

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To open a support ticket with ImageNet visit <https://forms.imagenet.com/Forms/ECSSupport>