



**TO:** Roger Breed, Ed.D.  
Commissioner of Education

**FROM:** Doug Willman, Administrator  
Disability Determinations Section

**SUBJECT:** Medical Transcription Services for Disability Determinations Section

**Proposed Board Action:**

It is recommended that the Board of Education grant the Commissioner the authority to allow Administrative Services-Materiel Division (AS-Materiel) to renew a contract for medical transcription services for the Disability Determinations Section (DDS).

**Background Information:**

A request for proposal for this service was issued in 2008 and was managed by AS-Materiel. The current vendor, Stone Network, was selected through the competitive bidding process and has provided good service. The renewal period will be July 1, 2012-June 30, 2013. The impact of not obtaining medical transcription services is that the DDS would be unable to adjudicate disability cases.

**Estimated Cost:**

The estimated annual expenditure is approximately \$120,000. All of the federal funding will be provided by the Social Security Administration

**Supporting Documentation Included:**

None

**For Additional Information on this item:**

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