



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 State Board grant the Commissioner the authority to allow Administrative Services-Material Division to contract for medical transcription services for Disability Determinations Section (DDS).

Background Information:

A request for proposal for medical transcription services is being prepared by the DDS and will be managed by AS-Material Division. A vendor will be selected through the competitive bid process. The contract period will be July 1, 2013-June 30, 2014 with the option to renew for 4 additional years.

Estimated Cost:

The approximate cost is expected to be between \$80,000-\$90,000 per year, but an exact amount is unknown at this time. 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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