

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

X New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No.
Contract 8191-5/20

Re-Bid Other LIVING WAGE APPLIES: YES X NO
Requisition No./Project No.: RQID2000077 TERM OF CONTRACT 5 YEAR(S) 0 OTR

Requisition /Project Title: Backfile Conversion and Scanning Services and other Scanning Services

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit backfile conversion and scanning services and other scanning services for Miami-Dade County (County). Placement in the Pool is **not** a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ

Issuing Department: Multiple Depts. Contact Person: Sherry Y. Crockett Phone: 305-375-4693

Estimate Cost: **\$439,000** GENERAL FEDERAL OTHER X
Funding Source: - Proprietary Funds - Regulatory and Economic Resources, Seaport, and Solid Waste

ANALYSIS

<u>Commodity Codes:</u> 920-38 [REDACTED] [REDACTED] [REDACTED] [REDACTED]			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
<u>Contractor:</u>	Multiple Vendors	[REDACTED]	[REDACTED]
<u>Small Business Enterprise:</u>	[REDACTED]	[REDACTED]	[REDACTED]
<u>Contract Value:</u>	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
<u>Comments:</u> [REDACTED]			

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Basis of recommendation:
[REDACTED]

Signed: <i>Sherry Y. Crockett</i>	Date sent to SBD: <i>April 2, 2020</i>
	Date returned to DPM: [REDACTED]

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit backfile conversion and scanning services and other scanning services for Miami-Dade County (County). Placement in the Pool is **not** a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool for the available categories below.

Category A – Backfile Conversion and Scanning

Category B – Scanning Services

Category C – Other Scanning Services

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

Prequalified Pool of Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

Submittal - Shall refer to all information, attachments and forms submitted in response to this RTQ.

Work Order Proposal Request (WOPR) – Shall refer to the solicitation of offers from the Prequalified Pool of Vendors for specific goods and/or services; and evaluated and awarded based on best value.

2.3 TERM

The Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the sixty (60) month term.

2.4 QUALIFICATION CRITERIA

Vendors shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

2.4.1 Vendors must provide three (3) references from established commercial businesses or government agency which the Contractor has established a business relationship supplying the services on the referenced company's letterhead with company name, address, contact person, telephone number, email address, date of services, years dealing with the firm and sales per year to this firm to demonstrate that Vendor is regularly engaged in the business of providing backfile conversion and scanning services and other scanning services.

2.4.2 Vendors shall provide answers to mandatory questions for area of expertise for backfile conversion and scanning services and other scanning services.

2.4.3 Vendors shall provide bid ceiling rates for Category A - Backfile Conversion, Category B - Scanning Services and Category C - Other Scanning Services.

2.4.4 Vendors shall provide local support information as defined within the geographic boundaries of Miami-Dade County in Florida and equipment listing for backfile conversion and scanning services and other scanning services. Provide the local support company name, address, contact person, telephone number and email address. The local support shall be a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.

Vendors shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

2.5 **INSURANCE**

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

2.6 **SPOT MARKET QUOTES**

Vendors in the Pool will be invited to participate in future spot market competition, as needed. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages/Living Wage/Samples

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Local Preferences
- User Access Program (UAP) Fee
- SBE Measures
- Local Certified Veteran Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS

It is the intent of this solicitation to identify and make available to the County vendors capable of providing backfile conversion and scanning services and other scanning services for multiple County departments. These services will provide a permanent and secure storage media should there be a loss of data due to the day to day handling of the files or in the event of a natural disaster on an "as needed basis.

3.2 GOODS/SERVICES TO BE PROVIDED

Vendors shall provide Miami-Dade County with a comprehensive approach to work based on the Vendors expertise and the estimated volume and provide a framework and time frame for implementation in phases from start to end on each Scope of Work. Vendor will provide any and all necessary expertise, hardware, software, equipment and staff necessary to perform document preparation, integrating, scanning, coding and indexing services for MiamiDade County user's department's dependent upon the scope of work for each project.

Product Handling: The Vendor (by a security cleared personnel) shall pick up as required by department Miami-Dade County boxed files from the designated Miami-Dade County Department's address and deliver same boxed files and labeled CD-Rom(s) to the appropriate Miami-Dade County Departments.

Scanning Services: The Vendor shall provide all scanning functions requested. The retrieval, scanning and return of Miami-Dade County files. The Vendor shall follow without exception the user department's requirement specification to properly read the Batch ID, Formats, and Labeling of Boxes in Batch, Deliverable Media and Labeling, Priorities, Reporting, Per Page Quality Control, and Indexing.

Scanning Process: The Vendor shall submit within the proposal a detailed description of their scanning Policy and Procedures, including but not limited to, personnel and other security procedures, hardware/software products used and turnaround time(s). The pickup, delivery and how the Vendor will transport all document boxes within an enclosed vehicle. Damage to Miami-Dade County's files due to exposure to weather will result to termination of contract due to negligence. The vendor, upon securing possession of the Miami-Dade County's files, shall immediately store those files/documents in an enclosed, lockable office. The vendor shall always keep the County's files in the locked controlled environment.

Personnel: The Vendor shall have background security cleared designated personnel to Miami-Dade County's files. If the designated personnel change, the vendor shall submit written notification with security clearance to the Miami-Dade County's representative. The Proposers shall give Miami-Dade County forty-eight (48) hours' notice prior to changing personnel. Miami Dade County will examine all vendors' employee files, background checks and records.

Security: The Vendors will, produce a copy of the security procedures to be audited and accepted by Miami-Dade County. If security procedures are unacceptable Miami-Dade County does not have to enter into a contract agreement with vendor.

Back up Contingency/Hurricane Disaster Plan: Vendor must submit a Backup Contingency Plan of how scanning services will continue in the event the vendor experiences any type of equipment, network problems and staffing issues.

A Hurricane disaster Preparedness/Recovery plan should include procedures and methods for preventing damage and the reconstruction of records damaged in a disaster. Plans should also include procedures and methods for the resumption of operations.

Risk of Loss: The vendor assumes the risk of loss or damage to the County's property during possession. The vendor shall immediately repair, replace or make good on the loss or damage without cost to the County, whether the loss or damage results from acts (negligent or not) of the vendor or a third party.

The vendor shall indemnify and save the County harmless from any and all claims, liability, losses and causes of action which may arise out of the fulfillment of this contract. The vendor shall pay all claims and losses of any nature whatever in connection therewith and shall defend all suits, in the name of the County when applicable.

Definition of Batch: Each Batch will be defined by each Miami-Dade County Department. A batch shall be considered a unit of work. Batch size is critical because it will ultimately determine the number of items that need to be inspected. A batch will enable the user department to ensure accountability, performance measures, and referencing in maintaining the integrity of its property. All documents associated with the batch must be returned as a unit. Each user department will identify the content/format of the batches used.

Proper Labeling of Boxes in a Batch: The Miami-Dade County Departments will label each box properly and advise the vendor of content/format.

Media: All image files shall be returned to the user departments in the requested content/format. Each media shall be uniformly labeled as requested by Miami-Dade County Department.

Reporting: Vendor shall provide a cumulative report indicating the documents contained in a batch. The report shall be as specified by Miami-Dade County Departments content/format.

Quality Control/Assurance: Quality control establishes appropriate controls of inspection necessary to ensure acceptable quality levels (department defined) are met by detecting and correcting errors. Vendor will perform quality control on each scanned document. The Miami Dade County Department(s) will perform quality checks on scanned work. In the event that there are missing, duplicate or unacceptable images (blurry, unclear, wrong orientation, crooked, miss-scanned, black edges (should have been cropped), too dark, too light, illegible, folded corners, etc. Items requiring reprocessing shall be batched and resubmitted by user department in a re-do batch. **Re-do** Batch will be a priority and shall be returned to the appropriate Miami-Dade County Department within five (5) business days of receipt. The vendor will incur all cost of reprocessing the re-do batches the County shall not be charged. The quality of the images should be at the same approved level as produced in the test sample(s).

For each attribute selected and defined, a level of acceptability will be established by department:

- Scanning Resolution
 - Image Legibility
 - o Individual letters, numbers, and symbols
 - o Combinations of letters, numbers, and symbols forming words or sentences
 - o Graphics such as signatures, logos, pictures, etc.
 - o Other features of records such as color, shape, texture, etc., that relate to the content of the information.
 - Image Skew

- Image Rotation
- Image Cropping
- Index Data Accuracy
- Image and Index format compliance with the system upload requirements.
- Document Type accuracy
- Image File Format
- Data Format

Indexing: All scanned objects shall be indexed in accordance with the worksheet provided by user departments.

Electronic Record Storage: Obtain recording media with a guarantee of 10 years or more of readability and is based upon documented accelerated aging test. Scanning density with a minimum of 300 dots per inch is required for recording electronic records. Record (master) copies of digital images must be stored in accordance with the TIFF 6.0 specification or as a secondary images can be accepted in Adobe PDF latest version.

3.3 TYPE OF DOCUMENTS TO BE PROCESSED

Document sizes to be scanned

- Post-it notes
- Scraps of paper
- Business cards
- 5½ x 8½
- 8½ x 11 – Black & White
- 8 ½ by 11 – Color
- 8½ x 14
- 11 x 17
- 24 x 36
- 36 x 36
- Engineering Drawings (E-Size) (Color) (Black & White)
- Mailers (5 ½" X 9 ½")
- Photographic Pictures (Color)
- Bound Documents (Technical Reports or Manuals)
- Mailers (5 ½" X 9 ½")

Paper types to be scanned

- Bond
- Onion skin
- Card stock
- Carbonless Paper

Color Type

- Color
- Grayscale
- Black and White

Edits

- Rotation
- Image correction
- Black edges

Output

- Simplex
- Duplex

Types of Media

- 16/35 mm roll/Blipped or Un-Blipped film
- Various lengths: 100' and 215' most common
- Various types: Microfiche, COM Microfiche, Jackets
- Aperture Card

CD

- All files will be burned or written to a CD in storage cases
- Record (master) copies of digital images must be stored in accordance with the TIFF 6.0 specification.
- All images on CD will be scanned at an acceptable resolution based on the document scanned.
- All image sizes will be in accordance/accepted size from approved samples.
- The CD will have a label affixed specifying Miami-Dade County Department, list of scanned records based on From and To with date, and Quality Control approval, system used and software used at the time of creation
- Re-dos will be labeled as Re-dos as well as the above information and Quality Control approval.

Return Requirements

- Quality Control Approval
- CD-ROM (no duplicate media).
- Returning Source documents to be unattached, in original folder and boxed in original order.
- Reporting as requested by user department.

SECTION 4
SUBMITTAL FORM

Instructions to Vendors: Please review and complete the below information to be considered for pre-qualification into the pool.

4.1 REFERENCES: Per Section 2.4.1, Vendors must provide three (3) references from established commercial businesses or government agencies which the Contractor has established a business relationship supplying the services on the referenced company's letterhead with company name, address, contact person, telephone number, email address, date of services, years dealing with the firm and sales per year to this firm to demonstrate that Vendor is regularly engaged in the business of providing backfile conversion and scanning services and other scanning services.

REFERENCE #1	
Company Name :	
Company Address:	
Company Contact Person:	
Company Telephone Number:	
Email Address:	
Date of Services:	
Years dealing with the Company:	
Sale Per year:	
REFERENCE #2	
Company Name :	
Company Address:	
Company Contact Person:	
Company Telephone Number:	
Email Address:	

Date of Services:	
Years dealing with the Company:	
Sale Per year:	
REFERENCE #3	
Company Name :	
Company Address:	
Company Contact Person:	
Company Telephone Number:	
Email Address:	
Date of Services:	
Years dealing with the Company:	
Sale Per year:	

4.2 MANDATORY QUESTIONS FOR AREA OF EXPERTISE: Per Section 2.4.2, Vendor shall provide answers to mandatory questions for area of expertise for backfile conversion and scanning services and other scanning services.

All respondents must answer these questions.	Yes	No	Comments
1. Do you have three (3) or more employees on staff or under contract to be employed in the event that a project is awarded to your company?			
1a. If yes: How many employees on staff? ____			
1b. How many employees under contract? ____			
2. Has your company been in business performing work in scanning services for a minimum of two (2) years?			
2a. If yes: If so, how many years? ____			

3. Do you have quality and control staff?			
3a. If so, how many employees? _____			
4. Do you have quality control policy?			
4a. If yes submit a copy with this bid.			
5. Do you have new scanning equipment?			
*5a. If yes submit a list of new equipment with this bid.			
6. Do you have used equipment?			
6a. If so, how old is the equipment? _____			
*6b. Submit a list of used equipment with this bid.			
6c. Do you have in-house qualified employees to repair your equipment?			
6d. If so, how many are qualified? _____			
6e. Or do you call for service? _____			
6f. What is the turnaround time for service? _____			

4.3 BID CEILING RATES, Per Section 2.4.2, Vendor shall provide bid ceiling rates for Category A - Backfile Conversion, Category B - Scanning Services and Category C - Other Scanning Services.

NOTE: The Vendor's rates shall not exceed the Bid Ceiling Rate listed below in Category A "Backfile Conversion and Scanning Services", Category B "Scanning Services", and Category C "Other Scanning Services". *Each Statement of Work solicited under this contract will require the vendor to provide pricing for the required tasks. Responses which contain prices higher than the Bid Ceiling Rates listed below will be considered non-responsive and will not be evaluated by the Department.*

CATEGORY A – BACKFILE CONVERSION		Ceiling Rate	Ceiling Rate
Item	Description	Unit Price per Image	Price per Thousand Images
1.	Various Documents Black and White to be scanned to CD	\$	\$
	Base Price For: Small Amount of Prep Work		
	☐ Pick Up originals	\$	\$
	☐ Index to CD	\$	\$
	☐ Quality Control All images	\$	\$
	☐ Labeled CD	\$	\$
	☐ Return to origin	\$	\$

	☐ Staples ,Paper clips, Binder Clips, Taking off and putting back on notes	\$	\$
	TOTAL	\$	\$
2.	Base Price For: Medium Prep Work		
	☐ Pick Up originals	\$	\$
	☐ Index to CD	\$	\$
	☐ Quality Control All images	\$	\$
	☐ Labeled CD	\$	\$
	☐ Return to origin	\$	\$
	☐ Staples ,Paper clips, Binder Clips, Taking off and putting back on notes	\$	\$
	TOTAL	\$	\$
3.	Base Price for: Heavy prep work		
	☐ Pick Up originals	\$	\$
	☐ Index to CD	\$	\$
	☐ Quality Control All images	\$	\$
	☐ Labeled CD	\$	\$
	☐ Return to origin	\$	\$
	☐ Staples, Paper clips, Binder Clips, Taking off and putting back on notes	\$	\$
	TOTAL	\$	\$
CATEGORY B- SCANNING SERVICES		Ceiling Rate	Ceiling Rate
Item	Description	Unit Price per image	Thousand Price per images
	Various Documents Black and White to be scanned to CD	\$	\$
1.	Base Price for: Small amount of prep work		
	☐ Pick Up originals	\$	\$
	☐ Index to CD	\$	\$
	☐ Quality Control All images	\$	\$
	☐ Labeled CD	\$	\$
	☐ Return to origin	\$	\$
	☐ Staples ,Paper clips, Binder Clips, Taking off and putting back on notes	\$	\$
	TOTAL	\$	\$

2.	Base Price for: Medium prep work		
	☐ Pick Up originals	\$	\$
	☐ Index to CD	\$	\$
	☐ Quality Control All images	\$	\$
	☐ Labeled CD	\$	\$
	☐ Return to origin	\$	\$
	☐ Staples ,Paper clips, Binder Clips, Taking off and putting back on notes	\$	\$
	TOTAL	\$	\$
3.	Base Price for: Heavy prep work		
	☐ Pick Up originals	\$	\$
	☐ Index to CD	\$	\$
	☐ Quality Control All images	\$	\$
	☐ Labeled CD	\$	\$
	☐ Return to origin	\$	\$
	☐ Staples, Paper clips, Binder Clips,	\$	\$
	☐ Taking off and putting back on notes	\$	\$
	TOTAL	\$	\$
CATEGORY C – OTHER SCANNING SERVICES		Ceiling Rate	Ceiling Rate
Item	Description	Unit Price per image	Thousand Price per images
	COLOR SCANNING SERVICES		
	☐ 8 ½ X 11	\$	\$
	☐ 8 ½ X 14	\$	\$
	☐ E-Size	\$	\$
	LARGE FORMAT BLACK AND WHITE		
	☐ E-Size	\$	\$
	SERVICES		
	☐ Indexing Services	\$	\$
	35mm FILM TO IMAGE		
	☐ Covert frames from Reels to 35mm film x 100 ft long to image (each reel has various quantities of frames)	\$	\$
	☐ Remove/redact Social Security numbers from images on 35mm film	\$	\$
	☐ Receiving an FTP File	\$	\$
	Other Services (Optional)	\$	\$

***Note: Vendor may add other scanning services not listed to Category C or attach a price list of other services.**

4.4 LOCAL SUPPORT INFORMATION AND EQUIPMENT LISTING. Per 2.4.4, Vendors shall provide local support information as defined within the geographic boundaries of Miami-Dade County in Florida and equipment listing for backfile conversion and scanning services and other scanning services. Provide the local support company name, address, contact person, telephone number and email address. The local support shall be a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.

LOCAL SUPPORT INFORMATION				
Company Name :				
Company Address:				
Company Contact Person:				
Company Telephone Number:				
Email Address:				
EQUIPMENT LISTING				
Scanner Model	Speed (ppm) Portrait	Feeder Duty Cycle	Daily Capacity	USED OR NEW
Scanner Model	Speed (ppm) Landscape/Portrait	Feeder Duty Cycle	Daily Capacity	USED OR NEW