

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. RTQ-01593
 Contract
 Re-Bid
 Other – _____
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID2100420
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Backfile Conversion and Scanning Services

Description:
 The County will be established a pool of vendors that will be soliciting for refurbished and exchange telecommunication equipment, parts, components and remote support services.

Issuing Department: Multiple
 Contact Person: Shaam Sanchoo
 Phone: 305-375-3233
 Estimate Cost/Value: \$528,000
 GENERAL FEDERAL OTHER
 Funding Source: Operating _____ Proprietary

ANALYSIS

Commodity Codes:	<u>92038</u>				
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>		
Contractor:	<u>Multiple</u>				
Small Business Enterprise:					
Contract Value:	<u>176,800</u>				
Comments:					
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: Shaam Sanchoo
 Date sent to SBD: 5/2/2022

	Date returned to SPD:	
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Rev. 072518

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS

Vendors prequalified under this solicitation shall be capable of providing backfile conversion and scanning services, and other scanning services for multiple County departments. These services will provide permanent and secure storage media should there be a loss of data due to routine handling of files or in the event of a natural disaster, on an as needed basis.

3.2 SERVICES TO BE PROVIDED

Vendors shall provide the County with a comprehensive approach to provide the services based on the Vendors expertise and the estimated volume requests, including provision of a framework and timeline for implementation of phases from start to completion of each Scope of Work identified within future spot market competition(s). Vendors shall provide any and all expertise, hardware, software, equipment and staff required to perform document preparation, integration, scanning, coding and indexing services for the County's user departments.

- a. **Product Handling:** The Vendor (by a security cleared personnel) shall pick up as required boxed files from the designated County department's address and deliver said boxed files and labeled CD-Rom(s) to the appropriate County department address.
- b. **Scanning Services:** The Vendor shall provide all scanning functions requested, including the retrieval, scanning and return of County files. The Vendor shall follow without exception the user department's required specifications 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.
- c. **Scanning Process:** The Vendor shall submit within the proposal a detailed description of their scanning policies and procedures, including but not limited to, personnel and other security procedures, hardware and software products used, and turnaround time(s). The pickup, delivery and transportation of all document boxes shall be within an enclosed vehicle. Damage to Miami-Dade County's files due to exposure to weather will result in 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.

Vendors shall also be responsible for the following:

- 3.2.1 Personnel:** The Vendor shall have background security cleared designated personnel to handle Miami-Dade County's files. If the designated personnel needs to be changed, the vendor shall submit written notification with security clearance to Miami-Dade County's representative. The Vendor shall give Miami-Dade County forty-eight (48) hours' notice prior to changing personnel.
- 3.2.2 Security:** The Vendors shall produce a copy of the security procedures to be audited and accepted by Miami-Dade County. If security procedures are unacceptable, Miami-Dade County reserves the right not to enter into a contract agreement with the Vendor.
- 3.2.3 Back up Contingency/Hurricane Disaster Plan:** Vendor shall 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.

- 3.2.4 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.
- 3.2.4.1 Risk of Loss (Indemnification)
The vendor shall indemnify and hold the County harmless from any and all claims, liability, losses and causes of action which may arise out of the fulfillment of the resultant 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.
- 3.2.5 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.
- 3.2.6 Proper Labeling of Boxes in a Batch:** The Miami-Dade County Departments will label each box properly and advise the Vendor of content/format.
- 3.2.7 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 the Miami-Dade County Department.
- 3.2.8 Reporting:** Vendor shall provide a cumulative report indicating the documents contained in a batch. The report shall be as specified by Miami-Dade County Department's content/format.
- 3.2.9 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 shall 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., the vendor will be responsible to correct the matter. 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 be responsible for all costs 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

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

3.2.11 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 image can be accepted in Adobe PDF latest version.

3.3 DOCUMENTS TO BE PROCESSED

The following section describes the types of documents that may require processing through this solicitation:

a. 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")

b. Paper types to be scanned

- Bond
- Onion skin
- Card stock
- Carbonless Paper

c. Color Type

- Color
- Grayscale
- Black and White

d. Edits

- Rotation
- Image correction
- Black edges

e. Output

- Simplex
- Duplex

f. 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

g. 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.

h. 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.