

STATE OF ALASKA
Department of Natural Resources
Support Services Division
550 W. 7th Avenue, Suite 1230
Anchorage, AK 99501
marlys.hagen@alaska.gov

Request For Proposals

RFP 2008-1000-7720

PR 101-122-09

Date of Issue: **February 06, 2009**

Title and Purpose of RFP:

Aperture Card Conversion Project for Recorder's Office

The State of Alaska Department of Natural Resources, Support Services Division is requesting proposals from interested and qualified vendors to convert one of a kind aperture card images to digital format.

Offerors Are Not Required To Return This Form.

Important Notice: If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed in this document to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

Authorized Contact:
Marlys Hagen, C.P.M.
Procurement Officer
Department of Natural Resources
Support Services Division
550 W. 7th Avenue, Suite 1230
Anchorage, AK 99501
Phone (907) 269-8666
Fax (907) 269-8909
marlys.hagen@alaska.gov
TDD (907) 269-8411

SECTION ONE

INTRODUCTION AND INSTRUCTIONS

1.01

Return Mailing Address, Contact Person, Telephone, Fax Numbers and Deadline for Receipt of Proposals

Offerors must submit four copies of their technical proposal and one copy of their cost proposal, in writing, to the procurement officer in two sealed envelopes, one containing the technical proposal, one containing the cost proposal. They must be addressed as follows:

Department of Natural Resources
Support Services Division
Attention: Marlys Hagen, C.P.M.
Request for Proposal (RFP) Number: **2008-1000-7720**
Project Name: Aperture Card Conversion Project for Recorder's Office
550 W. 7th Avenue, Suite 1230
Anchorage, AK 99501

Proposals must be received no later than 4:00 P.M., Alaska time on March 06, 2009. Fax proposals are acceptable. Oral proposals are not acceptable.

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified.

Late proposals or amendments will not be opened or accepted for evaluation.

PROCUREMENT OFFICER: **Marlys Hagen, C.P.M.** – PHONE **907-269-8666** - FAX **907-269-8909** - TDD **907-269-8411**

1.02

Contract Term and Work Schedule

The contract term and work schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the contract will be from the date of award, approximately **April 21, 2009**, for approximately 344 calendar days until completion, not later than **March 31, 2010**.

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

The approximate contract schedule is as follows:

Issue **February 06, 2009**

Pre-Proposal Conference **N/A**

Open Proposals **March 07, 2009**,

Contract start **April 21, 2009**,

Project Completion **Not Later Than March 31, 2010**. An earlier completion date is desired.

1.03

Purpose of the RFP

The Department of Natural Resources, Support Services Division is soliciting proposals for Data Entry of Vital Records into our web based records management systems. Due to funding restrictions, this project must be completed by March 31, 2010, however earlier completion is desirable.

1.04

Budget

Department of Natural Resources, Support Services Division, estimates a budget of between **\$125,000** and **\$155,000** dollars of available funding. The Department recognizes that it may not be possible to complete the entire conversion project within available funding.

1.05

Location of Work

The location(s) the work is to be performed, completed and managed is contractor`s premises.

1.06

Amendments

If an amendment is issued, it will be provided to all who were mailed a copy of the RFP and to those who have registered with the procurement officer as having downloaded the RFP from the State of Alaska Online Public Notice web site.

1.07

Alternate Proposals

Offerors may submit one proposal electronically via e-mail. Offerors outside United States are encouraged to send one copy of proposal electronically via e-mail.

SECTION TWO

STANDARD PROPOSAL INFORMATION

2.01

Authorized Signature

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least ninety (90) days from the opening date.

2.02

Pre-proposal Conference

The State does not intend to hold a pre-proposal conference at this time, but reserves the right to schedule one at a later date if it is deemed necessary.

2.03

Failure to Negotiate

If the selected offeror

- 1.) fails to provide the information required to begin negotiations in a timely manner; or
- 2.) fails to negotiate in good faith; or
- 3.) indicates they cannot perform the contract within the budgeted funds available for the project;
- 4.) if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

SECTION THREE SCOPE OF WORK

3.01

Scope of Work

The following is general information about the project:

- 1.) Records will be provided via secured website or FTP.
- 2.) Authority will provide access to online records management system to the contractor.
- 3.) Contract will enter all the data in to the system.
- 4.) All the data must be stored securely.
- 5.) Accuracy must be at 100% level.
- 6.) Contractor will report us on daily basis.

SECTION FOUR

STANDARD CONTRACT INFORMATION

4.01

Bid Bond - Performance Bond - Surety Deposit

N/A

4.02

Proposed Payment Procedures

The state will make payments based on number of images delivered on a negotiated schedule, such payments to be made within 30 days of receipt of a true and correct invoice from the contractor.

4.03

Contract Payment

No payment will be made until the contract is approved by the Commissioner of the Department of Natural Resources or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.