



John A. Stephen
Commissioner

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Controller

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF FINANCE

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4318 TDD Access: 1-800-735-2964

REQUEST FOR PROPOSALS
Data Destruction
January 24, 2007

RFP Issued By: _____ RFP # 08-OCOM-DATA-01
Anne M. Mattice, Director

Section I: STATEMENT OF PURPOSE

- A. It is the intent of the State of New Hampshire, Department of Health and Human Services (DHHS), to solicit proposals for waste paper shredding and recycling. To be eligible to provide this service, the Contractor must have the expertise and experience in collection, transportation, and destruction of waste paper and electronic media containing confidential material. The Department estimates that it destroys approximately 20,000 pounds per month or approximately 240,000 pounds per year.
- B. Procurement shall be in accordance with standard State procedures provided for in the State Manual of Procedures.
- C. Requests for Proposals (RFP) shall be distributed to any interested party. Specifications and instructions for completion of the proposal are contained elsewhere in this RFP. The specifications cover the minimum requirements. Each proposal shall be evaluated, in a manner described elsewhere in the RFP, on its demonstrated ability to meet these specifications, and in addition, on any special abilities, based on the Bidder's past experience or other factors, such as would be an inducement for proposal selection.
- D. Financial commitment by the State shall not occur until such time as a Contract is approved by the Governor of the State of New Hampshire and the Honorable Executive Council.

THE DEADLINE FOR PROPOSAL SUBMITTAL IS: February 22, 2007 at 12:00 PM
RFP Content Contact Person: Robert Newell (603) 271-4293

Section II: SPECIFICATIONS

A. PROGRAM SPECIFICATIONS

1. Program Goals

1.1 To collect and destroy waste paper containing the Department of Health and Human Services confidential records.

2. Services to be Provided:

2.1 The Contractor shall pickup the records to be destroyed within seven (7) days of request.

2.2 The Contractor shall provide a certificate of destruction with each invoice.

B. SPECIAL PROVISIONS:

- The Contractor shall begin providing services effective the date of contract approval by Governor and Executive Council and shall continue to provide services until June 30, 2012
- The Contractor shall comply with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Department's clients, client families, foster families, and other involved individuals that the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Department's personnel in the performance of contracted services.
- This RFP is also available on the Internet at:

[http:// www.dhhs.state.nh.us/DHHS/OBO/LIBRARY/RFP/default.htm](http://www.dhhs.state.nh.us/DHHS/OBO/LIBRARY/RFP/default.htm)

C. PAYMENT TO THE CONTRACTOR

1. The total annual reimbursement from the Department shall not exceed the agreed upon contract price. When the annual contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the Department for the contracted period.
2. Invoices are to be submitted on a monthly basis.
3. Payment shall be made within thirty-days (30) of date of invoice submission.

Section III: INSTRUCTIONS TO BIDDERS

GENERAL

1. The Proposal must be signed in the manner described elsewhere in this RFP to be accepted for consideration.

2. An original and 5 copies of the proposal must be enclosed in a SEALED envelope clearly marked "Data Destruction Proposal Enclosed" and mailed, or hand-delivered to:

Department of Health and Human Services
Attn: Robert Newell
129 Pleasant St.
Concord, NH 03301

**Note: Faxed proposals are not accepted. Proposals must be received by
February 22, 2007 at 12:00 PM**

3. Bidders shall not contact members of DHHS regarding the proposal. All questions shall be addressed to the contact(s) listed under Section I-D, Statement of Purpose.

FORMAT AND SEQUENCE

The following proposal sections are required, in the order and format specified below. Provide full and clear information addressing each section as follows:

1. Cover Sheet - Exhibit A-1:
Fill in requested information. The signature must be of the individual voted the authority to submit proposals on behalf of the agency.
2. Bidder Summary - Exhibit A-2:
Provide a short summary describing the Bidder's ability to meet the requirements of this RFP by meeting the minimum specifications, and in addition, any special abilities to provide services, based on the Bidder's past experience or other factors.
3. Budget Proposal - Exhibit B1:
Fill in all information requested and submit an operating budget for each year of the contract period (State Fiscal Years 2008-2012)
 - **Exhibit B-1: Budget Proposal.** Fill in requested information that includes the complete budget for the duration of the project. Please attach a Budget Narrative, which fully explains what is included in each line item, how the figures were determined and justification for these expenditures.
4. Attachments - The following attachments must be included with each proposal
 - Company philosophy and structure.
 - Three references from current customers to include contact names, addresses and phone numbers.
 - Evidence of current (dated on or after April 1, 2006) registration with the State of New Hampshire, Secretary of State (Certificate of Good Standing).
 - A copy of Company's insurance coverage.

Section IV: PROPOSAL CHANGES

- A. Proposals remain the property of the Bidder until the Bid Opening. The Bidder may make changes to the proposal until that time.

- B. Any proposal received by the State, prior to bid opening, shall be returned to the Bidder upon written request made by the person signing the Proposal and addressed to the person receiving the bids. The Proposal must be resealed by the Bidder and returned to the person receiving the bids by the bid-opening deadline to be considered.
- C. Changes to the Bidder's proposal shall not be made by the State at any time.

Section V: BID CLOSING

- A. **Bids shall be opened and recorded on: February 22, 2007 at 12:00 PM. Late bids shall not be accepted.**
- B. Bids received after the bid opening shall be considered technically non-responsive and shall be disallowed.
- C. Proposals, once opened and recorded, shall be the property of the State and further changes by the Bidder shall not be allowed.

Section VI. PROPOSAL EVALUATION

The review team shall evaluate each proposal received using the criteria and procedures outlined below.

- 1. General evaluation criteria shall include:
 - a. Conformity in form and format to instructions contained in the RFP;
 - b. Completeness and execution in the proper manner;
 - c. Services proposed in response to proposal specifications;
 - d. Qualifications and adequacy of staffing;
 - e. Cost effectiveness of proposal.
- 2. Specific evaluation criteria shall include:
 - a. Experience: (30 points)
 - The past experience of the Bidder in working with confidential records and
 - The Bidder's ability to work with the Department of Health and Human Services or other state agencies.
 - b. Cost (70 points)
 - The acceptability of the total cost.
 - The completeness and accuracy of the budget.

Section VII: FINAL SELECTION

- A. The Review Team shall select the Proposal best meeting all criteria in the most cost efficient manner, considered to be the most advantageous to the State. Proposal selection does not guarantee contract award.

- B. The State reserves the right to request best and Final Offers from all bidders. In such event, revised proposed costs may alter the Final Selection of successful bidder.
- C. The Department shall notify the Bidder selected of the bid award, and shall also notify unsuccessful Bidders of non-selection. Bid results shall be made available upon written request.

Section VIII: NON-COMMITMENT OF THE STATE

- A. The State reserves the right to accept or reject any or all proposals and to cancel this RFP in whole or in part, or to alter the specifications herein, upon written or published notice of intent to do so. Notification will be published upon completion or termination of this RFP.
- B. The solicitation of bids by this RFP does not commit the State to award a contract to any RFP respondent.
- C. The State, upon determining that no satisfactory proposals have been received for any particular service, may decide to provide this service directly, may negotiate with a successful applicant for a related service to include this particular service as part of the service package, or may re-bid for this particular service.
- D. The State is not financially responsible for any costs incurred for the preparation of the Proposal or commitments made by the Bidder in anticipation of contract award.

Exhibit # A-1

Proposal Cover Sheet

Proposal for: Data Destruction

Responding to: **RFP # 08-OCOM-DATA-01**

OFFER: The undersigned hereby proposes to furnish to the STATE OF NEW HAMPSHIRE, the services as described in the PROPOSAL in accordance with the specifications contained in RFP # 08-OCOM-DATA-01

TOTAL DEPARTMENT COST (from Exhibit B-1): \$ _____

The signature of the Bidder below signifies the assent of the Bidder to all of the terms and conditions of this RFP unless exception is taken, in writing.

BIDDER: _____
Typed name of Corporation or Respondent

Address: _____

Signature Date

Title

Type or print name signed above

Telephone: _____

E-mail: _____

Fax: _____

Exhibit # A-2

Bidder Summary:

RFP # 08-OCOM-DATA-01

NAME BIDDER _____
Type or Print

Provide a short summary describing the Bidder's ability to meet the requirements of this RFP by meeting the minimum specifications, and, in addition, any special abilities to provide services, based on the Bidder's past experience or other factors. Be sure to include details concerning the Bidder's commitment to confidentiality and how it is monitored.

State of New Hampshire
Department of Health and Human Services

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EXHIBIT B-1, Page 1

SFY 08 Budget Proposal

\$ per pound _____ Total Cost \$_____

SFY 09 Budget Proposal

\$ per pound _____ Total Cost \$_____

SFY 10 Budget Proposal

\$ per pound _____ Total Cost \$_____

SFY 11 Budget Proposal

\$ per pound _____ Total Cost \$_____

SFY 12 Budget Proposal

\$ per pound _____ Total Cost \$_____