

Request for Proposals For Document Imaging, Archiving, Destruction

Kern Council of Governments (Kern COG) is soliciting proposals from qualified document imaging firms to provide electronic imaging and archiving in addition to document destruction services. The project is identified within the FY 2009-10 Overall Work Program under work element 1001.4. The budget for this project is thirty thousand dollars (\$30,000).

The consultant's primary goal will be to, within budgetary constraints, create the most cost-effective, far-reaching document management system possible. This will include training staff in document management procedures and Laserfiche in particular. The successful proposer will ensure that upon project completion, Kern COG staff is left with an easily understandable, clearly delineated document management system that includes subdirectory development on a single database stored on Kern COG's servers.

Although the term of the proposed contract is for five months, Kern COG policy shall be to retain the successful firm(s) for up to two (2) additional fiscal years, provided satisfactory performance by the firm, negotiation of mutually agreeable terms for renewal, and continued funding.

The Scope of Work will comprise those tasks specifically listed in Attachment "A:"

Background Information

Kern Council of Governments, better known as Kern COG, is an association of city and county governments created to address regional transportation issues. Its member agencies include the County of Kern and the 11 incorporated cities within Kern County.

Kern COG's Board of Directors comprises one elected official from each of the 11 incorporated cities in Kern County, two Kern County Supervisors and ex-officio members representing Caltrans, the Joint Planning Policy Committee (military) and Golden Empire Transit District. Monthly board meetings provide the public forum for discussion and collaborative decision-making on significant issues of regional transportation and mobility. Meetings are held on the third Thursday of each month.

As the federally-designated Metropolitan Planning Organization and the state-designated Regional Transportation Planning Agency for Kern County, Kern COG is responsible for developing and updating a variety of transportation plans and for allocating the federal and state funds to implement them.

Although regional transportation planning is its primary role, Kern COG also functions as the state-designated Census Data Center Affiliate for the Kern region and the Kern Motorist Aid Authority, which operates emergency call boxes on county highways; and provides leadership in the development of geographic information systems in local government.

Following Board direction, staff coordinates among local, state and federal agencies to avoid overlap or duplication of programs. This intergovernmental coordination enables staff to work with many public agencies to ensure that program planning and implementation proceed in a coordinated manner.

Kern COG rents space in its office building basement for document and other storage purposes. These documents include annual Kern COG financial printouts and audit reports; Transportation Development Act (transit) audit reports; staff reports; Kern COG Board and committee agenda and minutes; contracts; agreements; correspondence; memorandums of understanding; and others.

In addition, Kern COG maintains a planning library with a variety of historical transportation- and land use-related documents including: environmental impact reports; corridor studies and plans; investment strategies; legal guidance documents; and many others.

In both storage spaces, the basement and library, staff will determine the number of documents that will be either a) imaged with hard copies kept; b) imaged with hard copies destroyed or c) hard copies destroyed. Staff estimates that approximately half to two-thirds of its total document archive will be destroyed without document imaging.

Required Deliverables

The consultant shall provide the following specific services to be rendered and provided at the direction of the administrative analyst:

- (a) Design an electronic document management system for historical financial and planning records.
- (b) Imaging of Kern COG documents, up to 100,000 pages, ranging from 8.5-by-11 to 11-by-17, in a Laserfiche-compatible file format.
- (c) Destruction of financial, planning and environmental documents dating from 1970 on.
- (d) Formatting of all documents for compatibility with Optical Character Recognition (OCR) software within Laserfiche so that the contents may be identified through text searching.

- (e) The minimum scanning resolution for each document shall be 300 DPI and in and ISO approved TIFF format.
- (f) Documents indexed into Laserfiche format.
- (g) Access to documents for office of 20 staff members.
- (h) Staff training in Laserfiche and electronic document retrieval.

Budget

Kern COG has budgeted up to \$30,000 for electronic imaging, archiving and destruction, including software and training.

Proposal Submission Requirements

Proposers should submit one (1) reproducible, one (1) electronic version in PDF format on CD and three (3) bound copies of their technical and cost proposals.

Proposals should be addressed to:

Robert Phipps, Administrative Analyst
Kern Council of Governments
1401 19th Street, Suite 300
Bakersfield, CA 93301

Proposals must be received by Kern COG no later than 4 p.m. on Wednesday, December 23, 2009. Proposals will not be accepted after that time. All proposals shall remain firm for a period of ninety (90) days following the final date for submission. All proposals shall become the sole property of Kern COG and a part of its official records without obligation on the part of Kern COG, and may be used by Kern COG as deemed appropriate.

This RFP is not to be construed as a contract or commitment on the part of Kern COG. Kern COG reserves the right to reject all proposals, to seek additional information from each proposer or to issue another RFP, if deemed appropriate.

Proposal Content and Organization

Proposals should be limited to specific discussions of the elements outlined in this RFP. The RFP is intended to encourage responses that meet the stated requirements and that propose the best methods to accomplish the requirements within the stated budget.

Proposal organization should follow the general outline below. Each proposal should consist of a Technical Proposal (items 1 - 4 below) and a Cost Proposal (item 5 below).

1. Transmittal Letter

The transmittal letter should include the name, title, address, and phone number, an original signature of an individual with authority to negotiate on behalf of and to contractually bind the proposer, and who may be contacted during the period of proposal evaluation. Also indicate if the firm is a disadvantaged business enterprise (DBE) and provide supporting certification.

2. Study Plan and Technical Approach

The study plan should include:

- A description of the range of services being submitted, including a detailed analysis of Kern COG's existing document management process and proposal for a new process.
- An explanation of the consultant's intended role as the contractor, as related to the role of Kern COG, including the division of work between Kern COG staff and the consultant.
- A thorough explanation of the consultant's proposed course of action. References should be made to RFP requirements and the consultant's plans for meeting those requirements. If the consultant proposes major changes in the RFP approach, those changes should be specified clearly. The consultant should specify techniques, especially data elements to be sampled, staff to be interviewed, documents to be reviewed, etc.
- An itemized description of the proposed program schedule, interim progress reports, end products to be produced and all critical deadlines.

3. Consultant and Subcontractor Staff

The proposal should describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. Identify a Project Manager and include an organizational chart showing the manager and all project staff. A matrix should be presented indicating the effort, either in percentage of the total project or in staff hours contributed by each professional, during each phase or task of the project.

If a subcontractor will be used, the proposer should include a letter from the subcontractor committing to perform all work shown for the subcontractor in the above-described matrix. A proposal review panel made up of Kern COG staff will

evaluate the proposals. Kern COG reserves the right to select a consultant based solely on the written proposals and not convene oral interviews.

4. Consultant Qualifications and References

The proposal should describe the nature and outcome of projects previously conducted by the consultant that are related to the work described within this RFP. Descriptions should include a client contact name, address, phone number, a description of the type of work performed, approximate date on which the work was completed, and professional staff who participated.

5. Cost Proposal

In addition to a technical proposal, the prospective contractor shall prepare a detailed cost proposal for the work to be performed. The cost proposal shall itemize all items that will be charged, including travel charges that will be involved in the project and included in the bid amount. Costs shall be segregated to show staff hours, rates, and classifications, and administrative overhead. Cost proposals shall be submitted in a separate sealed envelope.

If subcontractors are to be used, the prospective contractor should indicate any markup that the prospective contractor plans to take on subcontracts. The same breakdown of subcontract costs shall be provided as is required for contractor costs above.

Failure to provide detailed cost breakdowns will be cause for rejection of the proposal.

6. Schedule for Consultant Selection

Issue Request for Proposals	November 23, 2009
RFP Written Questions Due	December 11, 2009
Proposals due	December 23, 2009
Interviews (if necessary) and Selection of Consultants	January 6, 2009
Final Contract Cost Proposal and Scope Due	January 11, 2009
Board Approval (anticipated)	January 21, 2009

These dates are subject to change. Schedule updates will be posted on the KERN COG website: www.kerncog.org under "Working with Kern COG."

7. Proposal Evaluation and Selection

Evaluation criteria that will be used in the selection process include, but are not limited to, the following:

- Understanding the purpose and requirements of the document management process;
- Approach to be followed and the tasks to be performed, including detailed steps and resources required;
- Relative allocation of resources, in terms of quality and quantity, to key tasks, including the time and skills of personnel assigned to the task and the consultant's approach to managing resources and project output;
- Experience in document management systems and the issues to be analyzed;
- Education and specific experience of the project team to be assigned.

8. Guidelines

The contractor will retain all work-papers and records for a minimum period of three (3) years from the date the final report is accepted. All such documents shall be the property of Kern COG.

For further information, please contact:

Robert Phipps, Administrative Analyst
rphipps@kerncog.org
Kern Council of Governments
1401 19th Street, Suite 300
Bakersfield, CA 93301
(661) 861-2191

Thank you for your interest in this contracting opportunity with Kern COG.

Attachments

A. Scope of Work

Attachment A

Scope of Work

- (a) Design an electronic document management system for historical financial and planning records.
- (b) Imaging of Kern COG documents, up to 100,000 pages, ranging from 8.5-by-11 to 11-by-17, in a Laserfiche-compatible file format.
- (c) Destruction of financial, planning and environmental documents dating from 1970 on (up to 66,000 pages).
- (d) Formatting of all documents for compatibility with Optical Character Recognition (OCR) software within Laserfiche so that the contents may be identified through text searching.
- (e) Minimum scanning resolution for each document: 300 DPI and in an ISO-approved TIFF format.
- (f) Documents indexed into Laserfiche format.
- (g) Access to documents for office of 20 staff members.
- (h)** Staff training in Laserfiche and electronic document retrieval