GEAUGA COUNTY
BOARD OF COMMISSIONERS

James W. Dvorak   Timothy C. Lennon   Ralph Spidalieri

DEPARTMENT OF JOB AND FAMILY SERVICES
12480 Ravenwood Drive, P.O. Box 309, Chardon, Ohio 44024

Craig A. Swenson,
Executive Director

REQUEST FOR QUOTE

Preparing and Scanning Geauga County Job & Family Services

Social Service Files

Geauga County Job and Family Services (GCJFS) seeks quotes to prepare and scan several years' worth of Social Service files located at 12480 Ravenwood Drive, Chardon, Ohio, 44024.

Issue Date: **June 3, 2019**
Deadline for Responses: **July 3, 2019 at 1:00 p.m.**

Questions regarding this RFQ must be received no later than **June 21, 2019 at 1:00 p.m**. by Rachael Tetlow, Administrative Assistant, via e-mail to rachael.tetlow@jfs.ohio.gov (*subject line: "RFQ Question"*) or by letter to Geauga County Job & Family Services, Attn: Rachael Tetlow, P.O. Box 309, 12480 Ravenwood Drive, Chardon, Ohio 44024.

I.   **OVERVIEW**

      A.   Agency Description:

      Geauga County Job and Family Services (GCJFS) is a county social service agency providing child support enforcement, adult and child protective services, work and family assistance programs, employment and training services, and emergency services to the residents of Geauga County.

      B.   Requested Services:

      GCJFS seeks quotes to prepare and scan several years' worth of varying types of Social Service files, over a period of time (approximately 18 months), to convert all existing paper files to electronic scans. Each file type is unique and can range from a few pages up to several boxes. Total number of files is currently unknown.

      C.   Scope of Work:

      GCJFS is seeking a company to provide work and services including, but not limited to the following:

          1. Files must be prepared by removing staples, paperclips, rubber bands, and/or other bindings.
          2. Each individual file will be scanned, in order, and saved by sub-folder (if indicated), as a 300 dpi PDF image.

3. GCJFS will provide files, in standard file storage boxes, by file type, each of which will contain approx. 2,500 to 3,000 pages of varying shapes and sizes, some of which are printed on both sides. Every item in the case file must be scanned.
4. Each box will be clearly labeled confidential, along with the start and end file name, as well as the box number of the total number of boxes for that particular file type.
5. GCJFS will provide an Excel spreadsheet containing Last Name, First Name, Case Number (if required), Last Year Closed, and File Type for indexing purposes.
6. Each case file will contain a target for identification purposes, which may need to be scanned as the first image of some file types.
7. Files may contain non-scannable media (ie. VHS tapes, cassette tapes, DVD/CD, etc.) vendor must contact Rachael Tetlow, Administrative Assistant, via e-mail to rachael.tetlow@jfs.ohio.gov to determine how to proceed with scanning that particular case file.
8. Documents will be scanned black/white.
9. Photos must be scanned in color.
10. GCJFS may ask the selected vendor to submit sample scans from the first box of each file type to verify files are being scanned as requested before scanning additional files.
11. Loading, unloading, and transportation of the records will be done at vendor's expense.
12. All files are highly confidential and must be kept secure at all times.
13. Selected vendor will be required to sign a confidentiality agreement.
14. There may be occasions when a file in vendor's custody may need to be accessed. Vendor will need to retrieve, scan, and email the needed file within one business day. If the actual paper file is required, arrangements for pick-up of the file will be coordinated between GCJFS and the vendor.
15. Once images have been quality controlled by the vendor to ensure complete readability, scans are orientated to be read without rotating, and everything within the file was scanned, paper files will be returned to GCJFS at the vendor's expense.
16. PDF images will be delivered to GCJFS in a timely manner at vendor's expense for eventual storage.
17. GCJFS will use Adobe Acrobat Reader software to view the PDF images.
18. Vendors shall include the mode of transfer of files with their quote.
19. Records will be made available for viewing prior to the submission of quotes on Tuesday, June 18, 2019 between 8:00 am and noon and Wednesday, June 19, 2019 between noon and 4:00 pm by appointment only. Please contact Rachael Tetlow, 440-285-1266 or rachael.tetlow@jfs.ohio.gov to set up an appointment to view the records. Vendors wishing to view the files will be required to sign a confidentiality agreement.
20. Selected vendor must submit all necessary paperwork to become a registered vendor with the Geauga County Auditor's Office before the provision of services may begin or financial obligation is incurred.
21. Files will not be boxed until after selected vendor has been registered with the Geauga County Auditor's Office and a contract has been signed by both parties.
22. Start date of the project will be determined by GCJFS in conjunction with vendor.
23. GCJFS intends to prepare files by file type and therefore the project will be completed in sections and will be processed over a period of time (approximately 18 months).

D. Submission Process:

Price quotes must include a total cost per image and GCJFS is tax exempt.

1. Submission Due Date:

All quotes must be received no later than **<u>Friday, July 3, 2019 at 1:00 p.m.</u>** Late submissions will not be accepted.

2.   Submission Location:

All quotes must be mailed, emailed, faxed, or delivered to:

Attn: Rachael Tetlow
Geauga County Job & Family Services
P.O. Box 309
12480 Ravenwood Drive
Chardon, Ohio 44024

Email: Rachael.Tetlow@jfs.ohio.gov

Fax: 440-286-6654

E.   Incurred Costs:

GCJFS assumes no obligation, responsibility or liability for costs incurred by the offeror prior to the issuance of a contract.

II.   TERMS AND CONDITIONS

A.   Questions regarding this RFQ must be received no later than **June 21, 2019 at 1:00 p.m** by Rachael Tetlow, Administrative Assistant, via e-mail to rachael.tetlow@jfs.ohio.gov (*subject line: "RFQ Question"*) or by letter to Geauga County Job & Family Services, Attn: Rachael Tetlow, P.O. Box 309, 12480 Ravenwood Drive, Chardon, Ohio 44024.

B.   GCJFS reserves the right to reject, in whole or in part, any quote that GCJFS has determined, using the factors and criteria GCJFS developed pursuant to ORC 307.862, would not be in the best interest of the county.

C.   GCJFS may conduct discussions with offerors who submit quotes for the purpose of clarifications or corrections regarding a quote to ensure full understanding of, and responsiveness to, the requirements specified in the request for quotes.

D.   GCJFS reserves the right to negotiate with the offeror who submits the quote that GCJFS determines is the most advantageous to the county based on the rankings performed by GCJFS pursuant to ORC 307.862 (A)(6) and including any adjustment to those rankings based on discussions conducted pursuant to ORC 307.862(A)(7).

E.   An offeror may withdraw the offeror's quote at any time prior to the award of a contract. GCJFS may terminate negotiations with an offeror at any time during the negotiation process if the offeror fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If GCJFS terminates negotiations with an offeror, GCJFS shall negotiate with the offeror whose quote is ranked the next most advantageous to the county according to the factors and criteria developed pursuant to ORC 307.862(A)(1).

F.   Upon approval, a purchasing agreement or contract must be negotiated and signed before the provision of services may begin or financial obligation is incurred. This RFQ is not a contract and does not obligate GCJFS to pay for costs incurred prior to execution of a written contract.

G. GCJFS reserves the right to accept or reject any or all quotes submitted in response to this RFQ. GCJFS also reserves the right, based on financial considerations, to choose not to prepare and scan the files.

III. EVALUATION PROCESS AND AWARD CRITERIA

The primary consideration in awarding a contract to an offeror is based upon the project cost and the offeror's experience to meet the criteria.

The process for evaluating quotes includes:

A. An evaluation of the quotes based on the award criteria and final ranking of the offerors' quotes.

B. Recommendation to GCJFS Executive Director.

C. All decisions of GCJFS regarding the awarding of the contract shall be final. GCJFS reserves the right to reject a quote for any reason. GCJFS shall not be bound to accept the lowest unit cost or lowest overall bid.

D. Quotes meeting the minimum requirements will be evaluated using the following award criteria:

1. Price: 65%
2. Quality of work: 25%
3. Familiarity with GCJFS files and/or references 5%
4. Ability to accommodate GCJFS schedule 5%

IV. QUOTE FORMAT AND SUBMISSION

Offerors' price quotes shall include the following components:

A. Cover Sheet
   1. Printed on company letterhead and signed by an individual who is authorized to bind the organization contractually.
   2. The signature must include the title or position the individual holds in the organization. Contact person's name, title, phone number, fax number, and e-mail address.

B. Detailed pricing information, including any service fees, hourly rates, document preparation fees, and total cost per image since the total cost will depend upon the actual image count, which will remain unknown until all files are scanned.

C. Provide a list of local or government agencies, similar to GCJFS, for which your company has performed similar work. GCJFS may contact those agencies to discuss the quality of work performed by your company. Please include the agency or government entity name, a contact person, and their phone number.

D. Date company could begin working on the project and ability to accommodate GCJFS schedule. (Start date of project will be determined by GCJFS in conjunction with vendor.)