



GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

DEPARTMENT OF JOB AND FAMILY SERVICES
12611 Ravenwood Dr, Suite 150, P.O. Box 309, Chardon, Ohio 44024

Craig A. Swenson,
Executive Director

REQUEST FOR QUOTE

Converting digital images to 16mm microfilm for Geauga County Job & Family Services Social Service Files and Geauga Family First Council Files

Geauga County Job and Family Services (GCJFS) seeks quotes to convert various digital images to microfilm for permanent retention.

Issue Date: September 9, 2022
Deadline for Responses: October 7, 2022 at 1:00 p.m.

Questions regarding this RFQ must be received no later than **October 5, 2022 at 1:00 p.m.** by Rachael Tetlow, Program Evaluator, 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, 12611 Ravenwood Drive, Suite 150, 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. GCJFS is the Administrative Agent for Geauga Family First Council (GFFC), a collaborative, interagency organization meeting the diverse needs of families living in Geauga County thru a unified system of services.

B. Requested Services:

GCJFS seeks quotes to convert digital images of varying types of Social Service and GFFC files to 16mm microfilm for permanent retention. Total number of images is unknown and digital image sizes vary from 2" x 3.5" to 11" x 17". There are approximately 5,700 files in total, containing TIF and/or PDF files. Every digital file is unique, some files contain subfolders with additional digital images, and digital images within a file can range from a few images to 1,000+ images. Total file size is approximately 98 gigabytes.

C. Scope of Work:

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

1. All files are highly confidential and must be kept secure at all times.
2. Selected vendor will be required to sign a confidentiality agreement.
3. Microfilm will be delivered to GCJFS in a secure and timely manner at vendor's expense for eventual permanent storage.
4. Vendors shall include the mode of delivery with their quote.
5. Digital images to be converted will be made available for viewing prior to the submission of quotes on Monday, September 26, 2022 between 8:00 am and 10:00 am and Wednesday, September 28, 2022 between 1:00 pm and 3:00 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.
6. 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.
7. Files will not be transferred until after selected vendor has been registered with the Geauga County Auditor's Office and a contract has been signed by both parties.
8. Start date of the project will be determined by GCJFS in conjunction with vendor. Completion date would be within 6 months of start date, unless previously negotiated with the selected vendor.

D. Submission Process:

Price quotes must be detailed and include the cost per image. GCJFS is tax exempt.

1. Submission Due Date:

All quotes must be received no later than **Friday, October 7, 2022 at 1:00 p.m.** Late submissions will not be accepted.

2. Submission Location:

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

Attn: Rachael Tetlow
Gauga County Job & Family Services
P.O. Box 309
12611 Ravenwood Drive, Suite 150
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 **October 5, 2022 at 1:00 p.m** by Rachael Tetlow, Program Evaluator, 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, 12611 Ravenwood Drive, Suite 150, 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 convert the digital images to microfilm.

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, preparation fees, and total cost per digital image since the total project cost will depend upon the actual image count, which is unknown.
- 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 and end date of project would be determined by GCJFS in conjunction with vendor.)