



Procurement Services, 3419 Main Street, Newberry, SC 29108
Request for Proposals

COMPETITIVE SEALED PROPOSALS – Records Imaging Services RFP FIN 01-14 DATE POSTED: 4/7/14

RETURN BIDS/PROPOSALS NO LATER THAN:

CLOSING DATE: April 30th, 2014
CLOSING TIME: 2:00 P.M.

MAIL OR HAND DELIVER SEALED BID/PROPOSAL TO:

NEWBERRY COUNTY SCHOOL DISTRICT
Attn: Procurement – RFP FIN 01-14
3419 Main Street
Newberry, SC 29108

NOTE: FAX RESPONSES TO THIS IFB/RFP ARE NOT ACCEPTABLE
THE SCHOOL DISTRICT OF NEWBERRY COUNTY (SDNC) ASSUMES NO RESPONSIBILITY FOR IMPROPERLY MARKED OR MISDIRECTED BID/PROPOSAL RESPONSES AND/OR CORRESPONDENCE RELATED TO THIS DOCUMENT.

OFFERORS MUST PROVIDE THE FOLLOWING INFORMATION:

_____ NAME OF COMPANY	_____ MAILING ADDRESS
_____ (AREA CODE) PHONE NUMBER	_____ CITY STATE ZIP CODE
_____ FACSIMILE NO.	_____ FEDERAL ID OR SOCIAL SECURITY NO.

SC Contractor's License # (if applicable)

EMAIL ADDRESS: _____ SC CERTIFIED MINORITY VENDOR? Yes or No (circle one)

I/WE THE UNDERSIGNED UNDER PENALTIES OF PERJURY CERTIFY:

1. SUBMISSION OF A RESPONSE TO THIS BID/PROPOSAL DOES NOT VIOLATE ANY FEDERAL OR STATE ANTI-TRUST LAWS.
2. COMPLIANCE WITH ALL REQUIREMENTS OF THE SOUTH CAROLINA DRUG-FREE WORKPLACE ACT, SECTION 44-107-10, ET SEQ, S.C. CODE ANN, (1976). (Applicable to awards in excess of \$50,000.00).
3. COMPLIANCE WITH THE CODE OF LAWS OF SOUTH CAROLINA REGARDING THE ETHICS, GOVERNMENT COMPLIANCE WITH S.C. TAX WITHHOLDING AMENDMENTS SECTION 12-9-310(A) 2(3).
4. TO FURNISH ITEM(S) AND OR SERVICE(S) IDENTIFIED HEREIN, AT THE PRICE(S) QUOTED, PURSUANT TO ALL TERMS, CONDITIONS, PROVISIONS, AND SPECIFICATIONS CONTAINED IN THIS DOCUMENT OR ANY SUBSEQUENT WRITTEN AMENDMENTS, WHICH CLEARLY REFERENCE THIS PROPOSAL NUMBER.
5. COMPLIANCE WITH ALL PROVISIONS AND CLAUSES BY REFERENCE IDENTIFIED HEREIN.
6. RECOGNITION THAT THIS SOLICITATION IS GOVERNED BY THE NEWBERRY COUNTY SCHOOL DISTRICT PROCUREMENT CODE.

_____ AUTHORIZED SIGNATURE	_____ AUTHORIZED SIGNATURE (PRINT/TYPED)
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*******BID/PROPOSAL MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID*******

GENERAL CONDITIONS

1. **INSTRUCTIONS TO PROPOSERS:**

- a. Proposals shall be publicly accepted at the stated date and time as indicated in the Request for Proposals and shall be conducted at the **NEWBERRY COUNTY SCHOOL DISTRICT OFFICE, 3419 MAIN STREET, NEWBERRY, SC 29108**
 - b. Sealed proposals shall be enclosed and secured in an envelope. The name of the Proposer shall be displayed on the envelope. Proposals shall be mailed or hand-delivered to the **NEWBERRY COUNTY SCHOOL DISTRICT OFFICE, 3419 MAIN STREET, NEWBERRY, SC 29108**
 - c. Proposals shall be submitted no later than the stated date and time as indicated in the Request for Proposals to the place and in the manner as described in paragraph 1b above and on the date indicated by the Request for Proposals. Proposals received after this time are considered late proposals. Late proposals **shall not** be considered.
 - d. The District **shall not** accept responsibility for any late or unidentified proposals.
 - e. In the event that a Proposal is unintentionally opened prior to the official time set for the Proposal opening, the employee opening such a Proposal shall immediately inform the Procurement Official or designee who shall in the presence of another employee, shall re-seal the envelope and note on envelope that it was opened in error.
 - f. All prices and quotations shall be entered in ink or typewritten and shall remain firm for not less than sixty (60) days from the date of the Proposal. Mistakes may be crossed out and corrections inserted adjacent thereto and shall be initialed in ink by the person signing the Proposal. The Proposer shall insert the net per stated unit and the extension against each item, which he/she proposed to deliver. The prices shall include in the grand total column all delivery charges, installation, and applicable taxes when necessary.
2. **TAXES:** It is not necessary to show South Carolina sales tax on the Proposal, however if Proposer prefers to show it, it must be shown as a separate entry on the Proposal total summation. In other words, there shall be a Proposal subtotal with South Carolina tax added in to create a grand total. When required, exemption certificates shall be furnished on forms provided by the vendor.
3. **PROPRIETARY INFORMATION:** Proposers shall visibly mark as “CONFIDENTIAL” each part of their Proposal which they consider proprietary information. Price may not be considered confidential proprietary information.
4. **AMBIGUOUS PROPOSALS:** Proposals which are uncertain as to terms, delivery, quantity, or compliance with requirements and/or specifications may be rejected or otherwise disregarded.
5. **CONVENANT AGAINST CONTINGENT FEES:** The vendor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the vendor for the purpose of securing business. For breach or violation of this warranty, NEWBERRY COUNTY SCHOOL DISTRICT shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.
6. **PROPOSER’S QUALIFICATIONS:** Proposals shall be considered only from Proposers who are regularly established in the business called for and who in the judgment of the District are financially responsible and able to show evidence of their reliability, ability, experience, equipment supervised by them to render prompt and satisfactory service in the volume called for under this contract.
7. **ACKNOWLEDGMENT OF AMENDMENTS TO REQUESTS FOR PROPOSALS:**
- a. Proposers shall acknowledge receipt of any amendments to this solicitation either by signing and returning one (1) copy of the amendment in their bid submittal.
 - b. NEWBERRY COUNTY SCHOOL DISTRICT must receive the acknowledgment by the time, date and at the place specified for receipt of proposals.
8. **AFFIRMATIVE ACTION:** The successful Proposer will take affirmative action in complying with all Federal and State requirements concerning fair employment, employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin and/or physical handicap.
9. **EXPLANATION TO PROSPECTIVE PROPOSERS:**
- a. Any prospective Proposer desiring an explanation or interpretation of this solicitation shall request via email (see page 8 Evaluation Criteria) in order to allow a reply to reach all prospective Proposers before submission of their proposals.
 - b. Oral explanation and/or instructions given before the award of the contract shall not be binding.

c. Any information given to a prospective Proposer pertaining to this solicitation shall be furnished promptly to other prospective Proposers as an amendment, if that information is necessary in submitting proposals or if the lack of it would be prejudicial to other prospective Proposers.

10. **AWARDING POLICY:** The District reserves the right to select and award on an individual item basis, lot (group) basis or an “all or none” basis, whichever the District determines to be most advantageous. Therefore, individual prices per item must be indicated on the Proposal form. Proposers are encouraged to offer discounts for consideration of consolidated award. Furthermore, the District, in determining the lowest responsible Proposer on each of the items shall consider, in addition to the Proposal price, conformity to specifications, delivery, the District’s opinion relative to the quality of materials/services being offered, training, suitability and adaptability of the services required by this solicitation. The District reserves the right to reject or accept any or all proposals and to waive any informalities and/or irregularities thereof.

In the event that identical proposals are received on like items, the Procurement Official shall award proposals in accordance with the District’s Procurement Code.

11. **WITHDRAWAL OF PROPOSALS:** Any Proposer may withdraw his Proposal prior to the closing time scheduled for the receipt of proposals. No Proposal shall be withdrawn for a period of sixty (60) days after the scheduled closing time for the receipt of proposals. The District reserves the right to award the contracts for a period of sixty (60) days.

12. **SUBMISSION OF DATA:** Each Proposer, upon request, shall submit evidence of liability insurance, Workmen’s Compensation (if required), and other data regarding experience relating to this Proposal and proposes to satisfy the requirements of this solicitation and fulfillment of a contract.

The contractor shall maintain during the entire period of his performance under this contract, the required minimum insurance covering all properties and activities that are encompassed in the performance of the Proposal requirements. The successful vendor must furnish a statement of Workers’ Compensation as required by law and by entering into contract guarantees that said contractor will not file a claim against NEWBERRY COUNTY SCHOOL DISTRICT.

Prior to the commencement of work hereunder, successful contractor shall furnish to the District, a certificate of the above insurance requirements. The policies evidencing required insurance shall contain an endorsement to the effect that cancellation or any material change in the policies adversely affecting the interests of the District in such insurance shall not be effective without 15 days advance written notice to the District. Failure to replace any canceled insurance shall be deemed a breach of contract by the contractor.

13. **ACCIDENTS:** The vendor shall hold the District harmless from any and all damages and claims that may arise by reason of any negligence on the part of the vendor, his agents or employees in the performance of this contract. In case any action is brought against the District or any of its agents or employees, the vendor shall assume full responsibility for the defense thereof. Upon his failure to do so after proper notice, the District reserves the right to defend such action and charge all costs thereof to the vendor. The vendor shall take all precautions necessary to protect the public against injury.

14. **STATEMENT OF COMPLIANCE AND ASSURANCES:** By submitting a Proposal and signing the Proposal schedule, vendors are providing written assurance of non-collusion and understanding and acceptance of all general and special conditions stated in this contract. In addition, this signature certifies that the firm or agency represented in the Proposal submitted complies with all applicable federal and state laws and regulations.

15. **PROPOSERS RESPONSIBILITY:** Each Proposer shall fully acquaint himself/herself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this Proposal. It is expected that this will sometimes require on-site observation. The failure or omission of a Proposer to acquaint himself/herself with existing conditions shall in no way relieve the Propos alder of any obligations with respect to this Proposal or contract.

16. **EXAMINATION OF RECORDS:**

a. NEWBERRY COUNTY SCHOOL DISTRICT shall have until three (3) years after final payment under this contract access to and the right to examine any of the Contractor’s directly pertinent books, documents, papers or other records involving transactions related to this contract.

b. The contractor agrees to include in first-tier subcontracts under this contract a clause to the effect that the superintendent of NEWBERRY COUNTY SCHOOL DISTRICT or his duly authorized representative(s), shall, until three (3) years after final payment under the subcontract, have access to and the right to examine any of the subcontractor’s directly pertinent books, documents, papers or other records involving transactions related to the subcontract(s).

17. **MATERIALS REQUIRED:** Materials required must be in conformity with the specifications and shall be subject to inspection and approval after delivery, and shall comply in quality and type of material and method of manufacture with all applicable local or state laws pertaining thereto. The right is reserved to reject and return at the risk and expense of the vendor such portions of any shipment that may be defective or fail to comply with specifications and without validating the remainder of the order.

18. **SAMPLES:** Proposers may be requested to submit samples of all manufactured articles required. Samples submitted by the successful Proposers shall remain in custody of the School District until all units purchased under the various contracts have been delivered and accepted.

The District reserves the right to disassemble any unit and subject each unit to any test necessary to determine its strength of character without being responsible for damage to the unit caused thereby. When cuts, drawings, samples, catalog references or detailed descriptions are required to support quotations or items included in the Proposal, it is to be understood that whatever is submitted with the Proposal in compliance with that requirement, will represent what the Proposer actually is offering and not the specifications. Requested samples must be provided at the vendor's expense.

19. **PACKAGING AND DELIVERY:** All Shipments shall be FOB to the District locations specified. Purchase order numbers and/or contract number(s) as appropriate, must be clearly stated on each carton or package, shipping ticket, invoice, and any/all other information related to the order.
20. **"OR APPROVED EQUAL" CLAUSES:** Certain processes, types of equipment or kinds of materials are described in the specifications and on the drawings by means of trade names and catalog numbers. In each instance where this occurs, it is understood and inferred that such description is followed by the words "or approved equal". Such method of description is intended merely as a means of establishing a standard of comparison. However, the District reserves the right to select the items which, in the judgment of the District, are best suited to the needs of the District, based on price, quality, service, availability and other relative factors. Proposers must indicate brand name, model, model number, size, type, weight, color, etc. of the item Proposal if not exactly the same as the item specified. Vendor's stock number or catalog number is not sufficient to meet this requirement. If any Proposer desires to furnish an item different from what is specifically mentioned in the specifications, he/she shall submit with his Proposal the information, data, pictures, cuts, designs, etc., of the material he/she plans to furnish so as to enable the District to compare the material specified; and, such material will be given due consideration. The District reserves the right to insist upon and receive the items as specified, if submitted items do not meet the District's standards for acceptance.
21. **PATENTS:** The vendor shall hold the District, its officers, agents, and employees harmless from liability of any nature or kind whatsoever, on account of use by the publisher or author, manufacturer or agent, of any copyrighted or non-copyrighted composition, secret process, article or appliance furnished or used under this Proposal.
22. **GUARANTEE:** The vendor shall supply a guarantee for all workmanship for the equipment he/she is furnishing for a period comparable to the standards in the industry. When defects or faulty materials are discovered during the guarantee period, the vendor shall, immediately, upon notification by the District, process at his/her own expense, to repair or replace the same.
23. **PROPER INVOICE:** Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:
 - Name of business concern
 - Contract number or other authorization for delivery of service or property
 - Complete description
 - Price and quantity of property or service actually delivered or executed
 - Shipping and payment terms.
 - Name where applicable
 - Title, telephone number and complete mailing address of responsible official to whom payment is to be sent; and
 - Other substantiating documentation of information as required by the contract.
24. **TIME OF COMPLETION:** Date of delivery shall be a consideration factor in the awarding process. The Proposer shall include with his/her Proposal delivery dates for each item as requested, and shall furnish all items in accordance with the Proposal solicitation unless an extension was granted by the District in writing.
25. **SERVICE FACILITIES:** In considering the equipment Proposal upon, the District shall take into consideration past performances of existing installations, service and maintenance facilities provided by the Proposer. The Proposer shall have available a local service organization that is trained in the proper servicing of equipment.
26. **LIQUIDATED DAMAGES:** Should the Contractor fail to complete the contract within the established time limit, or at the later date as authorized in writing by the Director of Procurement, he/she shall pay liquidated damages in the sum of one hundred dollars (\$100.00) per day minimum and/or in accordance with the District Procurement Code.
27. **S. C. LAW CLAUSE:** Upon award of a contract under this Proposal, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this State. Notwithstanding the fact that applicable status may exempt or exclude the successful Proposer from requirements that it be authorized and/or licensed to do business in this state, by submission of this signed Proposal, the Proposer agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
28. **COMPETITION:** There are no Federal or State laws that prohibit Proposers from submitting a Proposal lower than a price or Proposal given to the United States Government. Proposers may proposal lower than United States Government Contract price without any liability because the State is exempt from the provisions of the Robinson-Patman Act and other related laws.
29. **EXCUSABLE DELAY:** The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes,

freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs or failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.

30. **ASSIGNMENT:** No Contract may be assigned, sublet, or transferred without a written consent of the Procurement Official.
31. **SPECIFICATIONS:** Any deviations from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that the items offered are in strict compliance with these specifications, and the successful Proposer shall be held responsible thereof. Deviations must be explained in detail on separate sheets and be attached to the submitted Proposal.
33. **PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS:**
 - a. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as grass, trees, and shrubs) on or adjacent to the work site, which is not to be removed and which does not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees broken during contract performance, or by any careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with tree pruning compound as directed by the District representative(s).
 - b. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are known to or should be known by the Contractor. The Contractor shall repair any damages to those facilities, including those that are the property of a third party resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damaged property, the District representative(s) may recommend that the necessary work be performed and charge the cost to the Contractor.
34. **DOCUMENTATION:** All requested documentation shall be completed and submitted along with Proposal.
35. **TERMINATION:** Subject to the provisions below, the contract may be terminated by the Procurement Official, provided a thirty (30) day advance notice in writing is given to the Contractor.
 - a. **Termination for Convenience:** In the event that this contract is terminated or canceled upon request and for the convenience of the District without the required thirty (30) day advance notice, then the District shall negotiate reasonable termination costs, if applicable. This does not apply in the case of non-appropriation.
 - b. **Termination for Cause:** Termination by the District for cause, default or negligence on the part of the Contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) day advance notice requirement is waived and the default provision in the Proposal shall apply.
36. **DEFAULT:** In the event the successful contractor defaults on any part or all of his Proposal, NEWBERRY COUNTY SCHOOL DISTRICT reserves the right to purchase any or all of the services in default in the open market and charge the defaulting contractor for the difference of the cost. Should such charge be assessed, no subsequent proposals of the defaulting contractor shall be considered unless assessed charge has been satisfied.
37. **DRUG-FREE WORKPLACE:** This contract is subject to the Drug Free Workplace Act if the stated or estimated value is Fifty Thousand Dollars or more. The contractor shall comply with all terms and conditions of the Drug Free Workplace Act, S. C. CODE ANN. 44-107-10 et seq. (1976 as amended), if this contract is for a stated or estimated value of Fifty Thousand Dollars or more. By signing this Proposal, you are certifying that you will comply with the Drug Free Workplace Act.
38. **RIGHT TO PROTEST:** Any vendor desiring to exercise rights under section XIV.A (SC 11-35-4210 - right to protest) of the School District Procurement Code should direct all correspondence to: **Susan Dowd Chief Financial Officer, Newberry County School District, 3419 Main Street, Newberry, SC 29108**. Note: Does not apply to small purchases (less than \$50,000. in actual or potential value).
39. **POSTING OF AWARD:** Notice of Award or Intent to Award will be posted in the Newberry County School District Office located at 3419 Main Street, Newberry, SC 29108 If the total value of the contract resulting from this solicitation is less than \$50,000.00, Proposers who desire to receive a copy of the Statement of Award must include a self-addressed stamped envelope. All Proposers will receive an "Intent to Award" should the total value of any contract resulting from this solicitation is \$50,000.00 or greater.
40. **NON-APPROPRIATIONS:** Any contract entered into by NEWBERRY COUNTY SCHOOL DISTRICT resulting from this Request shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated period.

Note: No qualified individual with a disability shall, by reason of such disability, be excluded from participating in or be denied the benefits of services, materials and/or equipment, or be subjected to discrimination by NEWBERRY COUNTY SCHOOL DISTRICT. (Title II ADA)

PERMITS AND RESPONSIBILITIES:

The successful contractor must be properly licensed and bonded as mandated by the State of South Carolina. Said contractor shall, without additional expense to the District, be responsible for obtaining all necessary licenses and permits, and for complying with all applicable Federal, State and Local laws, codes and regulations in connection with the prosecution of the work. Contractor shall be similarly responsible for and defend and hold the District harmless from all damages and claims for damages to persons or property that occurs as a result of his fault or negligence.

CONTRACTORS LICENSE:

VENDOR NAME: _____

CONTRACTORS LICENSE NUMBER: _____ **STATE:** _____

LICENSE CLASSIFICATION: _____

IN THE EVENT THE SUCCESSFUL CONTRACTOR DEFAULTS ON ANY PART OR ALL OF HIS PROPOSAL, NEWBERRY COUNTY SCHOOL DISTRICT RESERVES THE RIGHT TO PURCHASE ANY OR ALL OF THE SERVICES IN DEFAULT ON THE OPEN MARKET AND CHARGE THE DEFAULTING CONTRACTOR FOR THE DIFFERENCE OF THE COST. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT PROPOSALS FROM DEFAULTING CONTRACTOR WILL BE CONSIDERED UNTIL THE ASSESSED CHARGES ARE SATISFIED.

SCOPE OF WORK

Newberry County School District seeks a solution for a current filing/storage/retrieval issue that exists throughout the entire District. The District does not have any additional storage space available; therefore, it is the District's desire to hire an experienced firm to perform off-site records imaging & storage of student records and other records from various district departments which require long term retention.

The District will establish a one year contract, with the option to renew said contract for four additional one-year periods. Contract terms of up to seven years may be approved by the Superintendent. Contracts exceeding seven years must be approved by the board. The contract will automatically renew on each anniversary date as long as both parties desire to maintain said contract. The District deserves the right to re-negotiate pricing with the successful contractor should the volume of this contract increase considerably.

RECORDS SECURITY ISSUES:

Much of the record materials to be placed in the custody of the successful proposer are documents which:

- (1) the District is required by law to maintain for specified periods of time, partially for the benefit of third parties whose information is contained therein; and/or
- (2) contain sensitive, confidential, and personally identifiable information about living persons who may be harmed or placed at risk of harm by unauthorized disclosure of the information contained therein.

Consequently, the Proposer agrees to hold harmless and indemnify the District from any claim by any third party arising from the proposer's loss of the records, destruction of the records, unauthorized disclosure of the records, exposure of the records to unauthorized access with a significant risk of harm to the claimant, or failure to maintain the records as required by the agreement.

Any and all Departments/ Schools within the School District can contract with the successful contractor to provide the tasks listed on page nine.

Please note that Newberry County School District does not guarantee any minimum quantities nor does the District guarantee that other departments and schools will utilize this contract.

- All documents are not the same size, color, or texture. Documents could include card stock, colored paper, and front and back images.
- All records will be one file containing multiple images which make up the document of record.
- Vendor will shred documents at the end of the year if the District does not wish to pay for extended storage. Vendor must provide signed certificates of destruction for documents that have been shredded.

FORMAT AND EVALUATION FACTORS OF PROPOSAL

Each proposal shall be formatted identically to the outline of this request. The intent here is to facilitate evaluation by committee members with a minimum amount of effort and delay. Therefore, each proposal should include information/materials that are clearly marked (Tab A, B, C, etc.) and separately segregated as required for each and quick location and identification of that section.

Narrative (TAB A):

Interested parties should provide a narrative to include a full overview/description of their firm and the services the firm provides. Submittal should include a brief history and information regarding how long the firm has provided the type services requested in this RFP. Explain the complete process of how the scanning component as well as how record/paper files will be stored and retrieved. Include information regarding the conditions under which District records/paper files will be stored. Provide the media format for electronic storage so the District can determine/confirm compatibility with existing platform. **Files must be stored in a non-proprietary format – NO EXCEPTIONS.** Please be very specific in this section.

Upon request, proposer must be willing to provide an on-site demo of recommended system.

Location – of local office (TAB B): To be considered for an award, a firm must be located with 150 miles of the Newberry County School District, 3419 Main Street, Newberry, SC 29108– NO EXCEPTIONS. Please be sure to provide proof that your firm has an established office location within 150 miles of this address.

References/Experience (TAB C):

Provide a minimum of 3 references from current K-12 school districts for which contracts for similar services are being or have been provided. Include the name of the organizations, contact person, phone number and project type.

Cost (TAB D): Complete pricing/bid form table on page 10&11 of this RFP and include in TAB D.

Storage Facility (TAB E):

Provide details, to include pictures, about the location where NEWBERRY COUNTY SCHOOL DISTRICT paper records/files will be stored. Upon request, the District must be allowed to tour facility where records will be stored.

EVALUATION CRITERIA

Responses will be evaluated based on the following criteria, listed in order of importance:

- Content of Narrative: Completeness and thoroughness of information regarding firm's history, qualifications and an explanation about the processes used to provide imaging, storage and retrieval services. Include training details.
- Location
- References
- Cost
- Storage arrangements/facility

NOTE REGARDING QUESTIONS & ADDENDUM: All Questions must be presented via email to sdowd@newberry.k12.sc.us no later than Friday, April 11, 2014 at 12PM. Please be sure to place the following in the subject line of your e-mail: RFP FIN 01-14 Records Imaging – Question. If necessary, an addendum will be sent out via e-mail to all perspective bidders no later than 4PM on the 16th of April. Questions after 12PM on April 11^h will not be answered to keep the bid level for all.

SPECIFICATIONS:

Tasks to be performed:

- Visit on-site to pack the contents of designated filing cabinets into boxes.
- Inventory and transport boxes to contractor's location.
- Electronically scan records/paper files, indexing by name / graduation year (for student records)
- Deliver scanned images to appropriate District locations/personnel.
- Train District staff on the process of accessing data that has been stored. Training must be on-site at District location(s).
- Store records/paper files in banker's box style boxes measuring 12" x 24".
- Provide safe (fire proof, low humidity...), secure and confidential storage of District records/paper files so as to ensure their safe-keeping.
- Deliver, upon request, records/paper files not yet scanned to the appropriate District location(s). Delivery should same day of request
- Destroy and dispose of records/paper files being stored when requested to do so by the District.
- If requests for information are received for records that the vendor has in their possession, they will locate and deliver requested information.

BID FORM
Solicitation #FIN 01-14 RFP
Records/Document Imaging Services

BID OF: _____
 (Vendor/Contractor)

HAND DELIVER, OR MAIL TO: Newberry County School District
 ATTN: Procurement Official (RFP FIN 01-14)
 Newberry, SC 29108

BASE BID AGREEMENT: The undersigned, having examined all the Bidding Documents and acknowledging all addendum(s) as follows: Addendum #(‘s) _____ shall execute the entire scope of work in the bidding documents as described as the Base BID for the lump sum of:

Pick up Costs \$ _____

Scanning:
 Cost per image \$ _____

Prep Time:
 Cost per hour \$ _____

Index Fields:
 Cost per keystroke \$ _____

Storage cost for first year after imaging
 Cost per box/month \$ _____

Storage (after first year):
 Cost per box/month \$ _____

Cost of Boxes: \$ _____

Labor to Box up Files:
 Cost per hour \$ _____

Shredding:
 Cost per Box \$ _____

Record Retrieval:
 Cost per Hour \$ _____

Retrieval Software: \$ _____ Name of Software: _____
 (MUST BE NON-PROPRIETARY)

HOLD HARMLESS / INDEMNITY AGREEMENT: If awarded a contract pursuant to this Proposal, the Proposer agrees to hold harmless and indemnify the District from any claim by any third party arising from the Proposer's loss of the records, destruction of the records, unauthorized disclosure of the records, exposure of the records to unauthorized access with a significant risk of harm to the claimant, or failure to maintain the records as required by the agreement.

The Vendor shall not incur any expenses until the contract has been awarded. An award requires that a Purchase Order be issued prior to purchase.

NAME OF FIRM: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ **DATE:** _____

EMAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

TYPED NAME and TITLE: _____

Are you a minority vendor? Yes No

If so, are you a certified Minority Vendor? Yes No

If certified, please provide number here: # _____