



CITY OF POWDER SPRINGS
Request for Proposals (RFP 21-001)

DOCUMENT SCANNING SERVICES

RFP Release Date:	Friday, January 8, 2021
Email address for Delivering Proposals:	Email: sedwardscityofpowdersprings.org Subject: RFP Document Scanning Services City of Powder Springs 4488 Pineview Drive Powder Springs 30127 GA
Project Contact:	Shauna Wilson-Edwards Zoning Coordinator
Proposal Due:	Friday, February 5, 2021 at 5:00 PM

REQUEST FOR PROPOSALS - DOCUMENT SCANNING SERVICES

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1. INTRODUCTION

The City of Powder Springs is requesting proposals for document scanning services with a qualified consultant. Proposals must be submitted via email to the City of Powder Springs no later than Friday, February 5, 2021.

Proposals shall be reviewed and rated on the basis of qualifications, specific experience, references, familiarity with the services and pricing. The City will then determine which proposal best meets the City’s requirements listed in Scope of Services.

The City reserves the right to reject any or all proposals, to waive any informality in any proposal and to select the proposal that best meets the City’s needs.

2. BACKGROUND

The City of Powder Springs is located in southwest Cobb County and is a member of the ten-county Atlanta Regional Commission. The City is located approximately twenty-two miles west of Atlanta and approximately twelve miles southwest of Marietta. Powder Springs encompasses approximately 4580 acres (approximately 7 square miles). The City’s population is currently estimated at 15,758, ranks it fifth amongst Cobb County’s six municipalities. The citizenry is quite active and there has been a great emphasis on transparency in local government and easy access to public records.

The City Clerk’s Office is responsible for the care and custody of all official records of the City. This department ensures the integrity of the City’s records, providing accessibility for public requests and complying with retention requirements.

To date Community Development has stored paper copies of all zoning/special use, variance cases and land disturbance plans within filing cabinets. The City has been making every effort in processing all applications digitally by utilizing a permitting software since 2019. Prior to 2019 majority of our files are in paper format. It is our intention to get all files in a digital format that will be easily accessible to the City.

3. SCOPE OF WORK

The goal of this project to have all zoning files and land disturbance plans in a digital format. This allow for easy retrieval of zoning/site plan related inquires and will also aid in providing an efficient turnaround time for records request.

The City is seeking a qualified vendor to provide scanning services for:

- Community Development documents (approximately 12 standard filing cabinets, 2 plans drawers, 3 large boxes) as indicated in pictures below.
- Provide electronic storage and retrieval system with 24-hour access
- Provide Scanning Services to the City on an as-needed basis.



1. Engineered Plans



2. Engineered Plans



3. Engineered Plans



4. Engineered Plans



5. Zoning Files



6. Zoning Files



7. Zoning Files

Existing Paper Documents

- **Standards**

- Any and all City documents in the possession of the Proposer must be stored in a climate controlled safe and secure location.
- The City must have access to all documents outsourced for scanning upon request, with a hard copy or electronic file provided within 24 hours
- Resolution – 600 dpi
- File type Single or Multi Page – PDF, TIFF or JPG
- Duplex scan documents to capture both front and back of document where needed
 - Images must be oriented correctly for viewing
- Image Clean-up: the scanned document should be de-skewed and de-speckled, blank pages and black borders removed and background suppression where the image will be enhanced by such processes
- Manual image quality adjustment and QA of every image for clarity, quality, cutoffs or compression errors
- All scan dimensions must be the same size as the original document

- **Quality Control**

The City's expectation is for a high level of quality control for images and indexing. Contractor's quality control measures shall meet the following criteria for all images:

- Images are of the same or better quality than the original
- All documents are to be scanned in the same order they exist in paper form
- All images are accurately labeled and indexed
- Visual inspection of each image, making quality adjustments as needed
- The City shall perform a QA of images and associated indexing. If the City discovers unacceptable images, the Contractor, at no additional cost to the City, will correct all such unacceptable images.

- **Pickup/Return of Documents**

- Contractor must provide a "pickup slip" or other document as proof of pick-up, to be signed by the Contractor staff and City staff.
- Contractor must pick-up and return original documents in its original state (stapled, bound, rolled, etc.) according to an established schedule. The City is willing to discuss a process of retaining the images as the original document and having the hardcopy files destroyed after the requirements set by state law are met. With this process, re-assembly of documents would not be required.
- Unless specified otherwise, the contractor must return original documents after scanning, and provide a "return slip" or other document as proof of return, to be signed by the Contractor staff and City staff. Outside of returned boxes scanned must be clearly marked "Scanned" and the date scanning was completed. - Standard expected turnaround time is three weeks.
- Boxes that have been scanned shall be clearly marked "Scanned" and the date scanning was completed on the outside of the returned boxes.

- **Scanning Process**

- Contractor is to provide a test run prior to commencing project. Test sample size is to be determined. Project will not continue until City has signed off on quality and job performance of test.
- Contractor is to enhance any "low quality" images that are determined, by the contractor, to have enough quality to produce a readable digital image
- Contractor to add an image stating "Poor Quality Original" to any image that contains unreadable text or graphics.

- **Delivery of Images**

- Delivered images will be in a format that can be imported directly into our current permitting software (contact will be provided).
- Provide images on an archival quality CD/DVD that cannot be altered or changed

- Deliver images in agreed upon format and within agreed upon timelines - Provide report of documents scanned

4. PROPOSAL EVALUATION

The proposals will be evaluated based on the following criteria:

- Qualifications and experience
- Methodology should include the steps taken by the contractor to ensure all documents are tracked, scanned, indexed and quality checked to City standards, and seamlessly integrated into our permitting software if feasible.
- Demonstrated understanding of the services requested - Cost

5. PROJECT SCHEDULE & CONTACT

Responses to the RFP must be submitted to the City of Powder Springs as outlined in this section. The following is a tentative time schedule:

	DATE
Release of RFP	Friday, January 8, 2021
Written Questions Deadline	Friday, January 22, 2021 – 5:00 PM
City Provides Response to Questions	Friday, January 29, 2021
Proposal Due	Friday, February 5, 2021 – 5:00 PM
Notification of Selected Vendor(s)	Tuesday, February 16, 2021

Responses received after the due date specified above will not be considered.

The City of Powder Springs reserves the right to change this schedule and/or discontinue the RFP process at any time.

Project Contact: Questions about the project should be directed to Shauna Wilson-Edwards email – sedwards@cityofpowdersprings.org

Any material information that is provided as a result of a Vendor’s inquiry that could provide an unfair advantage will be shared with all Vendors.

6. SUBMITTAL REQUIREMENTS

All questions must be submitted in writing no later than 5:00 pm on Friday, January 22, 2021. Questions shall be submitted via email to Zoning Coordinator – sedwards@cityofpowdersprings.org.

Responses from the City will be posted on the City’s website www.cityofpowdersprings.org no later than 5:00 pm on Friday, January 29, 2021.

The City of Powder Springs will evaluate all Vendors' proposals. At its sole discretion, the City of Powder Springs may award a portion of the contracted products/services to more than one Vendor, reject all proposals, or further negotiate with Vendors if it is determined that the submitted proposals are not economically beneficial to the City of Powder Springs or for other business reasons. This is a Request for Proposal and not a binding offer to contract.

The successful Vendor's proposal and the terms and conditions stated in this RFP will be made part of the contract between City of Powder Springs and the Vendor.

RFP shall not be more than 20 pages. The following RFP Sections must be included in your proposal:

Section 1 - Introduction Letter

A cover letter signed by an official authorized to solicit business and enter into contracts. The cover letter should include the name, address, email address, and phone number of contact person.

Section 2 - Vendor Experience and Qualifications

Describe your company's experience and qualifications, including:

- Number of years in business
- Number of years specifically scanning and indexing documents for government agencies
- Resumes listing qualifications, experience and years with firm for each principal and operator involved with services
- List of government document types your company has specifically scanned

Section 3 – Understanding of Project Scope

Vendor shall demonstrate its capacity to deliver comprehensive and professional scanning services. Proposer should outline methodology and logistics capable of meeting the goals outlined in the Scope of Work, including the steps taken by the contractor to ensure all documents are tracked, scanned, indexed and quality checked to City standards.

Section 4 - Fee Proposal

1. Include all costs associated with performance of the contract. Non-disclosure of all costs during the RFP process could result in disqualification.

Section 5 - References

Provide references from three (3) different public agencies in Georgia for similar projects completed within the last five (5) years. Include the name, email address and telephone number for a contact person and a brief project description from each reference.

7. GENERAL PROVISIONS AND SERVICE SPECIFICATIONS

Contract: Both parties MUST agree to any requests by Vendor for modification of terms in writing.

Alternative Contract Terms: You may submit alternative contract terms in your proposal if, in your opinion, they are more favorable to the City of Powder Springs. You must describe in sufficient detail how the alternatives may be advantageous to City of Powder Springs.

Insurance and Indemnification: Vendor will provide the City of Powder Springs with certificates of insurance as outlined in the City's Professional Services Agreement. The City will not provide additional insurance, and any insurance fees charged by Vendor must be included in the proposal.

ATTACHMENT 1 – SAMPLE FEE SCHEDULE

Item	Cost per item
Electronic Storage and Retrieval - 24 hr. access	
Document preparation for letter, legal and 11x17 sized pages	
Black and white scanning of letter, legal and 11x17 sized pages	
Grayscale/color scanning of letter, legal and 11x17 sized pages	
Document preparation for large format pages	
Black and white scanning of large format pages	
Grayscale/color scanning of large format pages	
File re-assembly	
Indexing documents (per field)	
Importation into ECMS System	
Cost of Archival Quality CD/DVD	
Shredding Services (if available)	

Any additional charges that may be associated with the scope of work must also be identified, including, but no limited to: providing on-demand images needed prior to next delivery, pick-up and/or delivery, project set-up, storage, transportation and/or handling of records, fuel and mileage charges.

ATTACHMENT 2 – CONSULTANT AFFIDAVIT AND AGREEMENT

City of Powder Springs, Georgia

CONSULTANT AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned CONSULTANT verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation contracting with the City of Powder Springs has registered with and is participating in a federal work authorization program. As of the effective date of 13-10-91, the applicable federal work authorization programs (any of the electronic verification information of newly hired employees, pursuant to the Immigration Reform & Control Act of 1986 (IRCA) P.L.99-603) ; in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. "EEV/Basic Rule Pilot Program" is operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration.

The undersigned further agrees that, should it employ or contract with any Sub CONSULTANT(s) in connection with the physical performance of services pursuant to this contract with the City of Powder Springs, CONSULTANT will secure from such CONSULTANT(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub CONSULTANT Affidavit provided in Rule 300-10-01-08 or a substantially similar form. CONSULTANT further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Powder Springs at the time the Sub CONSULTANT(s) is retained to provide the service.

EEV/Basic Pilot Program User Identification Number

By: Authorized Officer or Agent

Date

Title of Authorized Office or Agent

Subscribed and sworn before me on this, the

_____ day of _____, 20

Notary Public: _____

My commission expires: _____

ATTACHMENT 3 – SUB CONSULTANT AFFIDAVIT AND AGREEMENT

City of Powder Springs, Georgia

SUB CONSULTANT AFFIDAVIT AND AGREEMENT

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EEV/Basic Pilot Program User Identification Number

By: Authorized Officer or Agent of Sub Consultant

Date

Title of Authorized Office or Agent of Sub Consultant

Subscribed and sworn before me on this, the
_____ day of _____, 20

Notary Public: _____

My commission expires: _____