

**Request for Proposal
Document Scanning
City of Dexter, MI**

Issue Date: June 15, 2017

Written Questions Due: Friday, June 30, 2017 by 5:00pm

Proposals Due: Thursday, July 13, 2017 by 2:00pm

Proposals and requests for additional information should be submitted in writing (or e-mail) to:

Justin Breyer
Assistant to the City Manager/Clerk
8123 Main St., 2nd Floor
Dexter, MI 48130
(734) 580-2234
E-mail: Jbreyer@dextermi.gov

Introduction

The City of Dexter is soliciting proposals from established firms or qualified professionals to provide document scanning services.

The City of Dexter is a municipal entity, located seven miles west of Ann Arbor. The City, in accordance with records retention requirements, is currently storing numerous original physical documents in a variety of sizes and formats. Some of these records are in binder-style minute books, others are individual papers binder-clipped together, and some are stapled together. These files are stored in banker's boxes, which are generally labelled by subject matter. There is no list detailing the files in each of the boxes.

The goal of this project is to digitize this collection documents over a period of several years, improving access to these documents by staff and the public. The selected vendor will work with the City to digitize the highest priority documents first (Council, Board, and Committee Minutes and Agenda Packets).

In order to allow vendors to get a better sense of the volume and types of documents, at the vendor's request prior to the submittal deadline, City staff will meet with prospective vendors and provide a brief tour of the City's document storage facility.

The current proposed project would run in concurrence with the City's FY 2017-18, from July 1, 2017 through June 30, 2018. The proposed project budget for this fiscal year is not to exceed \$5,000, with possible opportunities for continuing work in subsequent fiscal years, depending on: budget approval by City Council, the vendor's willingness to hold prices, and a successful initial project.

Scope of Work

The purpose of this RFP is to select a vendor who is able to convert the City's existing documents to a digital format based on the following specifications:

- The vendor will be responsible for transporting the documents for off-site scanning.
- The vendor shall perform "document preparation" as necessary to scan all files, which includes removing all staples and paperclips, straighten all folded paper and otherwise make the documents ready for processing.
- The documents shall be scanned at a minimum of 300 dpi in PDF or other standard file format. The final electronic document files shall be in such a format as to allow for maximum accessibility (e.g. access to the final electronic documents shall not require access to the prospective vendor's proprietary software).
- Documents shall be rotated to provide maximum readability (e.g. letters shall be in proper orientation when document is displayed without rotation).
- All digital files produced during the conversion should be loaded directly onto an external hard drive, thumb drive, or other appropriate media for delivery to the City.
- The vendor shall not scan blank documents.
- The vendor shall perform a consistency audit on a minimum of 20% of the images. This includes image clarity, orientation, and accuracy.
- The electronic and hard-copy files shall be returned to the City in good condition and order throughout the scanning process such that the files are substantially in the same order (or better) and condition when provided to the vendor.
- OCR software shall be used on appropriate type-written documents.
- The electronic file shall be labelled in an organized fashion, including at minimum (where appropriate) the following information:
 - Board/Commission Name
 - Date
 - Document Type
 - Property Address (when appropriate)
- Report and discuss any problem images that cannot be captured to meet benchmark specifications.

Proposal Evaluation

Proposals received will be evaluated on the following selection criteria:

1. Demonstrated experience in working with government documents or documents similar to those owned by the City of Dexter.
2. Demonstrated ability to coordinate resources, equipment and required staffing for document scanning.
3. The vendor's ability to provide the services specified under "Scope of Work."
4. The per item cost of digitizing, or number of documents that can be scanned for the rate proposed.
5. The vendor's proposed work flow.
6. Expected timeline for completing the project.
7. All required proposal materials have been submitted as stipulated under "Submittal Instructions."

Submittal Instructions

1. The proposal must include:
 - Cover Letter – Provide a description of the business, point of contact, and present an understanding of the scope of services.
 - Cost Proposal - A detailed description of the costs to the City of Dexter for the services to be provided. This should include any per document costs.
 - Detailed Description and List of Deliverables to be Provided – Vendors should include:
 - A description of all services, tasks, deliverables, and recommendations.
 - Estimated project schedule.
 - A description of the work flow process.
 - A description of the steps that will be taken in how you will manage, control, and supervise the project in order to ensure satisfactory provision of services, organization of the paper files, etc.
 - A description of the methods to be used for scanning odd-shaped plans, frayed-edge paper, stapled or bent corners etc.
 - A description of methods used for indexing the records.
 - Client references – Vendors must include a list of at least three client references, preferably governmental clients within the State of Michigan. Please include the name of the client along with contact information.

2. To be considered, proposals must be submitted in a sealed envelope, clearly marked: “RFP – Document Scanning” and received by 2:00 pm on Thursday, July 13, 2017 by mail or hand delivery to:

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3. Proposals received after the deadline will be disqualified. It is the responsibility of the Bidder to insure that the proposal arrives on time at the right location. All proposals must be good for a period of sixty (60) days from the above date.

Reservations

The City of Dexter has the right, in its sole and absolute discretion, to reject any proposals. The City of Dexter has the right to modify any of the information provided with this request for proposal and the City has the right to provide the candidate firms with additional information at any time during the selection process.

The candidate firm shall review this Request for Proposal and all materials provided with this RFP, and shall prepare all materials for submittal and all presentations at their sole cost and expense, and the City of Dexter shall in no event be responsible for any cost or expense incurred by the candidate firms in such reviews and preparations.