

The purpose and intent of this public bid is to furnish **On-call Document Image Scanning Services (ODISS)** to the various Departments and Offices of the County of Union for an initial contract period of 36 consecutive months upon the signing of the contract with the provision for an extension of 24 consecutive months.

**STANDARD:** The specification herein states the minimum requirements of the County. Unauthorized conditions, limitations, or provisions will be cause for rejection. The County of Union may consider as “irregular” or “non-responsive” and reject any bid not prepared and submitted in accordance with the bid document and specification, or any bid lacking sufficient literature or requested information to enable the County to make a reasonable determination of compliance to the specification. It will be the Vendor’s responsibility to carefully examine each item of the specification. Failure to offer a completed bid will cause the bid proposal to be rejected without review as “non-responsive”. The County of Union reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities.

**PAYMENT TO VENDOR** is to be made within forty- five (45) days after the receipt of Vendor’s invoice and a signed County voucher attesting to the delivery of the goods and services by some officer or duly designated employee of the using County entity and after approval of the appropriate Department head. The Vendor shall prepare invoices and shall submit them to the office/designated employee of the using County entity.

The vendor shall not provide any goods and/or services without a valid and current purchase order from the County unit indicating account number and encumbrance.

**AWARD OF CONTRACT:** In the best interest of the County only one responsible and responsive vendor will be contracted with, therefore Vendors must bid on all the items to be considered responsive. Failure to fill out pricing for all items will result in the bid being found unresponsive and said bids will be dismissed. The County shall be the sole judge of the responsibility of the Vendors using the experience submittals et al as criteria.

PLEASE NOTE THAT THE ENSUING CONTRACT IS INTENDED TO BE OPEN END CONTRACT AS ALLOWED UNDER N.J.A.C. 5:30 ET SEQ. AND, IN ACCORDANCE WITH THE RULES, THE MINIMUM NUMBER SET ON THE BID SHALL BE ZERO AND THE MAXIMUM SHALL BE THE FIGURE ESTIMATED FOR EACH COMMODITY.

The period of the contract shall be for thirty-six (36) consecutive months with the provision for one (1) twenty-four (24) month extension subject to the following limitations: the extension contract shall be awarded by resolution of the governing body (within 60 days prior to the expiration date), upon a finding by the governing body that the services are being performed in an effective and efficient manner.

N.J.S.A. 40A:11-15 et seq. provides that any price changes pursuant to extensions of the original term of this agreement shall be based upon the price of the original agreement as cumulatively adjusted pursuant to any previous adjustment or extensions and shall not exceed the change in the Index Rate for the twelve (12) months preceding the most recent quarterly calculation available at the time this agreement is reviewed. The Index Rate is promulgated bi-annually by the State of New Jersey, Division of Local Government Services and is based on the annual percentage increase in the implicit price deflector for State and Local Government Services, computed quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis.

Any extension of the original term of this agreement shall be subjected to the availability and appropriation annually of sufficient funds by the County of Union pursuant to N.J.S.A. 40A:11-15.

The County reserves the right to terminate this agreement with written notice to the contractor thirty (30) days prior to such action.

Any questions regarding the bid can be emailed to [ucbids@ucnj.org](mailto:ucbids@ucnj.org) or faxed to the Division of Purchasing, clearly marked with the BID # and BID NAME, at (908) 558-2548. If necessary, the Purchasing Director will then issue a clarification.

## COUNTY OF UNION

The purpose and intent of this public bid is the acquisition for the County of Union of a reputable and experienced vendor who can provide **On-Call Document Image Scanning Services** to various locations in Union County as per the following specifications.

In addition, please be advised that the work, materials or supplies requested in the specifications are being obtained through the County of Union cooperative pricing system approved and registered with the State of New Jersey. (State of N.J. Identifier #8-UCCP) The County of Union is the Lead Agency in the System and there are a number of local governmental agencies participating in this contract. The specifics of which local governmental agencies are listed elsewhere in these specifications.

The cooperative pricing system is a straightforward arrangement. The County of Union advertises for and receives bids for itself and on behalf of all participating contracting units. Following the receipt of bids, the County of Union reviews said bids and upon certifying a lowest responsible and responsive bidder makes an award of a master contract for the County of Union alone. The County of Union shall enter into a formal written contract directly with the successful bidder.

After recommendation of award of the County master contract by the using department of the County, the cooperative members will be provided the bid proposal information and decide individually whether or not to contract with the lowest responsible and responsive bidder subject to the specifications and prices set forth in the cooperative bid. If the winning bidder does not extend its pricing to the cooperative members, no further bids will be sought by the lead agency on behalf of the registered members.

The master contract shall state that the bid prices may be extended to registered members who have not submitted estimates prior to the advertisement for bids with the written approval of the lead agency and the contractor.

Each participating cooperative member shall also certify the funds available only for its own needs; meet any and all statutory requirements of the Local Public Contract Law & Rules; issue purchase orders in its own name directly to successful bidder; accept its own deliveries; be invoiced by and receive statements from the successful bidder; make payments directly to the successful bidder, and be responsible for any tax liability.

No participating contracting unit in the Cooperative Pricing System shall be responsible for payment for any items ordered or for performance generally, by any other participating contracting unit. Each participating contracting unit shall accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.

Bid price shall be firm for the duration of the 36 consecutive months of the contract. Term of the cooperative member contracts may not coincide with the term of the master contract due to the differing schedules of award by the respective governing body.

**PROJECT SCOPE:** The County of Union is seeking bids from qualified and responsible Vendors for different ODISS as specified in the following pages. Vendors shall be expected to provide any and all materials which are ancillary to the itemized services of the bid and any Electronic Retrieval Archiving Software.

The “On-call” aspect of the specifications is necessary to allow for any future orders of services from any County division or office of any of the Line items in any quantity. The estimated quantities represent a good faith effort to provide the scope of need for a typical contracted service as specified for a government the size of the County.

The total amount of services represented by the estimated Grand Total may even be exceeded by change order if approved by the Board of Chosen Freeholders.

At the time of the crafting of these bid specifications, need exists for the services for the Clerk of the Board, Cornerstone Hospital, Office of the Surrogate and several other offices. Orders shall be placed with the successful Vendor via Purchase Order for these services over the period of the contract.

**COOPERATIVE ASPECT:**

Due to the on-call nature of the desired contract for ODISS, the County will be soliciting assent from cooperative members and their approval of the use of the estimated quantities of the County as their estimates also. Pursuant to the Local Public Contract Law and Rules, the successful contract would need to approve the extension to other cooperative members in writing to the County and enter into a separate contract with any such member using the pricing and terms of the Master Contract as basis.

Vendors who wish to extend pricing to the cooperatives if and when solicited by members of the cooperative to do so may then enter into a separate contract with the cooperative member. Orders from the members of the cooperative shall follow their own terms of their proposed separate agreements with the successful vendor but will still be based on the master contract.

The list below constitutes all the members as of this date. It is possible that other governmental units will ask to join our cooperative and ask to contract with the winning bidder.

Members of UCCP 8

Township of Berkeley Heights  
Borough of Chatham  
Township of Clark  
Township of Cranford  
City of Elizabeth  
Borough of Fanwood  
Borough of Garwood  
Township of Hillside  
Borough of Kenilworth  
City of Linden  
Township of Livingston  
Township of Maplewood  
Borough of Mountainside  
Borough of New Providence  
City of Plainfield  
City of Rahway  
Borough of Roselle  
Borough of Roselle Park  
Township of Scotch Plains

Township of Springfield  
City of Summit  
Township of Union  
Borough of Watchung  
Township of Westfield  
Township of Winfield  
Board of Fire Commissioners District #5  
Cranford Public School District  
Linden/Roselle Sewerage Authority  
The Housing Authority of the City of Elizabeth  
Parking Authority City of Elizabeth  
Kenilworth Board of Education  
Plainfield Municipal Utilities Authority  
Scotch Plains-Fanwood Public Schools  
Union County College  
UC Educational Services Commission  
Union County Vo-Tech  
Township of Union Board of Education  
Westfield Board of Education

Berkeley Heights Board of Education

## SPECIFICATIONS

The digital files created under the scope of this Bid will be stored in some cases on the OnBase Electronic Document Management System (EDMS) of the County and in other cases as the individual division or office may need.

Any proposed image scanning service must follow the NJ Division of Revenue and Enterprise Services Records Management Services (NJDORES) guidelines and not hinder the County from successfully achieving and maintaining certification of their respective EDMS solutions from the State Records Committee (SRC) by virtue of Public Law 1994, Chapter 140, in accordance with N.J.A.C. 15:3 Subchapter 4 and 5.

As to the cooperative members, if the entity does not wish to use an OnBase EDMS and no other EDMS is available for use then a Cloud Based Electronic Retrieval Archiving Software system must be provided as per the enclosed specifications.

The types of records that the County and cooperative members desire to have scanned are the typical document types found in county and local governments, boards and districts. Since this bid is intended to provide the County and cooperative members with the flexibility to have whatever individual record series they may have the greatest need to address covered under this bid, the Vendor must be familiar with all record series used by local governments and have proven experience offering similar services.

In order to judge the responsibility of the bidder, there are multiple requests contained in the following specifications which require a written response and/or pertinent literature. Bidders will provide with the bid the answers to each sequentially numbered request on pages that are marked with the number of the request. Requests will be numbered and list at the end of these pages.

For purposes of this bid, there are four categories of document types this bid addresses:

**Small Documents:** Small Documents are defined as paper documents up to 11 x 17 inches in size. Computer print outs on continuous form paper should be separated at the perforations for scanning and or microfilming services and are considered small documents for the purpose of this bid. Small format documents may include but is not limited to: HR records, payroll records, purchasing records, County Clerk records, Permits, Licenses, Applications, Surrogate records, Administration records, Pupil files and law/legal documents.

**Large Documents:** Large Documents are defined as documents larger than 11" x 17" in size. They can consist of both rolled, folded, and flat plans and maps, among other documents as stated above.

**Bound Documents:** Bound Documents can include books and similar material that cannot easily have their pages removed for placement in a scanner's sheet feeder. Examples include minute books, tax duplicates, ledger books, etc.

**Microfiche:** Small sheet of microfilm on which many pages of material have been photographed; a magnification system is used to read the material. Sheets with multiple images on each housed in 4" x 6" jackets. Please note that some cooperative members may have microfiche in rolls, it will be left up to successful vendor and those members as to whether bid prices are to be honored for rolls.

### **Document Scanning Requirements:**

All Scanned documents must be provided in a Group IV single-page TIFF bi-tonal (black & white) file Format.

Vendor will scan all images at their original size and be liable for any damages to the document.

Vendor will de-skew each image as needed and must have the ability to manually de-speckle each image if needed.

Per N.J.A.C. 15:3-4.6(e) (<http://www.nj.gov/state/DORES/links/njac-15-3-4.html>), documents 11” x 17” in size or smaller must be scanned at a minimum of 200 DPI. Documents larger than 11” x 17” in size must be scanned at a minimum of 300 DPI.

All documents will be appropriately prepped at the level specified below as requested by the County prior to scanning:

**1. Standard Prep:**

- Prep includes the removal of staples, post-it notes, flattening, and scanning the documents as they appear in files.
- Separate multi-part forms and continues feed computer paper into single pages.
- Scan the backside of all double-sided Small Documents removing any pages that are completely blank.
- If there are multi-part forms included within the file, then the Vendor is to separate the multiple parts and scan only the highest quality page (such as the white copy of the form). Other multi-part form copies should not be scanned.
- The County shall not be charged for the scanning of any cover pages or page separators or other means that vendor may employ to assist in their standard procedures for the document scanning process – only documents contained within the file provided by the County to the vendor shall be considered for payment.

**2. Premium Prep:** Prep includes all aspects of Standard prep, if necessary, and repairing torn documents identifying and placing specific documents in a predetermined order. For example, a Building Permit would be arranged with the Permit Jacket first, the Certificate of Occupancy/Approval next, followed by the Sub-code documents in order of, Building, Plumbing, Electrical and Fire, then correspondence and lastly spec book, calculations, and other assorted documents.

Vendor must have a large format scanner capable of scanning large drawings up to 72 inches by 38 inches in size consisting of paper, Mylar, cloth and/or blueprints. Model and make of equipment shall be documented.

Vendor will invert any negative Large Document image.

If a file folder contains both Small Documents and Large Documents (folded), Vendor must maintain the Small Documents’ relationship to the Large Documents as well as the folder they came from.

Loose Drawings that are not folded in the file folder: Loose drawings must be linked to their respective folders or project title. DRS Imaging captures all of the above so the entire folder is retrieved at the same time. Documents such as Permits, Construction Correspondence, case files, As Builts, etc., will be retrieved together regardless of the retrieval criteria.

**Seal Reproduction:**

Any large Document that may be scanned which includes a raised seal must be captured in a true and accurate process to include ensuring that the raised seal can be readily viewable on the scanned image. The County requires Vendors to “raise” the seal utilizing a graphite pencil or charcoal stick to show the dimensionality of the seal by creating a shadow effect. The entire seal need not be highlighted, just enough to achieve the effect. Vendors will not hide or destroy the signature or cover it with any markings. The seal must be legible on the

scanned image to support the document's validity as a true and accurate representation of the original document. The signatures and seals of such documents are mandated in the N.J.A.C. 13:27 and 13:40. Therefore, if a seal is illegible post-imaging, the original should not be destroyed.

If a document includes a seal that is illegible or cannot be 'raised using a graphite pencil or charcoal stick, then the Vendor will apply a label with the words "RAISED SEAL" next to or in close proximity to the raised certification seal on the Large Documents. This sticker may not obscure any part of the image. The Vendor must follow the procedure outlined below for identifying poor quality original documents with a separate notation in a log regarding an illegible seal. These documents must be identified as such after scanning to avoid being destroyed at a later time.

### **Tracking:**

Vendor will physically apply a tracking number onto each file and individual drawing for inventory and tracking purposes. This number must be unique for each file and drawing and applied in a clean and professional manner.

### **Quality assurance and Remedies:**

Vendor will visually inspect each image of every page of all scanned documents as per N.J.A.C. 15:3-4.6(b). The Vendor must describe their quality assurance process to ensure high quality images of scanned documents. This quality process must include reviewing every page scanned. As required by N.J.A.C., 100 percent visual Quality Control is important to the successful operation of the EDMS.

Any original document deemed of poor quality which results in a low quality scanned image must be noted by the Vendor. Vendor will maintain a Scanned Images Log as per N.J.A.C. 15:3-5.5(e)4iii & ix. This log will include a listing of the poor quality documents. A copy of the scanned images log is to be supplied to the County at the end of each individual conversation project performed.

Vendor will assign a quality grade (and make an entry in the Scanned Images log as noted above) to original documents that are deemed of marginal to low quality and result in poor quality scans.

The quality grade should have at the minimum three gradations that denote:

Perfect scan; no data lost or image deterioration. No notation is required in the Scanned Images log.

Good scan; no data lost but some image deterioration (County may consider maintaining original document).

Poor scan; data lost and/or significant image deterioration (County must retain original document).

### **Scanning and Indexing:**

When scanning Bound Documents, in most cases, the County will not wish to damage the binding of these materials to facilitate the scanning process. Vendors are expected to offer bound volume scanning services that allow the bound volume to remain in tact as a part of this bid. It will be up to each entity of the County as to how they want the bound documents to be scanned and returned and Vendor should take this into consideration when pricing out this section.

- Each scanned document must be indexed and this information transferred to the appropriate EDMS application used by either the County.

- The County will provide the specific indexing requirements prior to any scanning work to be performed. Vendor must include indexing costs based on a per character basis as part of the indexing process.
- A copy of all scanned images and related index information must be provided on CD-R or DVD media in a manner compatible with the County's OnBase EDMS application. Vendor must provide assistance if needed to the County in copying newly scanned images and index data into their respective EDMS application.
- Vendors must outline their proposed process for transferring images and related index data to the OnBase EDMS application of the County and outlines from the experience of the bidder how other applications are addressed in case they are needed for assessment by the cooperative members who do not opt to use the EDMS application of the County. Any best practices that would assist the County in successfully transferring all images and index data to their respective EDMS applications should be included in the Vendors' response.
- Vendors must provide a listing of EDMS software applications they successfully transferred scanned images and index data to as a part of previous project and the clients they performed this work for.
- Although specific volumes of documents to be scanned cannot be determined at this time given the scope of this bid, Vendors must provide an expected document turnaround for the individual services to be provided under this bid based on previous experience. References will be contacted regarding past experiences with document turnaround time seen in similar projects.

**Archival Microfilm Requirements:** Vendor will be asked to submit post bid and have approved a sample reel of preservation microfilm (35mm for large format and 16mm for small format) by DORES and the State Records Committee (SRC). All microfilm must be created in conformance with State of New Jersey Standards as set forth in N.J.A.C. 15:3-3 Standards for Microfilming of Public Records including the use of "Targets for Microfilm Created from Digital Images. Any proposed archiving microfilming service must follow DORES standards for microfilming of public records in accordance with N.J.A.C. 15:3 Subchapter 3.

If required by the County, Vendor must optionally be able to provide a reference copy or use copy of microfilm for use and retrieval of the records if desired by the County. Silver halide film is the only film considered suitable for producing microfilm of archival quality. Silver halide film shall be used when producing copies of the original master negative intended for archival, permanent or long-term storage of public records.

Vendor will place each B, C, D or E size drawing in its own frame.

Vendor will apply a unique Roll and Frame Number to each frame.

Vendor will include the reduction ratio below each frame.

Vendor will keep a Processing log for the microfilm creation.

Vendor will provide an index to the microfilm consisting of the roll number, frame number and other designated index values determined by the County prior to the service being performed. The Vendor will provide this index in the form of a paper printout and comma delimited ASCII text file on a CD-R or DVD.

**Microfiche Conversion:**

Specifically, the Office of the Surrogate has need to convert microfiche sheets to individual digital images and stored on the On-base system of the County. Scanning process to be addressed on one line item of the bid, storage into On Base to be included on the line item for all images.

Microfiche contained in 4" x 6" jackets, 40,000 jackets with approximately 720,000 images although the line item of the bid will estimate 800,000 images in case of future need. The project should include converting the images in a jacket to a digital document, index the file by docket number, name and any other external data and it should be user compatible with our EDMS system so it may be downloaded right into the existing system.

The price should be based on "per image" and include: scan, index and link to existing database so that we may populate additional fields and shall include all pick-up, delivery, handling costs and temporary storage during the scanning procedure.

Typically the image format would be a Group IV single page Tiff bi-tonal (black & white) file format scanned at at 200 DPI and the index should be returned to a text format and assure the correct form for import into existing systems. A disc of all dockets should be provided for security.

As to scanning procedures equal care must be paid to the jackets and originals as specified for the Bound or other documents.

**General requirements:**

Vendor shall not outsource any part of the conversion process and no documents shall leave the State of New Jersey.

During conversion periods the Vendor shall return any requested documents and/or drawings within two (2) business days of the request.

Concurrent Users: Pricing must be for unlimited number of users per entity with no additional costs for any users in the future.

Document and Data Access: Access to specific Document Types and specific agencies must be defined under their own separate storage mechanism and no documents from outside agencies can be intermingled with any other agencies documents.

Email: Must allow authorized users to email documents as PDF or Tiff attachments to any valid email address.

Editing: Must allow authorized users to edit or add indexing data associated with a document.

Delete: Must allow only authorized users to permanently remove documents and their related index data with an audit trail.

Upload: Must allow authorized users to upload and import new documents into the system.

Import Existing Documents and Index: Must be able to import documents and indexes from other systems.

OCR: Must allow for Optical Character Retrieval (OCR) to search for words with the full document text.

Audit: Must allow for system administrator to audit all activities including logins, searches, emails, edits

uploads, deletes and administrative actions.

OPRA Requests: Must allow users to send documents directly via email as well as printing all paper.

Search: Must allow a user to search across multiple Document Types if there permissions allow through a full keyword search as well as an advance search capability to search for a specific document by a specific index field. The results from searches must be simple to navigate for the user community allowing for a limited amount of user training to query and retrieve documents.

Customize Programming: The Cloud Software must have an API that is available for customization of other agencies internal systems to be able in interact with the data stored on the cloud with documentation available.

Secure User Access: Each agency must have the ability to add and remove user access to the Cloud Documents and assign the appropriate permissions required for that user account.

DORES Approval: Software must be approved for certification by DORES.

Annual Document Update: Software must have the ability of adding documents and indexing via the end user.

All Document Access: Access to a specific document must be configurable by user access allowing access by user to be limited to specific document type or limited to a specific document.

### **Handling, Security and Access:**

Vendor must maintain control over the physical and electronic public records provided to them or created as a result of the work performed under the scope of this Bid at all times.

All documents must be treated with respect and care, as they are public records.

In order to best assess the cost of pickup and delivery, unit pricing will be based on the contents of one letter sized corrugated cardboard box 24 X 10 X 15 inches which is the industry standard for records filing. To be provided by the County. Pick-up and delivery will be billed at one price for each although the estimate will be combined. The County may sometimes wish to have documents scanned and destroyed and not returned.

All documents must be stored in a secured environment, with protection from damage due to elements, human error, and other unforeseen threats.

Vendor's record storage facility must have a working security system with central station monitoring by a third party to include protection from burglary, fire, and other events that may cause harm to the records provided under this bid. Site certification for the security system will take place prior to bid award.

Vendor's record storage facility must have protection from water damage due to outside elements.

Vendor must describe the entire chain custody for documents from the initial pick up to final delivery of the scanned and/or microfilmed documents back to the County. Vendor must have a tracking system located in its facility for instant tracking of the County's shipment.

Vendors must explain the cataloging or tracking process used by the Vendor to make sure the same files and the same numbers of files are returned as were shipped out.

All procedures to be performed by the Vendor in accordance with generally accepted standards of conservation and restoration practice. Alterations, changes, or an insertion of any new material in any record is strictly forbidden.

Vendor to pack all records on site, and provide personal transportation for the records in both directions to and from their facilities to the County.

Vendor will physically apply a tracking number onto each box and individual Large Document for inventory and tracking purposes. This number must be unique for each box and Large Document and applied in a clean and professional manner.

All efforts by the Vendor must be made and best industry practices must be applied to eliminate the risk of documents being lost during the transfer. Vendors must describe how this will be accomplished and the Vendor's policy on safeguarding documents both while at your facility and during transportation. This description should include how the documents are shipped and returned; how and where the documents are stored prior to and immediately after scanning; if the Vendor's own trucks are used, or if common carriers or subcontractors are used to transport County records.

All work is to be performed at the Vendor's facilities, but must be performed within the State of New Jersey due to potential need to access hard copy documents in the process of being converted. Under no circumstances is any of the work to complete this project to be performed outside of the State of New Jersey.

The project must be done in a manner to maximize the County's access to records at all times. The County requires that files in the possession of the Vendor as a part of this project that are needed by County employees prior to when the conversion is complete, be returned to the County within forty-eight (48) hours from the initial request. A faxed copy of the requested document may be acceptable if the quality of the fax is deemed adequate by County or staff.

If the County needs access to a particular folder that may be in the Vendor's possession as part of this project, describe how that situation would be handled and any associated costs.

All documents must be treated with respect and care, as they are government records. Under no circumstances are any documents to be shared, copied, or transferred to another organization or individual(s) outside of the expressed intent of this project. Pick-up and Delivery must be done by vendor or competent delivery service with experience in the handling of sensitive and delicate documents. Details of delivery service used by bidders to be documented.

Shredding and/or document destruction is to be priced under this Bid and be used at the discretion of the County.

The Vendor will provide written verification that no files were damaged and/or lost and that all information on all records remains confidential.

Vendor will physically apply a tracking number onto each folder and individual large format document for inventory and tracking purposes. That number must be unique for each folder and applied in a clean and professional manner.

Vendor will maintain a Scanned Images Log as per N.J.A.C. 15:3-5.5(e). A copy of the scanned images log is to be supplied to the County at the end of each conversion point.

Vendor must identify and label materials that cannot be scanned, such as floppy disks, CDs, videotapes, vendor samples, etc. with the file folder that the items came from and return these items to the County in a neat and organized manner.

**Vendor Requirements:**

Vendor shall only employ workers of good character and personal record. A description of hiring standards to include in bid submission.

Vendor must have at least five (5) or more references that are counties, municipalities or government agencies within the State of New Jersey. The Vendor's references must include completed conversion projects of a similar scale and document types.

Vendor's service bureau's process must be available for observation by the (DORES) personnel and County personnel to verify compliance the requirements within this bid as well with NJAC 15:3. Note: a successful review of a Vendor's operations cannot be construed as a certification of the Vendor by the State of New Jersey; this is reserved for the County and is granted as a variance to their records retention schedule.

Vendor must have a working knowledge of the State of New Jersey requirements for the certification of a government records image processing system.

Vendor may not outsource or subcontract any part of the conversion process.

Vendor must identify a single project manager as primary contact for the County for project scheduling and other services performed under this bid. Vendor must provide contact information in their bid response including contact name, phone, fax, and e-mail for same.

**Bid Evaluation Criteria:**

The award of a contract will be based on the lowest responsible and responsive bid.

No alternative bids will be accepted. Submission of alternative bids may result in the disqualification of the Vendor.

Repeating sections that ask for documentation and/or literature, address all items listed below, to be submitted with the bid marked with the appropriate page number:

PAGE 1 -Provide experience profile: Vendor must be familiar with all record series used by local governments and have proven experience offering similar services.

PAGE 2 -Vendor must contact information in their bid response including contact name, phone, fax, and e-mail for employee assigned the account.

PAGE 3 -Model and make of equipment shall be documented.

PAGE 4 -The Vendor must describe their quality assurance process to ensure high quality images of scanned documents.

PAGE 5 -Vendors must outline their proposed process for transferring images and related index data to the OnBase EDMS application of the County and outlines from the experience of the bidder how other applications

are addressed in case they are needed for assessment by the cooperative members who do not opt to use the specific EDMS application that the County utilizes. Any best practices that would assist the County in successfully transferring all images and index data to their respective EDMS applications.

Vendors must provide a listing of EDMS software applications they successfully transferred scanned images and index data to as a part of previous project and the clients they performed this work for.

PAGE 6 -Although specific volumes of documents to be scanned cannot be determined at this time given the scope of this bid, Vendors must provide an expected document turnaround for the individual services to be provided under this bid based on previous experience. References will be contacted regarding past experiences with document turnaround time seen in similar projects.

PAGE 7 -Vendor must describe the entire chain custody for documents from the initial pick up to final delivery of the scanned and/or microfilmed documents back to the County including detailing the delivery service they intend to use.

PAGE 8 -Fully document the previously specified aspects of the location of the facility to be used during the temporary storage and scanning procedure.

PAGE 9 -Destruction standards and methods to be described in detail.

**PLEASE NOTE THAT THE LOCAL PUBLIC CONTRACTS LAW REQUIRES TWO SEPARATE SETS OF PRICING, ONE FOR THE COUNTY AND ONE FOR THE COOPERATIVE MEMBERS ALTHOUGH THE PRICING MUST BE IDENTICAL. EVEN THOUGH IT SEEMS REDUNDANT, PLEASE FILL OUT BOTH SETS OF BID FORM PAGES OR YOUR BID MAY BE DECLARED UNRESPONSIVE.**