

# **Oneida County "Professional Services for Onsite Scanning"**

**RFP - #2024- 000393**

## *PROJECT OVERVIEW*

*Oneida County is seeking professional services from a vendor to provide onsite scanning services for backfile conversion of documents currently being stored with either long term or permanent retention.*

Those tending an offer are required to demonstrate past successful experiences in supporting customers of similar size and nature as Oneida County. The successful vendor will be required to comply with all applicable Oneida County policies; New York State, federal and local laws, and provide evidence of general liability insurance; acknowledge and sign all exhibits and return with proposal.

## **BACKGROUND**

Oneida County is located in Central New York and is home to over 230,000 people. The County seat is the City of Utica. The County is composed of 39 departments with locations throughout the County. Mary Finegan, the County Clerk, is the Records Management Officer for the County. She is responsible for the maintenance, disposition, destruction and/or archiving of all documents generated and retained by the County. Chris Thiesen, Director of Information Technology, is responsible for the IT infrastructure and software policy and procedures for the County. All records are under the mandate of the New York State Archives and the associated CO-2 Schedule.

There is an enormous amount of paper documentation that is generated by all departments of Oneida County governmental agencies. With that said, there is also an enormous amount of data that is generated that must be maintained under the same retention rules as the physical documents.

In 2013, the Oneida County Board of County Legislators funded a project for Electronic Management. That project (with funding from 2014-2019) included the implementation of an enterprise document management system (Laserfiche), network upgrades and additions, as well as the conversion of paper documents and most recently integrated document management with PrimeGov software. During the last 10 years the County has implemented an in-house scanning operation in Records Management that has scanned thousands of documents. Because of the immense volume of historical (along with present day) documents, it is estimated that upwards of 10 years of scanning still needs to be completed.

## PROPOSAL SUBMITTAL

### Original Proposal:

The complete proposal must be submitted in a sealed package with one (1) original, 4 copies and one (1) electronic copy, prior to the date and time specified on the Invitation to RFP page of this document. All proposals shall be marked "Professional Services for Onsite Scanning – RFP – 2024 - 000393. Vendors shall include all documents necessary to support their proposal in the sealed package. Vendors shall be responsible for the delivery of proposals during business hours to the address indicated in the Invitation to RFP. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time. Proposals received after the time specified will not be considered and will be returned unopened.

Vendors should summarize all resources assumed or expected to be provided either by Oneida County or any other party essential to the success of this contract. This summary should clearly identify what the Vendor expects or anticipates by way of County or third-party personnel or resources.

No proposal will be considered which is not signed by an authorized official of the firm.

## PROPOSAL SPECIFICATIONS

If there are any questions regarding this RFP, please contact Mary Finegan by email at [mfinegan@ocgov.net](mailto:mfinegan@ocgov.net).

## SCOPE OF SERVICES

The County scope of services for this project is as follows:

- 1) All scanning will be done onsite at a scanning project center provided by the County.
- 2) The County Clerk will structure the work schedules but is open to recommendations on how to utilize the hours/week.
- 3) Vendor must utilize County Scanning Equipment (Fujitsu Fi770 or similar, subject to replacement at the County's discretion).
- 4) Vendor must utilize the County's existing ECM software, Laserfiche, when scanning to organize, name and index the documents for use by the County staff.
- 5) Scanning staff will have Laserfiche, IQS and other software training.
- 6) Scanning staff will need to provide document preparation, i.e.: staple and paperclip removal, attachment removal, etc.
- 7) Vendor must provide a monthly status report to the County.
- 8) Vendor will need to provide pre-screen background and fingerprint check for all staff working with County documents.

## QUALIFICATION REQUIREMENTS OF THE SELECTED VENDOR

To be considered, qualified bidders must meet the following minimum requirements:

- A. Only onsite scanning proposals will be accepted.
- B. Minimum of three (3) years of experience with scanning projects of like size and complexity.
- C. Reference of at least one (1) **onsite** scanning project for a local government similar in size to the County of Oneida, New York.

## COST

Vendors are asked to list all professional service categories being proposed in response to this RFP and to provide an hourly rate for each service category. These categories shall include all services necessary to ensure the scanning project for the county. Rates may not increase in the first 12 months of the contract.

## REPORTING

The successful vendor will be expected to provide a monthly summary of hours expended in support of Oneida County. At a minimum, the monthly report shall include:

- Identification of each task performed;
- Summary of each task performed;
- Number of hours billed for each task;
- Name of individual completing each task;
- Hours remaining in block at the end of the month.

Vendors should include a sample format for the monthly report with their proposal.

## CONTRACT CONSIDERATIONS

1. Oneida County intends to award a single contract for these services. The contract is anticipated to be for a minimum of a 3 year term, plus two (2) one (1) year renewals.
2. Interested vendors are encouraged to contact Mary Finegan, Oneida County Clerk at 315-798-5776 or by email at [mfinegan@ocgov.net](mailto:mfinegan@ocgov.net), to clarify the requirements of this RFP prior to proposal submission.
3. This RFP and the successful proposal will become attachments to the resulting contract or agreement. Oneida County takes the issue of privacy and confidentiality very seriously and values the trust you place in us. Please be advised that, all information contained within County contracts is a public record once you provide it, and may be subject to public inspection and copying, if not otherwise protected by federal or state law.

4. All expenses involved with the preparation and submission of proposals, and any work performed in connection therewith, shall be borne by the Proposer. No payment will be made to any responses received nor for any other effort required of or made by the Proposer prior to a contract award.
5. All proposers are hereby advised that Oneida County intends to contact references provided as a part of any proposal and may solicit and secure background information based on the information, including references, provided in response to this RFP. By submission of a proposal, all Proposers agree to such activity and release Oneida County from all claims arising from such activity. Proposals will be evaluated based on the County's analysis and ranking of each firm's responses relative to the activities described in this RFP.
6. Scoring Criteria and Weights are as follows:

CRITERIA	MAXIMUM POINTS
a. Experience of personnel	20
b. Demonstrated understanding of scope/need	20
c. Previous work with Oneida County	20
d. Strength of references	10
e. Cost Detail	<u>30</u>
Total	100

## **ELEMENTS OF PROPOSAL**

Organizations interested in providing the Oneida County Clerk Records Management with Professional Services for Onsite Scanning must provide the following:

1. A narrative describing your firm's approach to meeting the requirements summarized in this RFP;
2. A Project Plan describing all actions, activities, costs and timelines required by the bidder and Oneida County;
3. A description of practices proving five (5) years of experience doing similar onsite scanning projects;
4. Resumes for key personnel;
5. A sample copy of your proposed monthly status report;
6. A sample copy of your standard contract;
7. A brief outline of your organization including:
  - a. Full legal name and address of company
  - b. Management overview
  - c. Year company was established
  - d. Current number of employees
8. Three references for organizations that have utilized your services – similar in size and scope to those described in this RFP. Please include enterprise name, contact name, telephone number and email address for each.
9. A brief outline of all services currently offered by your organization.

## EXHIBIT A - PUBLIC CONTRACT NON COLLUSION STATEMENT

The following section is an excerpt from the General Municipal Law:

§103-d Statement of non-collusion in bids and proposals to political subdivision of the state.

1. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services preformed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury:  
Non-collusive bidding certification.

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder, certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, **consultation, communication, or agreement**, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor:

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor:

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) A bid shall not be consider for award nor shall any award be made where (A), (1), (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where (A), (1), (2), and (3)

above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the Purchasing unit of the political subdivision, public department, agency or official thereof, to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price list, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price list for such items, or (c) has sold the same items to other customers at the same price being bid, does not constitute, without more, a disclosure within the meaning of subparagraph (A).

2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services preformed or to be performed or good sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

This is to certify that we have not been disqualified to contract with any municipality and we are in a position to accept any contract subject to the provision of section 103-d of the General Municipal Law.

(s) \_\_\_\_\_  
Legal name of person, firm or Corporation

By: \_\_\_\_\_  
Title

Dated: \_\_\_\_\_

**SIGN AND RETURN WITH PROPOSAL**

**EXHIBIT B**  
**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT**  
**ACT**

Pursuant to New York State Finance Law § 165-a and New York General Municipal Law § 103- g the Office of General Services (OGS) is required to post on its web site <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> a list of persons who have been determined to engage in investment activities in Iran ("the List") as defined in that Act.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder or Contractor, or any person signing on behalf of any Bidder or Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder or Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to State Finance Law § 165-a(3)(b).

Additionally, Bidder or Contractor is advised that once the Prohibited Entities List is posted on the OGS website, any Bidder or Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that a Bidder or Contractor is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he, she or it has ceased engagement in the investment which is in violation of the Iran Divestment Act of 2012 within ninety (90) days after the determination of such violation, then the County shall take such action as may be appropriate, including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder or Contractor in default.

The County reserves the right to reject any bid or request for assignment for a Bidder or Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder or Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

Name (Print)	Title
Signature	Date

**SIGN AND RETURN WITH PROPOSAL**

**EXHIBIT C**  
**CONTRACTORS RECYCLING**  
**AND**  
**SOLID WASTE MANAGEMENT CERTIFICATION FORM**  
**FOR ONEIDA COUNTY CONTRACTS**

*The Oneida County Board of Legislators at its May 26, 1999 meeting passed Resolution No. 249 dealing with the inclusion of recycling and solid waste management provision in Oneida County contracts. All waste and recyclables generated by the contracting party shall be delivered to the facilities of the Oneida-Herkimer Solid Waste Authority.*

**REGULATORY COMPLIANCE**

- (a) The Contractor agrees to comply with all applicable Federal, State and Local Statutes, rules and regulations as some may from time to time be amended pursuant to law.
  
- (b) Pursuant to Oneida County Board of Legislator Resolution No. 249 of May 26, 1999, the Contractor agrees to deliver exclusively to the facilities of the Oneida-Herkimer Solid Waste Authority, all wastes and recyclables generated within the Authority's service area by performance of this Contract by Contractor and any subcontractors. Upon awarding of this Contract, and before work commences, the Contractor will be required to provide Oneida County with proof that Resolution No. 249 of 1999 has been complied with, and that all wastes and recyclables in the Oneida-Herkimer Solid Waste Authority's service area which are generated by the Contractor and any subcontractors in performance of this Contract will be delivered exclusively to Oneida-Herkimer Solid Waste Authority facilities.

**CERTIFICATION STATEMENT**

"I certify that I understand and agree to comply with the terms and conditions of the Oneida County Recycling and Solid Waste Management Program (R-249). I further agree to provide Oneida County proof of such compliance."

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SIGN AND RETURN WITH PROPOSAL**  
**SIGN AND RETURN WITH PROPOSAL**

**EXHIBIT D**

**PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS**

Pursuant to State Finance Law Section 165(2)(c)(ii), the following certification is mandatory in every bid proposal, solicitation, request for bid or proposal and contract for the construction of any public work, building maintenance or improvement.

Any bid, proposal or other response to a solicitation for bid or proposal which proposes or calls for the use of any tropical hardwood or wood product as defined by Section 165 of the State Finance Law in performance of the contract shall be deemed non-responsive.

This prohibition shall not apply to:

1. To bid packages advertised and made available to the public or any competitive and sealed bids received or entered into prior to August twenty-fifth, nineteen hundred ninety-one; or
2. To any amendment, modification or renewal of a contract, which contract was entered into prior to August twenty-fifth, nineteen hundred ninety-one, where such application would delay timely completion of a project or involve an increase in the total monies to be paid under that contract; or
3. Where the contracting officer finds that:
  - a. No person or entity doing business in the state is capable of performing the contract using acceptable non-tropical hardwood species; or
  - b. The inclusion or application of such provisions will violate or be inconsistent with the terms or conditions of a grant, subvention or contract with an agency of the United States or the instructions of an authorized representative of any such agency with respect to any such grant, subvention or contract; or
  - c. The use of tropical woods is deemed necessary for purposes of historical restoration and there exists no available acceptable non-tropical wood species.

**Certification of the Prohibition on Purchase of Tropical Hardwoods**

The Contractor certifies and warrants that all wood products to be used under this contract award will be acquired in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law (Use of Tropical Hardwoods), which prohibits purchase and use of tropical hardwoods, unless specifically exempted by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the sole responsibility of the Contractor to establish to meet with the approval of the County.

In addition, when any portion of this Contract involving the use of woods, whether for supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in Section 165 of the State Finance Law. Any such use must meet with approval of the County; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the sole responsibility of the Contractor to establish to meet with the approval of the County

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SIGN AND RETURN WITH BID SHEET**



**Exhibit E**

**OFFEROR'S STATEMENT ON SEXUAL  
HARASSMENT**

**IN ACCORDANCE WITH NEW YORK STATE FINANCE LAW**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the Labor Law.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SIGN AND RETURN WITH BID SHEET**