

# Request for Proposals

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Plum Creek Conservation District

## **REGARDING:**

*Document Imaging Project, RFP 2017-001*

## **PROPOSAL DUE DATE:**

*Tuesday, July 11, 2017 no later than 4:30 p.m. Central Time*

*\*Please submit proposals by mail and email.*

## **REQUEST FOR PROPOSAL CONTACT INFO:**

### **Plum Creek Conservation District**

1101 W. San Antonio St.

P.O. Box 328

Lockhart, TX 78644

Attention: Daniel Meyer, Assistant Manager

Telephone: (512) 398-2383

E-Mail for sending designated materials:

Daniel.meyer@pccd.org

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## **INTRODUCTION:**

The Plum Creek Conservation District (PCCD) is situated in parts of Caldwell and Hays Counties. The District was created as a Water Control and Improvement District in the 55th Texas Regular Legislative Session in 1957 with the passage of Senate Bill 289 under the provisions of Section 59, Article XVI of the Texas Constitution. The original powers of the District are generally set out in the District's enabling legislation and in Chapters 49 and 51 of the Texas Water Code. The original legislation creating the District including a provision that required an election to approve the District's formation and to levy the tax authorized by the enabling legislation. The election was held and passed and the District then began operations under the terms of the original enabling statute. In 1989 the original 1957 legislation was amended to additionally authorize the District to exercise the powers and duties regulating underground water within the geographical boundaries of the District (with the exception of areas in the boundaries of and aquifers regulated by the Barton-Springs Edwards Aquifer Conservation District and the Edwards Underground Water District on January 1, 1989) as authorized by provisions on what is now Chapter 36 of the Texas Water Code. The 1989 amendment also required confirmation of the additional powers and of an additional tax by an election of the voters. In an election after the passage of the 1989 legislation the voters in the District also approved the implementation of the additional groundwater powers and the additional tax to fund operations of groundwater powers as was required by the 1989 amendment.

## **GENERAL:**

The records to be scanned are all currently located in the District's office at 1101 W. San Antonio St. Lockhart, TX. 78644. A description of the documents is set out below and in APPENDIX A.

Plum Creek Conservation District is requesting proposals from qualified companies that have experience in document imaging services to index and scan a portion of the District's records. Proposals for scanning will include costs and descriptions for both ON SITE and OFF SITE scanning options as alternates. The purposes of the project are to convert the District's records into a manageable format for the District's use and to preserve the records in coordination with the District's records management plan. In addition to the requirements specified in this Proposal Request, it is the intent of the District that the scanned records comply with requirements for records imposed on political subdivisions under Texas law as well as with the requirements of the District as set out in its records management plan.

Although this Request for Proposals is being circulated, the District reserves the right to reject any and all submitted proposals and is not obligated to contract with any entity submitting a Proposal in response to this Request. Execution of any agreement is solely within the discretion of the Board of the District.

## **SCOPE OF SERVICES:**

PCCD requests a qualified company to provide the following services, including an explanation on the company's procedures for completing certain aspects of the work as requested below:

- ❖ Scanning of approximately 21,818 Images (Document pages)
- ❖ As noted above, provide Pricing for ON-SITE and OFF-SITE scanning options
  - Document size is a mix of 8 ½" x 11", 11" x 17", 24"x 36", and other non-standard sizes

- Documents contain a mix of single-sided and double-sided pages
- Documents contain a mix of black & white pages and pages having one or more colors.
- ❖ Scanning shall be at 300 dpi or higher where specified by the District so that all documents meet quality requirements.
- ❖ Documents shall be scanned for Optical Character Recognition OCR.
- ❖ Documents shall be scanned in PDF format.
- ❖ Documents shall be rotated if necessary to provide maximum readability (e.g. letters shall be in proper orientation when document is displayed without rotation).
- ❖ Scanned images shall be placed on an external hard drive.
- ❖ Index metadata must be included with each scanned document.
- ❖ The indexing metadata must be in a standardized nonproprietary format that allows the import of scanned images into PCCD's document database.
  
- ❖ Metadata fields shall include the:
  - Document Identifier Number
  - Index Name
  - ~~➤ Sub Index Name~~
  - ~~➤ MISC~~
  - ~~➤ Confidential Status~~
  - ~~➤ Retention Schedule Record Title~~
  - ~~➤ Retention Schedule Record Number~~
  - ~~➤ Record Destruction Date~~
  - ~~➤ Retention Period~~
  - ~~➤ Date Document Created~~
  
- ❖ The proposal should describe the:
  - Procedures for the post processing of digital images (cropping, deskewing, despeckling, image rotation).
  - Methodology for preparing documents for scanning and returning or replacing them in locations specified by the District once scanning has been completed.
  - Procedures for handling fragile documents.
  - Procedures for transporting and maintaining custody and control of documents if the OFF-SITE scanning facility option is chosen.
  - Procedures for periodic review of scanning with PCCD staff.
  - Procedures and methodology for the security of documents for either ON-SITE and OFF-SITE options.
  - Procedures for quality control
  
- ❖ Proposals should provide:
  - the estimated time frames for the completion of project both for ON-SITE versus OFF-SITE options; and

- the time for documents being out of the PCCD Office if the OFF-SITE option is chosen
- Provide the period of time scanned images will be stored as a backup before being deleted.
- Provide the companies methodology for the tracking and inventory of documents.
- Provide procedures for the District to access files if necessary both for ON-SITE and OFF-SITE access.
- ❖ Additional documents may be added to the scanning project based on the mutual agreement between PCCD and the Contractor.

**PROPOSED TIMELINE: Note:** Timeline dates are tentative and may be changed to meet the PCCD needs.

June 15, 2017	Issue RFP for the document imaging services.
June 26 , 2017	Final day for submitting written questions for the RFP.
June 30, 2017	PCCD provides answers to all questions submitted by June 22, 2017.
July 11, 2017	Proposals due by 4:30 pm
July 18, 2017	Complete evaluation of the proposals and company reference checks.
August 15 , 2017	PCCD determines contract award

**PROPOSAL REQUIREMENTS:**

The sections and appropriate information described below must be included with any proposal.

**SECTION A: Company/Product Information**

This section will provide information about the company.

**SECTION B: Scope**

A description of the firm’s proposed approach to this project, including equipment, scanning software, and methods and procedures as listed in the Scope of Services above and a project timeline/schedule. The Company should also be able to describe efforts taken to protecting these documents and for establishing accountability in regards to the care and integrity of the documents.

**SECTION C: Costs**

In this section, the company is to detail all of the costs associated with the services requested in this RFP. For convenience, those preparing the Proposals are requested to Complete the Cost field for both ON-SITE and OFF-SITE as shown in the table below.

<b>RECORDS</b>	<b>Estimated File Count to be Indexed</b>	<b>Estimated Image Count</b>	<b>Cost ON-SITE</b>	<b>Cost OFF-SITE</b>
Dam Files (Secretary office)	Index = 266	6,400		
Minutes 1959-2003(Secretary Office)	Index = 528	2,400		
Returns of Special Election(Secretary Office)	Index = 5 Folders/envelope	100		
Bond information	Index = 7	75		
Original Land Right Instruments-Easements(Utility)	Index =196	6,400		
Contracts (Assistant Manager)	Index = 28	6,400		
Aerial Photos 24" x 20" Higher DPI(400-600) color	Index = 27	27		
Maps & Design Drawings 24" x 36" and one large 40 x 30 on cardboard backing (Assistant Manager)	Index =41	41		
<b>Total</b>	<b>1098</b>	<b>21,818</b>		

**SECTION D: References (Three - Five)**

References are to be organizations to which the entity responding has provided similar services to those requested by the District and, wherever possible, include organizations or entities that have utilized a similar scope of services within the past 5 years.

**SECTION E: Contact information**

Office Address, and telephone numbers and email contact information of the entity responding to the Request and the names and other similar contact information, if different, of the company employees or subcontractors who will be working on this project with phone numbers and emails.

**SECTION F: Submittal**

\*send proposals and email a copy to:

**Plum Creek Conservation District**  
P.O. Box 328  
1101 W San Antonio St.  
Lockhart TX 78644  
[Daniel.meyer@pccd.org](mailto:Daniel.meyer@pccd.org)

**EVALUATION CRITERIA**

Proposals will be evaluated according to the following criteria:

1. Responsiveness to RFP instructions
2. Entity Experience
3. Reports of references
4. Time to Complete
5. Proposed Cost
6. Consideration of record access and use by the District during the process
7. Suggested alternatives to described work items

**Contract Requirements**

The successful Vendor will be required to enter into a contract with the Plum Creek Conservation District containing terms similar to those commonly used by the District in its contracts for services. Copies of examples of such contracts are available from the District upon request.

**Insurance:**

<b>Minimum Required Amounts of Insurance Coverage</b>	
<b>Type of Insurance</b>	<b>Each Occurrence/Aggregate</b>
<i>Workers' Compensation</i>	<del>Statutory Limits</del> \$500,000/\$500,000/\$500,000
<i>Employer's Liability</i> Bodily Injury by Accident Bodily Injury by Disease Bodily Injury by Disease	\$1,000,000 Each Accident \$1,000,000 Each Employee \$1,000,000 Policy Limit
<i>Commercial General Liability</i> (occurrence based)	Bodily Injury and Property Damage \$1,000,000 Each Occurrence Limit \$2,000,000 Aggregate Limit \$5,000 Medical Expense each person \$2,000,000 Products/Completed Operations Aggregate Limit \$1,000,000 Personal Injury and Advertising Liability \$50,000 Damage to Premises Rented
<i>Automobile Liability</i> All Owned, Hired and Non-Owned Vehicles	\$500,000 Combined Single Limit(for each accident)
<i>Umbrella/Excess Liability</i>	<del>\$1,000,000 Per Occurrence</del>

<i>Additional Insurance</i>	Additional insurance may be required by Customer depending on Customer's particular circumstances. Customer will identify this insurance when placing a Purchase Order.
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~~All required insurance coverage must issue from a company or companies that:~~

- ~~(1) Have both a Financial Strength Rating of "A" or better from A.M. Best Company, Inc.; and~~
- ~~(2) Have a Financial Size Category Class of "VII" or better from A. M. Best Company, Inc.~~

All insurance policies for required coverage must be issued by companies authorized to do business under the laws of the State of Texas and in a form satisfactory to Plum Creek Conservation District. ~~All required insurance contracts must include a Waiver of Subrogation Clause.~~

- ~~(1) Be written on a primary and non-contributory basis with any other insurance coverages Respondent currently has in place; and~~
- ~~(2) Include a Waiver of Subrogation Clause.~~

All certificates of insurance for required coverage other than workers compensation and professional liability must name Plum Creek Conservation District as additional insureds.

Contractor shall:

- (1) Provide written to PCCD by e-mail at [jhalliburton@pccd.org](mailto:jhalliburton@pccd.org) and by U.S. First Class Mail to 1101 W. San Antonio St., Lockhart, TX, 78644 at least 30 calendar days prior to any cancellation, non-renewal, or material change of a required policy;
- (2) Ensure all insurance policies and certificates of insurance for required coverage are written to include all products, services, and locations related to Contractor's performance under the Contract; and
- (3) Deliver to PCCD by e-mail at [jhalliburton@pccd.org](mailto:jhalliburton@pccd.org) and by U.S. First Class Mail to 1101 W. San Antonio St., Lockhart, TX, 78644 all renewal policies at least ten calendar days prior to any expiration of a required policy. All renewal policies and corresponding certificates of insurance must meet all terms set forth in the Contract.

Contractor must ensure that all provisions of the Contract concerning liability, duty, and standard of care, together with the indemnification provision, are underwritten by contractual liability coverage sufficient to include such Contractor's obligations under the Contract.



## **APPENDIX A**

### **Secretary's Office - Site/Dam Files and Large Format Plat Maps**

1. 38 Site/Dam Files
2. Located within 2 drawers of vertical 4 drawer cabinet (34"Wx16"D)
3. Types of documents in each of the 38 Site/Dam Files to be scanned include: Letters, Easements, Assessments to Easements, Folded Engineering Drawings(24x 36), other folded maps, documents & drawings of various sizes(3" x 4.5", 18.5" x 24", 15" x 32", 14" x 18", 13.5" x 17", 8.5" x 14"), Plans for Rehab, and Site Maintenance Logs
4. Documents are primarily in black and white, but there are some colored.
5. Types of documents within each of the 38 Site/Dam Files to "not" be scanned include: Booklets(Dam Assessment Report- bound in black spiral) , Sticky Notes, CDs, & VHS Tapes
6. Green Folders/Envelopes, Sticky Notes, Paper Clips, and Staples hold documents together within each of the 38 Site/Dam Files. Some of the documents are loose
7. There are Various Paper sizes; however, the majority of documents are 8.5" x 11"
8. Condition of documents within each of the 38 Site/Dam Files is good, however there are some documents(primarily the easement documents)that are on historical onion skin paper
9. Total Linear Filing Inches - LFI is 32
10. Index by Site Number & either/ Maps, Letters, Engineer Drawings or Maintenance Logs(for example: "Site 6 - Map 1", "Site 6 - Letters", "Site 16 Engineer Drawings 5", "Site 21 - Maintenance Logs"
11. On average there are at least 3 - 4 large scale engineer drawings or maps per Site.

### **Secretary's Office - Minutes**

1. Minutes from 1959 - 2003
2. Paper size is 8.5 " x 14 " stapled together
3. Paper type is a mix of plain and onion skin paper
4. LFI = 17
5. Index by Year/Month (for example "Minutes 1961 - January")

### **Secretary's Office - Returns of Special Election**

1. 5 Folders/envelopes
2. 8.5 x 13 inch booklet containing names of individual voters.
3. Index by County-City-Voting Place(for example, Caldwell-Lockhart-Voting Place 1)

### **Utility Room - Original Easements**

1. 28 Original Easements Located within 1 drawer of vertical 4 drawer cabinet
2. Easement Files are contained within envelopes and contain sticky notes, paper clips and staples
3. Easements contain a mix of plain paper and onion skin paper from 1960s
4. Condition of onion skin paper is fragile
5. Many of the documents are double sided
6. Total LFI = 15
7. Index by Site Number/Landowner Name (for example, "Easement Site 6 - Smith")

**Utility Room - Bonds**

1. 3 Folders
2. A mix of regular plain paper and onion skin paper.
3. Index by Bond/Letter & Date(for example Bond-Letter-5\25\1969)

**Assistant Manager's Office - Large Format Plat Maps and Large Format Engineer Drawings**

1. Large Format Maps and Large Format Engineer Drawings
2. Aerial Photos scanned in high resolution color (400 - 600 dpi)
3. Sizes vary: 8.5" x 14", 11" x 17", 24" x 36", 16" x 22", and 29" x 39".
4. Located on white table
5. Some are rolled up, some are folded, some are flat
6. Condition overall is good, however 25% are old and fragile
7. 35 to 40 total Plat Maps and 26 aerial photos(24" x 20")
8. Index either by Aerial Photo Title, (For example "Aerial Photo - Village of Dale") Map and its title(For example "Map - Site 7")or by Engineer Drawing Title and sheet number (For example "Survey - Proposed 123 acres conservation easement- Sheet 1")

**Assistant Manager's Office - Site/Dam File Contracts**

1. Site/Dam File Contracts
2. Located within 1 drawer of vertical 4 drawer cabinet (18"D) and located within another drawer of vertical 4 drawer cabinet (16"D)
3. 28 Contracts total
4. Total LFI = 17
5. Index by Site Number and Contractor's name ( For example "Contract - Site 38 - Jones")