



University City, Missouri

REQUEST FOR PROPOSAL

Document Scanning and Archiving Project

ACCEPTANCE DATE: Prior to 5:00 P.M., 10/10/2023, Central Standard Time

RFP NUMBER: _2023-09_____

ACCEPTANCE PLACE: Finance Department
6801 Delmar Boulevard
University City, MO 63130

Requests for information related to this Proposal should be directed to:

Timika Lewis, Purchasing Agent
6801 Delmar Boulevard
University City, MO 63130

Issue Date: 09/27/2023

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

REQUEST FOR PROPOSAL
Document Scanning and Archiving Project

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Prepared By: Timika Lewis Date: September 27th 2023
Purchasing Specialist

Document Scanning and Archiving Project

1.0 PURPOSE

The intent of this Request for Proposal (RFP) is for the City of University City, Missouri to solicit sealed proposals for the establishment of a document scanning and archiving project while establishing a framework within human resources.

2.0 COMPETITION INTENDED

It is the City's intent that this RFP permits competition. It shall be the applicant's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Purchasing Agent not later than fifteen (15) days prior to the date set for acceptance of proposals.

3.0 BIDDERS MINIMUM QUALIFICATIONS

Applicants must demonstrate that they have the resources and capability to provide the materials and services as described herein. All competitors must submit the documentation indicated below with their proposal. Failure to provide any of the required documentation shall cause for proposal to be deemed non-responsible and rejected.

4.0 PROJECT SPECIFICATIONS

All proposals are based on and must meet or exceed the requirements contained herein. Applicants must be able to submit a proposal demonstrating their ability to perform the following required tasks:

1. Conduct an initial assessment of the type, quantity, and condition of documents to be scanned and archived. Documents must be prepared for scanning, including removing staples, clips, and other physical attachments.
2. The scanning device must be able to handle letter-sized and legal-sized sheets. The ratio of single-sided to double-sided documents is unknown. Your scanning device should be able to handle both. Documents must be scanned faithfully in black and white or color, not grayscale.
3. Images must be saved as indexed and searchable TIFF, PDF, JPEG, PNG, etc. File, up to 600 dpi. Optical Character Recognition (OCR) is required.

4. Files should be stored on a Laserfiche server or cloud service to eliminate the need for physical storage space.

5. Scans may include highly sensitive material such as personnel files. All scan team members must be trained professionals, knowledgeable about HIPAA compliance, and have undergone extensive background checks, including criminal background checks and credit checks. All members of the scanning team and anyone who has access to scanned documents should be prepared to sign non-disclosure agreements.

6. Scans are scheduled based on HR and city staff availability.

7. Type of documents to be scanned (See Exhibit 1)

Exhibit 1
HR Documents

**8.5" x 11"
Documents**

HR Files

**40 Boxes - 15" x 2,500 Images Per Box = 100,000 Images
1,000 Files**

Medical Files

**6 Lateral File Drawers - 36" x 7,000 Images Per Drawer = 42,000 Images
420 Files**

Termed Files

**12 Boxes - 15" x 2,500 images Per Box = 30,000 Images
6 Boxes - 24" x 4,800 Images Per Box = 28,800 Images
11.5 File Drawers - 36" x 7,000 Images Per Drawer = 80,500 Images
1,243 Files**

**Active Current
Files**

2 File Drawers - 36" x 7,000 Images Per Drawer = 14,000 Images

140 Files

All indexing - Name_Employee#

Include Excel Load

File

Destroy Upon Approval

8. The Saving and Organizing of Documents – Files will be saved in the following organizational order

1. By employee name alphabetically by last name

2. Within each folder the separate, organized folders will be as follows:

a. Hiring Documents

b. Financial Documents

c. Personnel Action Forms and Evaluations

d. Miscellaneous

A. Medical documents must be kept separate from employees' personnel files

B. I-9 information must also be kept separate from employees' personnel files

C. Both medical and I-9 information will also be organized by each employee alphabetically by Last Name, First Name

5.0 FEDERAL CLAUSES – MUNICIPALITY REQUIREMENTS

False or fraudulent statements and related actions that are part of a program The Contractor understands that its acts related to this Project are subject to the requirements of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. 3801 et seq., and U.S. DOT rules, "Program Fraud Civil Remedies," 49 C.F.R. part 31. At the time of the underlying contract's execution, the contractor verifies or affirms the veracity and accuracy of any statement regarding the underlying contract or the FTA-assisted project for which this contract work is being carried out that it has made, will make, or may make. The Contractor further understands that if it makes, or causes to be made a false, misleading, or deceptive statement, it may be subject to further fines.

The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. chapter 53, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5323(l) on the Contractor, to the extent the Federal Government deems appropriate.

The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

Changes to Federal Requirements

Contractor shall always comply with all applicable FTA regulations, policies, procedures, and directives, including without limitation those listed directly or by reference in the Master Agreement between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to comply shall constitute a material breach of this contract.

Termination for Convenience. The CITY may terminate this contract, in whole or in part, at any time by written notice to the Contractor when it is in the CITY's best interest. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to CITY to be paid the Contractor. If the Contractor has any property in its possession belonging to CITY, the Contractor will account for the same, and dispose of it in the manner CITY directs.

Termination for Default. If the Contractor does not deliver supplies in accordance with the contract delivery schedule, or if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the CITY may terminate this contract for default. Termination shall be affected by serving a Notice of Termination on the Contractor setting forth the manner in which the Contractor is in default. The Contractor will be paid only the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the CITY that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Contractor, the CITY, after setting up a new delivery of performance schedule, may allow the Contractor to continue work, or treat the termination as a Termination for Convenience.

Opportunity to Cure. The CITY, in its sole discretion may, in the case of a termination for breach or default, allow the Contractor [an appropriately short period of time] in which to cure the defect. In such case, the Notice of Termination will state the time period in which cure is permitted and other appropriate conditions.

If Contractor fails to remedy to CITY's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within [10 days] after receipt by Contractor of written notice from CITY setting forth the nature of said breach or default, CITY shall have the right to terminate the contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude CITY from also pursuing all available remedies against Contractor and its sureties for said breach or default.

Waivers for Remedies for any Breach. In the event that CITY elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this contract, such waiver by CITY shall not limit CITY's remedies for any succeeding breach of that or of any other covenant, term, or condition of this contract.

Civil Rights and Equal Opportunity

The CITY is an Equal Opportunity Employer. As such, the CITY agrees to comply with all applicable Federal civil rights laws and implementing regulations. Apart from inconsistent requirements imposed by Federal laws or regulations, the CITY agrees to **comply with the requirements of 49 U.S.C. § 5323(h)(3) by not using any Federal assistance awarded by FTA to support procurements using exclusionary or discriminatory specifications.**

Under this Agreement, the Contractor shall at all times comply with the following requirements and shall include these requirements in each subcontract entered into as part thereof.

1. **Nondiscrimination.** In accordance with Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, disability, or age. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
2. **Race, Color, Religion, National Origin, Sex.** In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e *et seq.*, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. chapter 60, and Executive Order No. 11246, "Equal Employment Opportunity in Federal Employment," September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it, referenced in 42 U.S.C. § 2000e note. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, or sex (including sexual orientation and gender identity). Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
3. **Age.** In accordance with the Age Discrimination in Employment Act, 29 U.S.C. §§ 621-634, U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations,

“Age Discrimination in Employment Act,” 29 C.F.R. part 1625, the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 *et seq.*, U.S. Health and Human Services regulations, “Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance,” 45 C.F.R. part 90, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

4. **Disabilities.** In accordance with section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 *et seq.*, the Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 *et seq.*, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against individuals on the basis of disability. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

Disadvantage Business Enterprise (DBE)

The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the CITY deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible. 49 C.F.R. § 26.13(b).

Contractors are required to pay subcontractors for satisfactory performance of their contracts no later than 30 days from receipt of each payment the CITY makes to the Contractor per 49 C.F.R. § 26.29(a).

The DBE participation goal for this contract is set at 0%.

Debarment, Suspension, Ineligibility and Voluntary Exclusion

The Contractor shall comply and facilitate compliance with U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 C.F.R. part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” 2 C.F.R. part 180. These provisions apply to each contract at any tier of \$25,000 or more, and to each contract at any tier for a federally required audit (irrespective of the contract amount), and to each contract at any tier that must be approved by an FTA official irrespective of the contract amount. As such, the Contractor shall verify that its principals, affiliates, and subcontractors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or City to be:

- a) Debarred from participation in any federally assisted Award;
- b) Suspended from participation in any federally assisted award
- c) Proposed for debarment from participation in any federally assisted award
- d) Declared ineligible to participate in any federally assisted Award;
- e) Voluntarily excluded from participation in any federally assisted Award; or
- f) Disqualified from participation in any federally assisted Award.

By signing and submitting its proposal, the bidder certifies as follows:

The certification in this clause is a material representation of fact relied upon by the CITY. If it is later determined by the CITY that the bidder knowingly rendered an erroneous certification, in addition to remedies available to the CITY, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder agrees to comply with the requirements of C.F.R. 2 part 180, subpart C, as supplemented by 2 C.F.R. part 1200, while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder further agrees to include a provision requiring compliance in its lower-tier covered transactions.

6.0 EVALUATION OF PROPOSALS: SELECTION FACTORS

The criteria set forth below will be used in the receipt of proposals and selection of the successful Applicant.

The City Proposal Analysis Group (PAG) will review and evaluate each proposal and selection will be made based on the criteria listed below. Applicants submitting proposals shall include with that proposal statements on the following:

- 1.1** Ability to Meet Scope of Service Requirements (25 points)
- 1.2** Evidence of the contractor’s ability to perform the work based on the tasks and deliverables (10 points)
- 1.3** Credentials and related experience for the firm and key staff (30 points)
- 1.4** Proposal format (10 points)

- 1.5 Compliance with Contractual Terms (5 points)
- 1.6 Cost of Service (20 points)

The PAG will collectively develop a composite rating that indicates the group's collective ranking of the highest-rated proposals in descending order. The PAG may then conduct interviews with only the top-ranked competitor, usually the top two (2) or three (3) depending upon the number of proposals received. Negotiations shall be conducted with applicants so selected. The PAG may request a Best and Final Offer(s) (BAFO) and/or make a recommendation for the Contract award.

7.0 INSTRUCTIONS FOR SUBMITTING PROPOSALS

Preparation and Submission of Proposals

- A. Before submitting a proposal, read the ENTIRE solicitation including the Terms and Conditions. Failure to read any part of this solicitation will not relieve a Bidder of the Contractual obligations.
- B. Pricing must be submitted on RFP pricing form only. Include other information, as requested, or required.
- C. All proposals must be submitted to the Office of Finance Purchasing Agent in a sealed container. The face of the sealed container shall indicate the RFP number, time and date of opening, and the title of the RFP.
- D. All proposals shall be signed in ink by the individual or authorized principals of the firm.
- E. All attachments to the RFP requiring execution by the Bidder are to be returned with the proposal.
- F. Proposals must be received by the Finance Department prior to 5:00 p.m., local Central Standard Time on **October 10th, 2023**. Proposals or unsolicited amendments to proposals received by the City after the acceptance date and time will not be considered. Proposals will be publicly accepted and logged in at the time and date specified above.
- G. Proposals may be either mailed to the City of University City, c/o Finance Department, 6801 Delmar Boulevard, University City, MO 63130, or hand-delivered to the City of University City, Finance Department. Faxed and emailed proposals will not be accepted.
- H. Each Bidder shall submit one (1) original and three (3) copies of their proposal to the City, Finance Department, as indicated on the cover sheet of this RFP.

University City, Missouri

6801 Delmar Boulevard
University City, MO 63130

**Document Scanning and Archiving Project
PROPOSAL SUBMISSION FORMS**

THE FIRM OF: _____

Address: _____

FEIN _____

Hereby agrees to provide the requested services as defined in Request for Proposal RFQ for the price as stated in the price proposal.

PRICING INFORMATION

TOTAL PRICE (Exhibit 1): \$_____

A. Return the following with your proposal. If Bidder fails to provide their proposal, items shall be provided within twenty-four (24) hours of proposal opening.

ITEM:	INCLUDED: (X)
1. W-9 Form:	_____
2. Certificate of Insurance:	_____
3. Addenda, if any (Informality):	_____

B. Failure to provide the following items with your proposal shall be cause for rejection of proposal as non-responsive and/or non-responsible. It is the responsibility of the competitor to ensure that it has received all addenda and to include signed copies with their proposal.

ITEM:	INCLUDED: (X)
1. Addenda, if any:	_____
2. Payment Terms:	_____
3. Delivery Within:	_____
4. Minimum Qualification Documentation (4.0):	_____
5. References:	_____
6. Exhibit 1 Pricing Page	_____

Person to contact regarding this proposal: _____

Title: _____ Phone: _____ Fax: _____

E-mail: _____

Name of person authorized to bind the Firm: _____

Signature: _____ Date: _____

By signing and submitting a proposal, your firm acknowledges and agrees that it has read and understands the RFP documents.