



GEAUGA COUNTY BOARD OF COMMISSIONERS

Walter M. Claypool Timothy C. Lennon Ralph Spidalieri

DEPARTMENT OF JOB AND FAMILY SERVICES
12480 Ravenwood Drive, P.O. Box 309, Chardon, Ohio 44024

Craig A. Swenson,
Executive Director

REQUEST FOR QUOTE

Preparing and Scanning Geauga County Job & Family Services

Closed Child Protective Service & Adoption Case Files

Geauga County Job and Family Services (GCJFS) seeks quotes to prepare and scan several years' worth of closed Child Protective Service and Adoption case files located at 12480 Ravenwood Drive, Chardon, Ohio, 44024.

Issue Date: June 18, 2018
Deadline for Responses: July 20, 2018 at 3:00 p.m.

Questions regarding this RFQ must be received no later than July 13, 2018 at 1:00 p.m. by Rachael Tetlow, Administrative Assistant, via e-mail to rachael.tetlow@jfs.ohio.gov (subject line: "RFQ Question") or by letter to Geauga County Job & Family Services, Attn: Rachael Tetlow, P.O. Box 309, 12480 Ravenwood Drive, Chardon, Ohio 44024.

I. OVERVIEW

A. Agency Description:

Geauga County Job and Family Services (GCJFS) is a county social service agency providing child support enforcement, child protective services, work and family assistance programs, employment and training services, and emergency services to the residents of Geauga County.

B. Requested Services:

GCJFS seeks quotes to prepare and scan several years' worth of closed Child Protective Service and Adoption case files. Approximately 1,000 case files in total. Each file can range from few pages up to two boxes.

C. Scope of Work:

GCJFS is seeking a company to provide work and services including, but not limited to the following:

1. Files must be prepared by removing staples, paperclips, rubber bands, and/or other bindings.
2. Files will be scanned, in order, as 300 dpi TIFF images and arranged as a multi-page TIFF for each case file.
3. GCJFS will provide case files, arranged alphabetically, in standard file storage boxes, each of which will contain approx. 2,500 to 3,000 pages of varying shapes and sizes, some of which are printed on both sides. Every item in the case file must be scanned.
4. Each box will be clearly labeled confidential, along with the start and end file name, contain a list of all files within the box, as well as the box number of the total number of boxes in the project.
5. GCJFS will provide an Excel spreadsheet containing Last Name, First Name, Case Number, Last Year Closed, and File Type for indexing purposes.
6. Each case file will contain a target which must be scanned first.
7. Files may contain non-scannable media, vendor will need to contact Rachael Tetlow, Administrative Assistant, via e-mail to rachael.tetlow@jfs.ohio.gov to determine how to proceed with scanning that particular case file.
8. Documents will be scanned black/white.
9. Photos must be scanned in color.
10. Loading, unloading, and transportation of the records will be done at vendor's expense.
11. All files are highly confidential and must be kept secure at all times.
12. Selected vendor will be required to sign a confidentiality agreement.
13. There may be occasions when a file in vendor's custody may need to be accessed. Vendor will need to retrieve, scan, and email the needed file within one business day. If the actual paper file is required, arrangements for pick-up of the file must be made by the requestor with the vendor.
14. Once images have been quality controlled by the vendor to ensure complete readability and everything within the file was scanned, paper files will be returned to GCJFS at the vendor's expense.
15. TIFF images will be delivered to GCJFS in a timely manner at vendor's expense for eventual storage.
16. GCJFS will use FastStone Image Viewer software to view the TIFF images.
17. Vendors shall include the mode of transfer of files with their quote.
18. Records will be made available for viewing prior to the submission of quotes on Wednesday, July 11, 2018 between noon – 4:00 pm and Friday, July 13, 2018 between 8:00 am - noon. Please contact Rachael Tetlow, 440-285-1266 or rachael.tetlow@jfs.ohio.gov to set up an appointment to view the records. Vendors wishing to view the files will be required to sign a confidentiality agreement.
19. Selected vendor must submit the necessary paperwork to become a registered vendor with the Geauga County Auditor's Office before the provision of services may begin or financial obligation is incurred.
20. Files will not be boxed until after selected vendor has been registered with the Geauga County Auditor's Office and a contract has been signed by both parties.
21. Start date of the project will be determined by GCJFS in conjunction with vendor.

D. Submission Process:

Price quotes must include total project cost. GCJFS is tax exempt.

1. Submission Due Date:
All quotes must be received no later than **Friday, July 20, 2018 at 3:00 PM**. Late submissions will not be accepted.
2. Submission Location: All quotes must be mailed, faxed, or delivered to:
Attn: Rachael Tetlow

Geauga County Job & Family Services
P.O. Box 309
12480 Ravenwood Drive
Chardon, Ohio 44024

E. Incurred Costs:

GCJFS assumes no obligation, responsibility or liability for costs incurred by the offeror prior to the issuance of a contract.

II. TERMS AND CONDITIONS

- A. Questions regarding this RFQ must be received no later than **July 13, 2018 at 1:00 p.m** by Rachael Tetlow, Administrative Assistant, via e-mail to rachael.tetlow@jfs.ohio.gov (*subject line: "RFQ Question"*) or by letter to Geauga County Job & Family Services, Attn: Rachael Tetlow, P.O. Box 309, 12480 Ravenwood Drive, Chardon, Ohio 44024.
- B. GCJFS reserves the right to reject, in whole or in part, any quote that GCJFS has determined, using the factors and criteria GCJFS developed pursuant to ORC 307.862, would not be in the best interest of the county.
- C. GCJFS may conduct discussions with offerors who submit quotes for the purpose of clarifications or corrections regarding a quote to ensure full understanding of, and responsiveness to, the requirements specified in the request for quotes.
- D. GCJFS reserves the right to negotiate with the offeror who submits the quote that GCJFS determines is the most advantageous to the county based on the rankings performed by GCJFS pursuant to ORC 307.862 (A)(6) and including any adjustment to those rankings based on discussions conducted pursuant to ORC 307.862(A)(7).
- E. An offeror may withdraw the offeror's quote at any time prior to the award of a contract. GCJFS may terminate negotiations with an offeror at any time during the negotiation process if the offeror fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If GCJFS terminates negotiations with an offeror, GCJFS shall negotiate with the offeror whose quote is ranked the next most advantageous to the county according to the factors and criteria developed pursuant to ORC 307.862(A)(1).
- F. Upon approval, a purchasing agreement or contract must be negotiated and signed before the provision of services may begin or financial obligation is incurred. This RFQ is not a contract and does not obligate GCJFS to pay for costs incurred prior to execution of a written contract.
- G. GCJFS reserves the right to accept or reject any or all quotes submitted in response to this RFQ. GCJFS also reserves the right, based on financial considerations, to choose not to prepare and scan the files.

III. EVALUATION PROCESS AND AWARD CRITERIA

The primary consideration in awarding a contract to an offeror is based upon the project cost and the offeror's experience to meet the criteria.

The process for evaluating quotes includes:

- A. An evaluation of the quotes based on the award criteria and final ranking of the offerors' quotes.

- B. Recommendation to GCJFS Executive Director.
- C. All decisions of GCJFS regarding the awarding of the contract shall be final. GCJFS reserves the right to reject a quote for any reason. GCJFS shall not be bound to accept the lowest unit cost or lowest overall bid.
- D. Quotes meeting the minimum requirements will be evaluated using the following award criteria:
 - 1. Price: 70%
 - 2. Quality of work: 25%
 - 3. Estimated start date of work: 5%

IV. QUOTE FORMAT AND SUBMISSION

Offerors' price quotes shall include the following components:

- A. Cover Sheet
 - 1. Printed on company letterhead and signed by an individual who is authorized to bind the organization contractually.
 - 2. The signature must include the title or position the individual holds in the organization. Contact person's name, title, phone number, fax number, and e-mail address.
- B. Detailed pricing information, including any service fees, hourly rates, document preparation fees, and the cost per image since the total cost will depend upon the actual image count, which will remain unknown until all files are scanned.
- C. Provide a list of local or government agencies, similar to GCJFS, for which your company has performed similar work. GCJFS may contact those agencies to discuss the quality of work performed by your company. Please include the agency or government entity name, a contact person, and their phone number.
- D. Date company could begin working on the project and estimated length of time to complete the project. (Start date of project will be determined by GCJFS in conjunction with vendor.)