

Holmes County Consolidated School District



Holmes County Consolidated School District
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Contact Information

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RFP 2020 – 01

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Document Management Request for Proposals

Thank you for your interest in doing business with Holmes County Consolidated School District (HCCSD). The objective of this document is to solicit proposals to provide a document management system for student records and human resource documents. All proposals must be submitted to the Holmes County Consolidated School District Business Office in a sealed envelope/package marked, "Document Management Bid", no later than 5:00 p.m. on Friday, March 20, 2020. Neither dating of the RFP form nor placing the RFP in the mail by this date shall meet legal requirements; the formal RFP document must be received in the Business Office of the Holmes County Consolidated School District on or before the submission deadline.

HCCSD reserves the right to reject any and all RFPs received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this RFP document prior to submitting an RFP proposal. All Vendors will receive equal consideration and the assurance of unbiased judgment in determining whether their product or service meets specifications and the educational needs of the school district. HCCSD shall fairly evaluate all formal RFP proposals submitted and purchase only those products and/or services which meet the specifications as written. All decisions rendered shall strive to achieve the greatest value from every tax dollar expended. HCCSD shall make no discrimination based on race, color, creed, religion, or national origin, in either the product evaluation process or in transacting business with Vendors or Vendor representatives.

Each Vendor is responsible for ensuring the competitive proposals are delivered to the Holmes County Consolidated School District by the deadline and assumes all risks of delivery. Proposals and modifications received after the time designated in the RFP will be considered late and will not be considered for award. Incomplete proposals will not be evaluated and will not be returned for revisions. No faxed or emailed copies will be accepted. The proposals must be signed by an authorized official.

The advertising and publishing of this RFP has met all legal requirements (Mississippi Code of 1972, Annotated, §31-7-13), hence the requirement to offer public notice of the intent of HCCSD to solicit RFPs via this RFP document has been satisfied.

This document is to serve as an invitation to all qualified vendors to extend to HCCSD, an offer, for the sale of all products and/or services specified herein. It is the purpose of this RFP document to clearly define "open" and "competitive" product or service RFP specifications. All items on this RFP are to be as specified or HCCSD approved equal.

Net Prices

In all cases, prices quoted are to be net including all applicable discounts. A separate price shall be offered for each item and not in combination with other items (unless the grouping of items is otherwise allowed as defined in the specifications). Unit price shall prevail in case of a conflict between unit and total price (extension); written price shall prevail in case of a conflict between written and enumerated pricing. Vendors are instructed to **round off all unit pricing and extensions to the nearest whole cent; i.e., round the pricing to two places to the right of the decimal point only**. All items for which pricing is submitted which is other than two places to the right of the decimal shall be accepted; however, all digits beyond a whole cent (more than two places to the right of the decimal) shall be ignored in the RFP analysis process and the unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.

Payment and Invoicing

Unless otherwise indicated in the detailed specifications of this RFP document; HCCSD shall make remittance in a **single lump sum** payment **following satisfactory delivery of all items** listed on the purchase order or following satisfactory performance (final inspection) of all services as specified in the contract. HCCSD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoicing for same, but only after all items included on the purchase order or contained in the contract are delivered and/or satisfied.

It is mutually understood that invoices submitted against Multi-Year or Open Purchase Orders, remittances are processed based on the contracted scheduled agreement prior to the purchase order being generated. Only **Multi-Year** and **Open Purchase Orders** have multiple invoices received for remittance for payment. Professional Services, materials and other such services; invoices are submitted for payment in intervals following satisfactory delivery of ALL services and /or performance of ALL services indicated in the contracted agreement between said vendor and HCCSD for that time period, following inspection if applicable.

Performance Penalty

The Consultant is subject to a 10% penalty on this Agreement for the 2020-2021 school year if the objectives of this Agreement are not satisfied. The District will withhold 10% of the total contract for final payment to be made after the academic objectives are satisfied.

Default and Delays

Upon failure of the Vendor to deliver all of the items ordered or to render service, within the time set or allowed, the successful Vendor shall be considered in default, in which case HCCSD reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or furniture and equipment, on the open market or secure the manufacture, delivery, and installation thereof by contract or otherwise. The Vendor shall be charged with any cost occasioned by HCCSD whether said cost is the same as originally accepted or any excess cost.

Damage to District Property

Any damage or loss to HCCSD property as a result of any action by the Vendor in the delivery, execution or performance of any item or service stated in these specifications shall be repaired or replaced to the satisfaction of designated HCCSD personnel, at the Vendor's cost, within a reasonable time.

Guarantee

Each Vendor, by presenting an RFP under these specifications, binds himself to make positive that all goods are fully up to the standards set by the specifications. Should it be discovered within a reasonable period of time from the date of purchase order or contract that such goods or services are not up to standard, HCCSD shall have the right to have such goods or services replaced by others conforming to the standard requirements and the entire expense be borne by the Vendor. The Vendor shall agree to guarantee and warrant all equipment provided as a result of this RFP for a period equal to the stated guaranty/warranty in the specifications. All such warranties shall provide the coverage as indicated in the specifications.

Acceptance and Award of RFP Proposals

The Vendor's RFP proposal, once submitted and accepted as a valid RFP by HCCSD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to HCCSD as per the terms of the RFP specifications, all products and/or services contained therein. RFP proposals are subject to acceptance by HCCSD at any time within forty-five (45) calendar days following the RFP opening date. Consequently, all price quotations shall be effective for a minimum of forty-five (45) calendar days and a maximum period as indicated in the specifications. All RFPs must be valid for the effective dates stated in the specification, if applicable.

Award of contract shall be made to the Vendor whose RFP, conforming to the specifications, is deemed to be the most advantageous to HCCSD, price and all other factors considered. The Vendor acknowledges the right of HCCSD to reject the RFP, in part or in total, if the Vendor fails to submit the data required in the specifications, or if the RFP is in any way incomplete or irregular. Under no circumstances may a Vendor deliver, install, or perform any service as specified in these specifications without written authorization from HCCSD (i.e., a duly issued purchase order or signed contract). All formal RFP proposals shall be approved by the Board of Trustees prior to the award of the RFP.

The Vendor shall be issued a purchase order document, which shall be deemed acceptance of the RFP proposal offer made by the Vendor, for all items and/or services approved by the Board of Trustees and awarded as a result of this RFP. However, if in the opinion of HCCSD a contract document is required to authorize the award of the RFP, Vendor agrees to sign and execute all such contract documents as required in the written specifications.

NOTE: If Vendor policy requires that HCCSD sign Vendor contract documents, a sample of all such documents shall be included with the RFP proposal and shall become a part of the Vendor's RFP proposal.

Proposal awards are based on the availability and continuation of funding. In the event of funding reduction, this award can be rescinded at any time.

Submission of RFP Proposals Instructions

RFPs, once completed, should be placed in a sealed envelope. On the outside of the envelope, list the company's name/address, RFP number as they appear on the RFP proposal in order that the RFP may be accurately registered upon receipt. Failure to comply with the above submittal instructions will cause proposals not to be registered or cataloged to appropriate file. Original RFP documents must be listed at the forefront of all the submitted proposal from interested parties.

Background Information

Holmes County Consolidated School District prides itself in offering an excellent educational experience to over 2,900 students in Holmes County, MS at three elementary schools, one middle school, one K-8 school, and one high school.

The district website URL is <http://www.holmesccsd.org>

Interpretation of Guidelines

The apparent silence of any details or the omission from the specification of a detailed description concerning any point shall be regarded as meaning that only the best available units shall be provided and the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this guideline. HCCSD reserves the right to ask questions of a clarifying nature once proposals have been opened, interview any or all vendors that submit proposals, or make recommendations based solely on the information contained in the proposals submitted.

Experience and References

The vendor should provide five references, preferably from Mississippi school districts. The name of the organization, project manager contact information, and a general scope of services provided should be stated for each reference.

Bid Award Process

An Evaluation Committee consisting of HCCSD personnel will evaluate and score each proposal based on the quality of the proposed activities and the evidence provided to demonstrate the capacity of the vendor to meet the requirements of the RFP.

Each proposal will be evaluated using the scoring rubric below. The bid will be awarded based on best-value to HCCSD. Weighted factors contributing to the award are included in the following breakdown:

Weighted Factor Breakdown:	
FACTOR	WEIGHT
Cost of Services	40
Security of Paper & Digital	30
Records Design/Features/Ease of Use	20
References	10
TOTAL	100

Points awarded for Cost of Services will not be subjective but will be based on a fixed formula. The formula for awarding points for the factor of cost will be:

Dollar amount of lowest priced vendor = LPV

Dollar amount of each responding vendor except the lowest price vendor = RV

Each vendor's Cost of Services points awarded = $40 * LPV / RV$

Therefore, the lowest priced vendor will be awarded 40 points for the Cost of Services factor. All other vendors will be awarded points based on their proximity in price to the lowest priced vendor. Example: A vendor with a bid twice as expensive as the lowest priced vendor will mathematically receive 20 points.

The evaluators will weigh all factors other than Cost of Services and References on a five-point scale up to the maximum points available in each weighted factor. Example: for "Design/Features/Ease of Use", judge(s) will award either: 0, 5, 10, 15 or the maximum 20 points. Points will be awarded for References on a two-point scale.

Award or Rejection of Vendor Proposals

The final award will be made to the vendor offering the solution deemed to be in the best advantage to HCCSD. HCCSD will be the sole judge in making such determination. HCCSD reserves the right to reject any or all proposals. Although cost is the primary evaluation factor, it will not be the sole factor considered. The decision as to the acceptance of any proposal is final. The final award of this proposal is contingent upon the approval of the board of education.

Scope Of Work

Project overview: The district stores paper student records at each school in filing cabinets. The central office stores paper special education records and staff records in filing cabinets. HCCSD maintains records in compliance with federal and state laws and regulations and district policy. The district seeks to safeguard paper records it maintains by capturing images of the documents and storing them along with associated metadata in an online document management system. The district hopes to form a partnership with a company to convert all of these records to a digital format in the future. The first step in that process, and focus of this RFP, is to convert student and staff records located the central office. The district welcomes recommendations not contemplated in this Scope of Work to increase efficiency, improve quality, or reduce cost.

The district's partnership with a vendor will:

- Preserve documents and prevent deterioration
- Ensure uninterrupted access to documents, even during the scanning process
- Include an accurate image and metadata capture
- Provide for storage and destruction of paper documents after scanning
- Provide for secure, permanent storage of electronic files and easy access by authorized users

HCCSD maintains records of former students. Key metrics and features of the collection:

- The documents vary in size, up to 11x17 inches. Most documents are 8.5x11 inches.
- The document papers vary in thickness and weight. Most are standard-weight paper, suitable for copying and printing.
- Nearly all documents are contained within cumulative folders. Many of the cumulative folders have printed or handwritten student data on all sides. The district expects to capture images of data on the folders in addition to any documents contained within, if deemed necessary.
- Many documents are stapled, folded, nested and otherwise in a non-loose configuration inside the folders.

Document Indexing: Proposals will discuss a method of accounting for the paper documents to ensure all are scanned and none are lost or destroyed. Any index created to facilitate document tracking will be provided to the district.

Proposals for off-site processing at a vendor's facility will address at least the following issues:

- Preparation required before the documents leave the district office
- Shipping arrangements to transport the documents to the vendor's facility
- Safety and security at the vendor's facility to prevent damage, loss, and unauthorized access

Access to Documents During the Scanning Process: During the scanning process, the district will have uninterrupted access to its documents. Proposals will explain a process for receiving requests from the district to supply documents. In addition, proposals will discuss the time required to respond to a request and the method for securely delivering documents.

Scanning: Scanning will capture all information contained within each student's file, and the file folder itself. Further requirements:

- Images will be created in single-page TIF format or another format the vendor proposes as required by a document management system.
- Resolution will be at least 200 dpi.
- Scans will be in color.
- Images will be output in the correct page orientation. That is, images will be rotated to display in landscape or portrait orientation as appropriate for the text and other content to be easily readable by users from a document management system.
- Scanned images will be output with the same foreground and background tones as existed in the original document. That is, an original page with white background and black text will be displayed in the scanned image with white background and black text.
- Each set of images concerning a single student will be associated via metadata to ensure all documents for that student are accessed together.
- Images that are part of each student's electronic file will be displayed in the order they existed in the original physical file. No shuffling or reordering of the images will occur as part of the scanning process.

Proposals will address the vendor's ability to comply with scanning requirements and any further measures the vendor will take to ensure high-quality images and complete scanning of every document.

Metadata Capture: A minimum of the following metadata will be associated with each electronic file:

- Last name
- First name
- Date of birth

Files will need to be examined individually to identify and capture metadata. Metadata will be uploaded along with associated images and mapped to the appropriate document management system database fields.

Proposals will discuss the vendor's ability to comply with metadata capture requirements and any further measures the vendor will take to ensure accurate and complete metadata capture from every student file.

Quality Control: The scanning process will include rigorous quality controls. Proposals will provide a description of the vendor's quality-control process including verification of high-quality images and accurate and complete metadata capture.

Corrections: District staff will carry out a thorough review following the upload of images and metadata to a document management system to ensure quality and completeness. When the district detects a pattern of errors such as missing metadata from a large section of files or failure to upload a file, the district project manager will request corrections from the vendor. The district project manager will determine whether an error is isolated or part of a pattern.

Vendors will accommodate all requests for error corrections to ensure up to 100 percent accuracy and completeness. Proposals will discuss:

- A process for receiving, evaluating, and responding to requests for corrections
- How corrections will be completed, such as by re-scanning or re-capturing metadata and re-uploading files to the document management system
- The maximum time required to complete corrections and report completed corrections to the district

Document Management System: Any proposed document management system must provide for a safe and secure redundant web storage solution. Any proposed system must accommodate user provisioning. Proposals will specify the software required for end users to review and change the files once they are stored in a document management system.

Proposals for the document management center will address at least the following issues:

- Encryption and other electronic security measures
- Data center physical security
- Data center scalability, reliability, and redundancy
- Backups
- Pricing structure for the current data storage requirement and future expansion

Training: Train district staff on the process of accessing data that has been imaged. Training must be on-site at a district location.

Pricing: HCCSD is seeking a turnkey solution for converting paper records to digital records. All one-time costs and/or term-based costs necessary to provide the services detailed in the scope of work should be included in line-item detail somewhere in the proposal. The sum of all of these costs should be included.

Vendors should also specify somewhere in the response how future projects would be priced based on varying quantities of records.

Holmes County Consolidated School District
Proposal Form Document Management System

Vendors must complete this "Proposal Form". The completed form should be the first document located in the sealed envelope/package. This form should include the total cost of all components of the solution. Vendors should also provide their own cost allocation sheet that lists the cost of each individual component of the proposal and any available options.

Vendor Name:	
Vendor Location (City, State):	
Total Bid Amount:	\$
Total Bid Amount in Words:	

ASSURANCES AND SIGNATURE FORM***In submitting this application, I certify that:***

1. The organization will comply with applicable federal, state, and local policies and procedures.
2. Services will be provided under the supervision of highly qualified teachers and/or administrators.
3. The organization will maintain professionalism and confidentiality.
4. The organization is fiscally sound and will be able to complete services to the local educational agency.
5. The organization will ensure that the services provided are aligned with the guidelines established for Cumulative Folders and Permanent Records by the Mississippi Department of Education (MDE).
6. The organization will comply with applicable federal, state, and local health, safety, and civil rights laws.
7. Provisions that subject all individuals employed by or otherwise associated with the approved provider, including volunteers, support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check contained in law, including, Education Laws 305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(11), 1950(4)(mm), 2503 (18), 2503(19), 2554(25), 2554(26, 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), and 3035.
8. All services will be secular, neutral, and non-ideological.
9. The organization will provide the local educational agency with information regarding implementation of proposal initiatives in increasing achievement, in a format, and to the extent practicable, a language or other mode of communication such that district personnel, parents / legal guardians, and community members can understand.

The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for denying the applicant's request for approval.

Name of Organization

Printed Name of Authorized Representative

Signature of Authorized Representative

Date Signed