

Town of Sennett
Request for Quotation for Preferred Source Document Scanning Vendor,
Records Management Software and Accessories
Document Conversion and Access Services
January 19, 2024

The Town of Sennett, located in Cayuga County, NY, is requesting quotations from qualified vendors for (1) records imaging through scanning, (2) records indexing, (3) integration of newly scanned records into a new cloud-based electronic document management software system, (4) purchase of cloud-based electronic document management system, and (5) training of Town Staff on the use of the cloud-based electronic document management system. This project seeks to (1) convert paper Building and Codes Department records to archival digital format with proper indexing and (2) properly integrate the newly digitized records into the Town's new electronic document management system. Project details are listed below.

Vendors may respond to the entire scope of work or portions thereof but must clearly indicate any scope items that they elect not to respond to. In your response, please include your fee schedule and itemized cost estimate with per-image costs according to specific activity, including scanning, indexing, prep work, and quality control. Include these activities as separate line items. Please note company qualifications specific to each item in the scope of work. If applying to the electronic document management system item, please include an overview of the software and its capabilities. If you have any questions, please contact Abigail Ritz by phone at 585-510-2456 or by email at abigail.ritz@mrbgroup.com. Minority- and Women-Owned Business Enterprise firms are encouraged to apply.

Submission:

Please submit electronic responses to Abigail Ritz by 12:00 P.M. on Monday, February 12, 2024, via email at: abigail.ritz@mrbgroup.com.

PROJECT REQUIREMENTS

Scope of Work:

The Town of Sennett seeks qualified vendor(s) to undertake the following tasks:

- (1) Convert paper records of the Town's Building and Codes Department to digital format through scanning. This task must include all necessary document preparation, including culling, removing fasteners, etc., and organizing the files to vendor preference. Any hand-marking on the file folders or documents will be scanned by the vendor. The Town will maintain a database of files to manage the exchange of records with the vendor.
- (2) Index the newly digitized Building and Codes Department records in accordance with the framework of the Town's new cloud-based electronic document management system/database.
- (3) Integrate (upload) the newly digitized Building and Codes Department records into the new electronic document management system. (If responding to this scope item, quoted fees must include all costs associated with this task, including any fees charged.)
- (4) Verify quality control of the documents.

- (5) Purchase a new electronic document management system for the Town's use. The system must be DOD-certified, cloud-based, have multiple users, and have mobile capability. If responding to this scope item, quoted fees must include any costs associated with this task, broken down by task; fees must also include one year's worth of initial software fees and the cost of training Staff on the use of the new system.

Conformance with NYS Archives Guidelines:

In implementing this scope of work, the vendor will follow all relevant New York State Archives' publications, including but not limited to:

- Records Retention and Disposition Schedule LGS-1
- Publication 00: Digital Imaging Guidelines (2022 update)
- Publication 42: Guidelines for Off-site Storage of Inactive Local Government Records
- Publication 63: Guidelines for Choosing Records Management Software
- Publication 77: Managing Imaging Projects (2022 update)
- Publication 40: Fundamentals of Managing Local Government Archival Records
- Publication 49: Administration of Inactive Records
- Publication ADV09.01: Using a Data Storage Vendor
- Publication ADV19.01: Quality Control and Content Verification of Digital Images (2020 Update)
- Publication: Using PDF/A as a Preservation Format

This RFQ incorporates by reference the generic guidelines for imaging contained in these documents, with clarification provided herein. If the products produced in the project do not meet the specifications, the vendor must immediately redo the appropriate portion of the project at its own expense.

This RFQ also incorporates by reference the 2024-2025 guidance for the Local Government Records Management Improvement Fund (LGRMIF). This project is the subject of an application for funding to the LGRMIF. If the project receives LGRMIF funding, the vendor will be expected to strictly follow the timelines and requirements specified by the LGRMIF program.

This RFQ also incorporates by reference Records Retention and Disposition Schedule LGS-1, last published in August 2020, with updates effective April 1, 2022.

Records to be addressed in this project are:

1. The records to be scanned, indexed, and integrated into the Town's new cloud-based electronic document management system are the Building and Codes Department's paper records. These records total an approximate volume of 107.5 cubic feet of paper records consisting of maps, permits, and other building-, code-, and zoning-related files. These records include:

107.5 cubic feet = 76,400 paper file documents located in the Building and Codes Office

Map (flat file) Files: 68.5 cubic feet

Paper Files: 39 cubic feet

Total Estimated Cubic Feet: 107.5 cubic feet

Flat File Total: 3,400 documents

Paper File Total: 70,400 documents

Timeline:

This project will be phased to maximize the efficient flow of operations. The vendor will pick up and deliver the document in up to three batches or all at once in accordance with a schedule to be established prior to beginning work. The total project will take the Town one year, but the scanning portion will be allocated three to four months. Kickoff will be determined by the NYS Archives award schedule for the 2024-2025 LGRMIF grant program.

Inspection:

The Vendor will perform technical inspection in accordance with the above-referenced NYS Archives specifications. The Town will also oversee content and quality control inspections of digital images. The Vendor will address errors in a timely manner.

Return of Records:

The original records will be returned to the Town in a timely manner according to a pre-arranged schedule.