



TOWN OF CANTON

REQUEST FOR PROPOSALS TO PROVIDE DOCUMENT SCANNING/INDEXING/SEARCH SERVICES

Responses due: March 17, 2010, Noon, EST

GENERAL INFORMATION

The Town of Canton, Connecticut, (hereafter referred to as “The Town” or “Town”), seeks an appropriate and qualified company to convert paper files (minutes) to digital format and house them in a program which allows for retrieval via a multi-level word search on the Town’s website. This project will be partially funded through the Historic Documents Preservation Grant Program and is therefore subject to the applicable timetable and restrictions provided by the Office of the Public Records Administrator at the Connecticut State Library.

SCOPE OF SERVICES

The following is a non-inclusive description of the goods and services to be provided:

- Scan and index into digital format all existing meeting minutes/agendas of the various Canton Boards and Commissions;
- Organize all digitized files by Board/Commission into a searchable database allowing instant retrieval of information; describe the system/software that would be used.
- Data/program should be able to be linked to the Town of Canton website for online public access;
- Data/program should allow for the addition of future meeting minutes/agendas by Town Hall staff; describe logistics of adding additional information; provide training guides.
- While work can be done in phases, all records removed from the Town Clerk’s office must be returned to the Town Clerk within seven (4) calendar days. The entire project must be completed by June 15, 2011.

SELECTION CRITERIA

Proposals will be reviewed and analyzed based on the following criteria:

- Respondent’s completion of all RFP requirements;
- Respondent’s experience providing similar services;
- Respondent’s professional references from prior serviced clients;
- Respondent’s ability to meet the Town’s project needs within a timely manner;
- Respondent’s proposed total cost (including travel costs);
- Respondent’s performance in possible interviews.

RFP TIMELINE

The projected timeline for this RFP is listed below and is subject to change:

EVENT	DATE
RFP Issued	2/26/2010
Deadline for RFP Submission	Noon on 3/17/2010
RFP Evaluations and Possible Interviews	3/17/2010-3/19/2010
Respondent Selected	3/19/2010
Contract Signed	Not later than 8/1/2010
Service Begins	Upon Grant Authorization

GENERAL CONDITIONS AND INSTRUCTIONS

Disclaimer: This Request for Proposals (hereinafter, "RFP") is not a contract offer.

Proposal Submittals: Proposals must be received at the Town Clerk's office no later than March 17, 2010, Noon EST. Respondents must submit one original and one copy. Proposals may not be provided by electronic mail or facsimile. Proposal must be hand delivered or mailed to:

Town Clerk
"Document Scanning/Indexing/Search Services"
4 Market Street
PO Box 168
Collinsville, CT 06022-0168

Arrangements to review the project material/Questions about proposal requirements:

Contact:
Linda Smith
Town Clerk
860-693-7870
lsmith@townofcantonct.org

Addendums: Addendum(s) to the RFP may be issued by the Town. When issued, addendum(s) will be posted on the Town's website (www.townofcantonct.org) under the "Request for Proposals" link. It is the Respondent's responsibility to check to see if RFP addendum(s) have been issued by the Town and to ensure that its proposal addresses all addendum(s).

Proposal Package Form: All proposals shall be typed. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal, or the party's authorized representative.

Late Proposals: Proposals received after the deadline for submission shall remain unopened.

Exceptions to RFP: Any and all exceptions of the Respondent(s) to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specification, submission of a proposal constitutes acceptance by the Respondent. The Town reserves the right to reject proposals which contain exceptions that the Town deems to be unacceptable.

Review of Proposals: The Town reserves the right to waive informalities, non-material defect, or clerical errors in any proposal. The Town also reserves the right to reject any and all proposals, or any part of a proposal, when said action is deemed to be in the best interest of the Town. The Town reserves the right to negotiate with one or more Respondents as it sees fit. Proposals will be evaluated based on what is in the best interest of the Town. Cost will not be the sole factor in evaluating proposals. No contract rights shall accrue to a Respondent unless and until the Town and the Respondent executes a binding contract.

Proposal Costs: All costs incurred in the preparation of the proposals will be borne entirely by the individual/firm submitter.

Ownership of Proposals: All proposals submitted become the property of the Town.

Freedom of Information: All proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

Period Commitment: Proposals shall be final and binding and may not be withdrawn or amended for one year from the date and time when proposals are due.

Irrevocability of Proposals: Respondent(s) may amend or withdraw their Proposals prior to this RFP's due date and time by submitting a clear and detailed written notice to the Town. Subject to the Period Commitment provision detailed therein, all Proposals become irrevocable after the date and time they are due.

Assignment and/or Subcontracting by Selected Respondents: Assignment and/or subcontracting by successful Respondent(s) to third party of any contract based on the Request for Proposal or any monies due is prohibited and shall not be recognized by the Town unless approved by the Town in writing.

Collusion: any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person responsible for said misrepresentation or collusion. In the event that the Town enters into a contract with any Respondent who is responsible for a misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty or damages.

Worker's Compensation Insurance: In accordance with the State of Connecticut Worker's Compensation laws, a person contracting with the Town must carry Worker's Compensation and Employer's Liability Insurance for all persons employed in the performance of services under this RFP. Selected Respondent shall provide the Town with a certificate verifying such coverage before commencing services under this RFP. Such policy shall require thirty (30) days notice to the Town in writing prior to alteration, cancellation, termination or expiration of any kind.

Commercial General Liability Insurance: Selected Respondent shall carry Commercial General Liability Insurance (Bodily Injury, Property Damage, Products and Completed Operations) in an amount of not less than one million dollars (\$1,000,000) per occurrence with a two million dollar (\$2,000,000) aggregate, combined single limit. Selected Respondent shall provide the Town with certificates verifying such coverage acceptable to the Town before commencing services under this RFP. Such policy shall require thirty (30) days notice to the Town in writing prior to alteration, cancellation, termination or expiration of any kind. All Commercial General Liability Insurance shall name the Town as additional insured and shall be primary and noncontributory to any valid and collectible insurance carried by the Town.

Defense and Indemnification: Any person contracting with the Town must, to the fullest extent permitted by law, indemnify, defend, and hold harmless the Town and its agents and employees from and against all claims, damage, loss or expense including reasonable attorney's fees arising out of or resulting from the performance of the contract. Selected Respondents shall pay any and all attorney's fees incurred by the Town its Agents, or its employees, in enforcing any of the selected Respondent's defense or indemnification obligations. In any and all claims against the Town, or any of its agents or employees, by any employee of a selected Respondent, or anyone directly or indirectly employed by a selected Respondent, or anyone for whose acts a selected Respondent is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or a selected Respondent under Worker's Compensation Acts, disability benefits acts, or other employee benefit acts.

Conflict of Interest: By submitting a proposal the Respondent certifies that no officer, agent or employee of the Town who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of the Town, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Respondent of the same call for proposals, and that the Respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm. Respondents must fully disclose, in writing, to the Town on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Respondent were to become a contracting party pursuant to this RFP. The Town shall review any submissions by Respondents under this provision and may reject any proposals where, in the opinion of the Town, the Respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Respondent were to become a contracting party pursuant to this RFP.

Rejection: The right is reserved to reject any and all, or any part thereof, of all bids or proposals when such action is deemed in the best interest of the Town.

Product Delivery: Selected Respondent shall deliver the finished product at its own cost to the Town Clerk, 4 Market Street, PO Box 168, Collinsville, CT 06022.

PROPOSAL FORMAT

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposals in accordance with the instructions outlined in this section. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. The proposal should be organized into the following major sections:

<u>Section</u>	<u>Title</u>
1	Submittal Letter
2	Table of Contents
3	Requested information
4	Fee Proposal Summary

Section 1: Submittal Letter

Respondents shall submit a cover letter addressed to Linda Smith, Town Clerk, signed by an authorized principal or agent of the Respondent which provides an overview of the Respondent's offer, as well as the name, title and telephone number of the person to whom the Town may direct questions concerning the proposal. The letter shall include a statement by the Respondent accepting all terms and conditions contained in this RFP, signed by an officer or other individual with authority to negotiate and contractually bind the firm.

Section 2: Table of Contents

Style of table of contents should mirror that of this document.

Section 3: Requested Information

Vendors must specifically describe how services, listed in the Scope of Services, would be delivered to the Town. In addition, vendor must provide professional references (company name, telephone number and contact person) for clients whom they've provided similar services.

Section 4: Fee Proposal Summary

Respondents shall summarize costs by completing the following one page form:

SECTION 4: FEE PROPOSAL SUMMARY

	FEE
Cost to scan, index into digital format and create a searchable database for all existing meeting minutes/agendas of the various Canton Boards and Commissions 2006-1980	
Cost to scan, index into digital format and create a searchable database for all existing meeting minutes/agendas of the various Canton Boards and Commissions 1980-previous	
Ongoing maintenance cost	
TOTAL	

NAME OF RESPONDING FIRM/INDIVIDUAL:

ADDRESS OF RESPONDING FIRM/INDIVIDUAL:

NAME OF AUTHORIZING AGENT:

SIGNATURE OF AUTHORIZING AGENT _____

DATE OF SIGNATURE _____