

# Request for Proposals

## Electronic/Film Imaging Services

April 21, 2021

### **I. Objective:**

The Riverside Local Agency Formation Commission (LAFCO) is requesting proposals from qualified professional firms to scan hard copy paper files into microfilm and electronic format compatible to current Laserfiche Software Version 10.1 Update 1 (10.1.1.254).

### **II. Background:**

LAFCO is responsible for changes in organization (boundary changes) for local agencies within the County of Riverside, which includes annexations, detachments, and incorporations. There is a case file for every proposal submitted to LAFCO, most of which have been scanned and converted to electronic Laserfiche data as well as microfilm. This is a routine process that this office will undergo every three to five years.

### **III. Scope of Services:**

#### **A. Workload**

The volume of work to be converted into electronic form and microfilm varies by the amount of case files processed by this office on an annual basis. Miscellaneous items such as public noticing documents and staff reports will need to be converted to electronic format and microfilm as well. The bulk of the work, however, is contingent upon LAFCO's annual caseload. For this project, there are approximately 90 case files for the years 2013-2018. Case file volume is highly variable, containing anywhere from a few dozen to several hundred pages. Rarely, a single file could have a few thousand pages of documents.

Your proposal must indicate where the files will be scanned, on site or in your facility, and include an itemized cost table. Proposals should be based on indexing up to three different fields for each case file; Completion Docs, Staff Report, and Other. Case files include documents in, both black/white and color, as well as papers sizes ranging from 8 ½ x 11 up to 11 x17.

Additionally, as part of this project we would like to scan all pre-LAFCO files. These files may include large format maps and onion skin paper. These pages are delicate in nature and may need to be scanned individually by hand. These files would need to be indexed by name of each city and type and name of each special district.

*The files have been prepared for scanning and are no longer stapled; therefore, it is extremely important that they remain in the order they have been placed. At no time shall differently size sheets be separated from the remainder of the case file. There*

*are approximately 29 single boxes (10"H x 12"W x 15"D) with documents to scan. All hard copies must be returned in their original boxes.*

#### B. Electronic Format

LAFCO is seeking the services from a professional firm that will scan color and grayscale paper documents into an electronic format. Once scanned into digital form, the data must be provided in a media that is easily transferrable. Under your firm's instruction, LAFCO must be able to load the scanned document files onto LAFCO's local Data Server. The data must also be compatible with our current Laserfiche Software Version 10.1 Update 1 (10.1.1.254).

The size of the documents to be scanned consist of letter (8 ½" x 11"), legal (8 ½" x 14"), some 11" x 17", and miscellaneous (8 ½" x 7") sheets. Each case file is divided into three sections and must be indexed by section. Each miscellaneous file will be divided by year and month. Additionally, each pre-LAFCO file will be indexed by name, type of district, and may include large format maps and delicate onion skin papers.

#### C. Microfilm

In addition to electronic conversion, LAFCO is seeking the services of a professional firm to convert hard copy files into microfilm. By law, aside from hard copy files, the only other form to permanently preserve our records is Microfilm. We are seeking two identical copies of the microfilm; one copy must be an original silver, the other must be diazo. The microfilm images may be made directly from the original documents or from the digital images. Scanned images must be of a sufficient resolution to preserve all relevant characteristics of the original documents.

#### IV. Budget:

The administration of the professional services agreement will be managed by LAFCO and the funding will come from our Adopted Final Budget for Fiscal Year 2020-21. As such, LAFCO has limited resources and time to accomplish its goals. In light of this, proposals that demonstrate that the final project will meet the requirements as described in the scope of services in a timely manner and at a low cost, will be looked upon most favorably.

A final budget amount for this project will be negotiated with the firm selected for the work as part of an agreement recommended to LAFCO for adoption. Subject to negotiation of a final agreement, it is anticipated that payments will be tied to task completion increments or other milestones. Work will not be authorized beyond the not to exceed amount disclosed in the contract pursuant to the negotiated agreement.

#### V. Schedule:

It is strongly desired that work be completed within 6 weeks of a professional services

agreement being executed. The final overall schedule for the project will be negotiated with the firm selected for the work prior to an agreement being recommended to LAFCO for adoption.

## **VI. Proposal Requirements:**

Responses to this Request for Proposals must indicate all the following:

1. A statement regarding the anticipated approach for this project.
2. A cost proposal including:
  - a. A draft scope of services:
    - Indicate whether the scanning equipment you utilize has an auto detection feature for black and white images versus color.
    - Indicate the type of electronic format (pdf, tiff, jpeg, etc.).
    - Confirm the use of diazo and silver microfilm.
    - Describe pick-up and delivery method.
  - b. The cost for each major task/product in the draft scope of services as presented in the proposal. This should include a table listing an itemized breakdown of cost and service/product i.e.:
    - Scanning per image cost.
    - Cost for the number of indexes.
    - Cost for conversion to microfilm (Silver Master Film, Diazo Duplicate)
    - Any additional costs for labor or materials.
3. What will the addition of new data to the network entail?  
The digital files must be easily transferable to LAFCO servers and readable by our current Laserfiche Software Version 10.1 Update 1 (10.1.1.254) without any additional modification/conversion.
4. Provide contact information for at least two references.
5. Provide a brief history/background of firm's work experience with government agencies. Please include public and private customers for which the firm has provided the same or similar services.
6. Identification of the firms contact person/project manager and a key technical contact if different.

LAFCO's Laserfiche software and files are available for on-site inspection by appointment with a minimum of 24-hour notice.

## VII. Submittal Requirements:

1. Proposals must be received, not postmarked, by 5:00 p.m., May 20, 2021.

DELIVER TO:

**Riverside Local Agency Formation Commission  
6216 Brockton Avenue, Suite 111-B  
Riverside, CA 92506**

OR BY EMAIL TO:

[Info@lafco.org](mailto:Info@lafco.org)

2. Proposals received after the exact date noted will be rejected and returned to the proponent unopened. *Note: If delivery is to be made in person, please contact our office at (951) 369-0631 to arrange a delivery time.*
3. All proposals must be unbound and/or in electronic format.
4. The proposals submitted should be titled: **Electronic/Film Archiving Services**, on the outside of a sealed envelope or package. All proposals, whether selected or rejected, shall become the property of the Riverside LAFCO.
5. LAFCO is not liable for any costs of preparation or presentation of proposals.
6. LAFCO will not be responsible for any proposal that:
  - Does not indicate the Request for Proposal, reference closing date and firm's name.
  - Is delivered to any address other than that provided above.
7. Proponents may not amend their quote after the closing date and time but may withdraw their proposal at any time.

## VIII. Selection Process:

1. Based on relevant work experience, the completeness of the response, cost, and the overall project approach identified in the proposals received, as well as the references provided, LAFCO may select a firm solely on the basis of the documentation submitted.
2. The firm selected will receive a draft professional services agreement/scope of services. A final agreement will be negotiated with the firm. Final selection will be made by LAFCO by approving a professional services agreement for the work to be completed.
3. LAFCO is not bound to accept the proposals that provides the lowest cost or price nor any proposal of those submitted.

4. If a contract is awarded as a result of the Request for Proposals, it shall be awarded to the firm who is responsible and whose proposal provides the best potential value to LAFCO. Responsible means the capability in all respect to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
5. Notice in writing to a proponent and the subsequent execution of a written agreement shall continue the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatsoever until the contract is signed.
6. The contract will contain the relevant provisions of the Request for Proposals. The successful proposal as well as such other terms as may be mutually agreed upon, whether arising from the proposal or as a result of any negotiations prior or subsequent thereto.
7. In the event of any inconsistency between this Request of Proposals and the ensuing contract the contract will govern.
8. LAFCO has the right to cancel this Request for Proposals at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent will have any claim against LAFCO as a consequence.
9. Any amendments made by the LAFCO to the Request for Proposals will be issued in writing and sent to all those that have received the documents.

#### **IX. Questions:**

LAFCO contracts with Onsite Computing Inc. for all information technology services. Questions regarding any technical specifications or requirements may be coordinated with Onsite Computing Inc. Please call our office and a contact will be provided upon request.

#### **LAFCO CONTACT:**

Elizabeth Valdez, Commission Clerk  
Riverside Local Agency Formation Commission  
6216 Brockton Avenue, Suite 111-B  
Riverside, CA 92506  
[evaldez@lafco.org](mailto:evaldez@lafco.org)  
(951) 369-0631

For general information about the Riverside Local Agency Formation Commission please visit our website at [www.lafco.org](http://www.lafco.org).

Thank you for your participation.