

EDUCATION SERVICE CENTER REGION 19 ALLIED STATES COOPERATIVE
RFP AWARD SUMMARY

RFP TITLE: Document Scanning, Records Management, and Related Services - ESC Region 19 Allied States Cooperative
RFP NUMBER: 20-7383
RFP OPENING DATE: August 14, 2020
CONTRACT TERM: Date of award until September 30, 2021 with 4 annual extension options.
FUNDING SOURCE: Various
RFP's ISSUED: 759
RESPONSES: 11
ADVERTISEMENT DATES: El Paso Times – July 13, 2020 & July 20, 2020

RECOMMENDED FOR AWARD: **Accurate Data Inc**
ARDEM, Incorporated
DataXport.Net LLC
doc2e-file Inc.
DRS Imaging Services, LLC
Global Solutions Group, Inc.
Professional Document Systems
Records Consultants, Inc.
Secure It Shredding (Governed Services LLC) HUB Certified
Starpoint Global Services (Starpoint, Inc.)
TOTAL (estimated) \$1,000,000.00/year

EXPLANATIONS:

Award of this solicitation will enable ESC Region 19 - Allied States Cooperative (ASC) to establish a contract with vendor(s) for Document Scanning, Records Management, and Related Services for those procurements made with federal, state or local funds. Evaluation and award recommendation were based on 70% pricing and services/qualifications and 30% references. Express Employment Professionals (Eddie Lee's Kovert Staffing) did not meet the scope of work and was not awarded. The awarded vendors' pricing and information can be found on the Award Detail spreadsheet.

SPECIFICATIONS, PREPARATION AND EVALUATION PROVIDED BY:

Rebecca Hernandez – ESC Region 19

Andrea Amiri – ESC Region 19

Renae Lawrence - ESC Region 19

Special Conditions

1. All proposals will comply with HIPAA and FERPA regulatory compliance requirements when applicable.
2. All proposals will provide specific data as to the areas of specialization the vendor serves.
3. Vendors agree that all ownership of goods/services provided under this contract are always owned by the member utilizing the service.
4. All vendors will provide their security, privacy, and technology in detail for award consideration.
5. In addition to insurance requirements, vendor will provide and and/or all other forms of security and redundancy utilized to ensure no data is lost or unaccounted for during the execution of any transactions that may result from this contract.
6. All charges, no matter how detailed, must be provided at the time proposals are submitted.
7. When software is part of the service, vendor must state in detailed terms what specific rights are of the ASC member in the event services are used in the event that ASC member decides to obtain these services through another source or to convert to in house services at a later date.
8. Vendor will provide detailed information regarding: 1) systems cost, 2) systems architecture, 3) dealing with existing records and paper, 4) uploading of new documents to an electronic format, and 5) specific ASC member record requirements that may include but not limited to City, County, University, Community College, Special Districts, Political Subdivisions, K-12 schools, charter schools, and various State Agencies.
9. If available, vendors should provide options for both in house records management and off-site records management of archived records and schedules for retention.
10. Vendor proposals should provide document scanning breakdown based on volume by the box (standard size records retention boxes and/or a per copy basis on a sliding scale both for on-site and off-site).
11. Any hourly rates for redundant services must be provided if applicable.
12. Vendors must outline in their proposals turnkey solutions for the goods and/or services offered from cradle to grave regarding compliance with Records Retention Policies of each entity choosing to utilize this contract. If only a particular service is offered, please indicate on the response all specific services.
13. Vendor must include detailed information regarding storage facilities, backup facilities, complete listing of all hardware (scanners, workstations, and other equipment) utilized in performing work, number of vehicles and their applications, number of full-time personnel and their job descriptions, as well as requirements by ASC members who wish to utilize the vendor's services.

Approved By: _____

Dr. Armando Aguirre

Date: _____

August 28, 2020