

TECHNICAL SPECIFICATIONS

1. SPECIFICATIONS: The specifications are listed below or on the Electronic Bid Price Sheet. Bidder will be responsible for meeting all specifications as outlined herein and on the Bid Price Sheet. Failure to comply with these requirements may be cause for Bid rejection or award cancellation.

2. SOFTWARE: Software included shall be compatible and use similar commands as Window based applications. Note, the ECM solution used by SCSD is FileBound Express.

3. GUARANTEE & WARRANTY REQUIREMENTS: Products will be free from defects in materials and workmanship and shall meet or exceed Florida Administrative Code 1b-26.003. The successful vendor shall be responsible for re-work of documents not meeting, or exceeding, the Florida Administrative Code 1b-26.003 at no cost to the District. Vendor agrees to complete re-work within fifteen (15) days of notification by the District. By my signature, I affirm my firm has the ability to meet, or exceed, Best Business Practices for scanning, and adheres to ANSI specification MS-44, for image capture. Our company meets or exceeds the State of Florida Administrative Code(s), or standards, and has instituted internal published quality control measures to assure the District said company meets or exceeds Florida Administrative Code 1b-26.003 for image capture, indexing and image file format. A copy of those Quality Control and Quality Assurance protocols must accompany firm’s proposal.

Signature Representative	of	Authorized	Name (Typed or Printed)	Date
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MINIMUM REQUIREMENTS

- 1. Vendor Experience Requirements
 - a. The successful vendor must be able to provide services either on-site or at

an established facility, licensed to do business in the State of Florida. Successful Vendor must have at least one staffer Certified as ECMp and ECMs. A copy of certifications must accompany firm's proposal.

b. Successful Vendor must understand and use MIKE 2.0 as a systems implementation tool. Vendor must provide a synopsis of MIKE 2.0 and must accompany firm's proposal.

c. Consideration will be limited to vendors with experience within the last 10 years providing similar services to local and state governments. The vendor must be able to supply names and contact information of at least three (3) Florida Agencies currently doing business with the vendor. These references should be included in the Respondent's Experience form, which must accompany firm's proposal.

2. Imaging and Conversion Requirements

a. Vendor must have the ability to deliver accurately indexed (see Section 3 of the Technical Specifications), high quality (see Section 2b of Minimum Requirements) scanned images at a rate of at least fifty (50) full, one (1) cubic foot, boxes per month. [Box volume approximately 10"H x 12"W x 15"D, commonly referred to as one cubic foot boxes].

b. District may require successful vendor to pick up as few as four (4) cubic foot boxes at one time, up to a possible maximum of 50 cubic foot boxes. Frequency of pick up is also at the District's discretion and may be as often as weekly. Please note, small pickups are the norm.

c. All file Images shall be indexed by name (first, middle, last, and appendix), student/personnel ID Number, and/or social security number, last school attended, date of birth and graduation date (if student graduated) from the data available within the file.

Please note; District is relying on the vendor to retrieve and key this data from documentation located within the file.

Lastly, not all of the information required in the database is located on any one, or even two pages, and the vendor may need to search through the records to locate all indexing information.

Indexing will occur from various locations and pages within the file folder. It is understood by the District, in some, a few, cases, not all of the indexing information is located with a file. However, the vendor must be prepared to submit the paper file(s), along with the index for District staff verification of incomplete indices.

d. The Vendor shall scan all relevant documents containing GS-7 agreed upon information; blank documents shall not be delivered to SCSD. Documents within a file, no longer required under GS-7, are to be purged. However, until a District representative signed Authorization to Destroy is received and executed, the District considers the entire file delivered to the vendor to be the 'original' file. Therefore, any file request for a specific file, for any reason, will include ALL components of the file.

e. All documents must be scanned at 300 DPI, in TIFF 6 Group IV-B format and meet or exceed standards set forth by Florida Administrative Code 1b-26.003. All images must be processed through image processing controls (IPC) specifically Kofax VRS 4.5 or newer.

Note, with District approval, the vendor may substitute J&K or IRIS IPCs. However, such approval will be granted only upon successful completion of a pilot.

The vendor must be able to demonstrate to the District mastery of the alternative IPC.

f. All Meta Data must be compatible with Marex's FileBound Index Image Import Database to facilitate easy uploading of images and index information. See also Section 3.a of Minimum Requirements.

g. Image and index information must be delivered to Records Management via secure DVD or FTP as specified by District. Work shall be controlled through batch numbers which in turn can be drilled down to the file level.

3. Miscellaneous requirements

a. Successful vendor must have the technical resources, knowledge, and ability to assist SCSD Records Management Staff on-site with Records Management issues. Vendor must have resources and experience to

facilitate and resolve issues associated with the conversion of SCSD records as per GS-7, and 1B26.003.

b. Vendor must be able to directly support the process of migrating Images and Indexes into Marex's FileBound Express Appliance.

c. Vendor must provide SCSD with ISO 9000 level compliant conversion documentation. Said documentation shall accurately describe, define and provide examples of all stages in the conversion process including examples of 'Purged' and 'Retention' documents. Of special interest to SCSD is the Quality Control and Quality Assurance documented steps.

d. SCSD may visit the successful Vendor to inspect the local facilities where work is performed and to audit conversion procedures to verify Vendor is meeting defined conversion protocols. These visits will occur at the convenience of SCSD staff and may occur at any time during the Vendor's regular business hours.

e. Access to files is paramount to SCSD. Immediate access to paper files is required by SCSD. Vendor must be able to deliver paper file(s) within 1.5 hours upon SCSD attorney request. SCSD legal staff require the legal, 'original file', when requested. Furthermore, SCSD administration understands the designation of the term 'original' remains with the original media, until the converted version has undergone all the image and indexing verification steps, and been uploaded into the SCSD system. Therefore, scanned images are not acceptable as a temporary substitute for the paper files. The SCSD staff will only accept the 'original' files, as defined by State of Florida Statute 92.29. Until the images have undergone all Q/C and Q/A steps as defined by the Vendor, those images will be considered convenience copy images and not the 'originals'. Emergency access to files must be provided twenty-four (24) hours per day, seven (7) days per week. During normal business hours, M-F 8:00am to 5:00pm, SCSD requires delivery of original files requested, within 1.5 hours. For emergency delivery, delivery after normal business hours, the file must be delivered within 4 hours of the request. Paper delivery of the files will be included in the cost of conversion services.

f. Care, custody and control. SCSD requires the vendor to account for all files picked up within 72 hours of the pickup. An electronic index of the

collected files shall be submitted to SCSD as a retrieval database.

g. The Vendor shall scan all relevant documents containing GS-7 agreed upon information; blank documents shall not be delivered to SCSD. Documents within a file, no longer required under GS-7, are to be purged. However, until a District representative signed Authorization to Destroy is received and executed, the District considers the entire file delivered to the vendor to be the 'original' file. Therefore, any file request for a file, for any reason, will include all components of the file.

h. SCSD will not be able to create a Box Transmittal, nor will the District be able to prepare or purge files prior to Vendor pickup. The vendor shall be responsible for all aspects of document conversion.

i. Vendor will retain paper folders until receipt of authorized to destroy the batch of paper files covered under a District executed 'Authorization to Destroy'.

j. SCSD will hold a Mandatory Pre-Bid Conference on Thursday, May 7, 2014, at 3:00 PM, at the Suwannee County School District Administration Building located at 702 2nd Street, NW, Live Oak, Florida 32064 for all interested Vendors to answer questions relating to this RFP and to make available sample records for review. This will be the only time sample files will be available for review and the only opportunity for questions to be asked.

By my signature I affirm that my firm has the ability to meet the Minimum Requirements as set forth in this ITB.

Signature Representative	of	Authorized	Name (Typed or Printed)	Date
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