

Pre-proposal Conference Summary
REQUEST FOR PROPOSALS
PROJECT NUMBER K12-0055-7
EQUITY DIGITIZATION SERVICES

February 14, 2012

Judiciary Panel Representatives:

Derrick Lowe, Clerk of the Circuit Court Cecil County
Barbara Hansman, Manager, Land Records
Colleen Cantler, Procurement Officer
Kelly Moore, Procurement Officer

Attendees list will be posted to the Maryland Judiciary website <http://www.mdcourts.gov/procurement/bids.html> and eMaryland Marketplace as a separate document.

Mrs. Cantler, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 11:00 a.m. and introduced the Judiciary panel representatives.

Mrs. Cantler then addressed the following sections of the RFP:

- Section 1—General Information
- Section 2—Scope of Work
- Section 3—Proposal Format
- Section 4—Evaluation Criteria and Selection Procedure

Mrs. Cantler reviewed the following:

- RFP Section 1.5 and 1.6—The Procurement Officer, Colleen Cantler, is the sole point of contact in the AOC for purposes of this RFP. Unauthorized contact with any other Judiciary personnel may be the cause for proposal rejection. All questions **must be emailed** to the Procurement Officer.
- RFP Section 1.8 – All questions must be submitted to the Procurement Officer, Colleen Cantler.
- RFP Section 1.21—A completed Bid/Proposal Affidavit (Attachment B) must be submitted with each proposal.
- RFP Section 1.22—Contract Affidavit (Attachment C) must be signed upon Master Contract award. A copy is attached to this RFP for informational purposes only.
- RFP Section 2.1— The Circuit Court of Cecil County requires onsite scanning / digitization services to convert a collection of equity records to digital format. The effort includes scanning and indexing about 160,000 pages using the PaperFlow/PaperVision system.
- RFP Section 2.3— The Clerk shall be responsible for unfolding and flattening all of the documents. The Clerk shall provide all necessary materials for post processing storage (acid-free boxes).

The Clerk shall provide the onsite personnel with suitable working space. The proposed work space shall be located close in proximity to the current storage location of the Equity file collection.

- RFP Section 2.4— The Contractor shall be capable of furnishing all necessary services required and to successfully complete all tasks and work requirements and produce high quality deliverables described in the RFP
- RFP Section 2.4.1—The Contractor shall provide flatbed and/or high-speed scanners/camera fully. The scanning equipment shall be capable of processing oversized documents (i.e. 11"x17" and larger). The Contractor shall propose the equipment, including type, make, and model number(s).

The Contractor shall ensure that all necessary manufacturer warranties and/or service plans are current on the proposed scanning equipment. Should the scanning equipment malfunction or become inoperable, the Contractor shall coordinate all repairs of the equipment and/or provide backup comparable equipment for continuity of operations within 48 hours of malfunction.

All scanning equipment shall remain the property of the Contractor through the conclusion of the project.

- RFP Section 2.4.2—The Contractor shall unbind the materials if needed. Materials do not have to be rebound, but shall remain flattened. The Contractor shall be responsible for scanning all of the documents contained in the folders. Because many documents are very small (i.e. receipts, checks), those items may be combined into one scanned image.
- RFP Section 2.4.3—Because of the age of some of these documents, they are brittle and subject to significant deterioration through normal handling and use. The Offeror shall demonstrate expertise in safeguarding and handling the documents requiring sensitive care.
- RFP Section 2.4.4 —The Contractor shall electronically index the scanned images into PaperFlow/PaperVision by the following search fields: (1) Case Number; (2) Plaintiff, (3) Defendant; and (4) Date of filing. In many cases, there are numerous Plaintiffs and Defendants listed as parties in the case. In such an event, the files shall be indexed by the first party name listed for each side.
- RFP Section 2.4.6— For the collection of Equity documents, hardbound index books shall be provided to the Contractor. Each volume of index book contains an alphabetical listing of parties with associated case numbers in that volume. Each index book furthermore lists all of the cases by Case Number, Date, Parties; the book also provides a general synopsis of the case. The Contractor shall have access to all such index books as needed to assist in creating a searchable electronic index for the collection.
- RFP Section 2.4.7—The Contractor shall ensure that all documents are enhanced to improve appearance and readability. The Contractor shall apply the following image enhancement / editing routines as needed in order to maximize final image quantity.
- RFP Section 2.4.8—The Contractor shall provide the Clerk with monthly status reports due the first of each month that lists images scanned and files completed during the prior month.
- RFP Section 2.4.10—After the files are scanned, the Contractor shall return the paper documents back into the labeled acid-free paper folder(s) and corresponding boxes. Once scanned, the documents shall remain unbound and flattened (not re-folded).

- RFP Section 2.5.1—Personnel provided by the Contractor shall meet the qualifications specified in Section 2.5.1 and 2.5.2.
- RFP Section 3.1—Offerors shall submit a Technical Proposal—Volume I and a Financial Proposal—Volume II.
- RFP Section 3.4 – Offerors shall submit, Transmittal Letter, follow the Format of the Technical Proposal including, Title and Table of Contents, and an Executive Summary.
- RFP Section 3.4.5— Offerors shall include information on past experience with similar requirements. Offerors shall describe their experience and capabilities necessary to complete the project.
- RFP Section 3.4.5.2—Offerors shall submit a response to items listed under sections 2.4 through 2.8.
- RFP Section 3.4.7— Provide three (3) current customer references.
- RFP Section 3.4.8.2— A copy of the Offeror’s current certificates of insurance (property, casualty and liability), per the requirements in section 3.4.8.2.
- RFP Section 3.5—Under separate sealed cover from the Technical Proposal and clearly identified with the same information noted on the Technical Proposal, the Offeror must submit an original unbound copy, three bound copies, and one electronic copy (CD) of the Financial Proposal in a separate envelope labeled as described in Section 3.3, of the Financial Proposal.
- RFP Section 4.2— The criteria to be applied to each technical proposal are listed in descending order of importance are: Offeror Experience and Capabilities; Offeror Technical Response to RFP Requirements; and References.
- Attachment A—Each Offeror technically qualified will be required to accept all terms and conditions in Attachment A—the Maryland Judiciary Standard Terms and Conditions.

The floor was then opened for questions. Ms. Cantler requested that all questions be submitted to her in writing via e-mail.

The meeting adjourned at 12:00p.m.

Notice: Nothing stated at the Pre-Proposal Conference may change the RFP unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.

Offerors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary’s contracted consultants may be cause for rejection of the Offeror’s proposal.