

PASCO HERNANDO WORKFORCE BOARD, INC.

REQUEST FOR PROPOSAL

ISSUED: March 23, 2010

Paper Hard Copy to Digital Data Storage

IMPORTANT INFORMATION

Project Review Meeting: Date April 2, 2010, 10:00 AM – Career Central Spring Hill, 7361 Forest Oaks Blvd, Spring Hill, FL 34606

Submittal Deadline: April 9, 2010. Applications will be processed on a first come first served basis.

All responses are to be submitted to the address and contact person listed below.

Pasco Hernando Workforce Board

Attn: Chris Pietras

3185 Premier Drive

Brooksville, Florida 34604.

Question and Answer period will be ongoing until submittal deadline. Questions must be submitted via email to Chris@careercentral.jobs or fax (352-593-2214). Replies will be posted on-line at www.pasco-hernando.com

REQUEST FOR PROPOSAL

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Attachment 1 – AWI Communiqué – Electronic Record’s Retention

I. Introduction

Objectives

The Pasco Hernando Workforce Board, Inc. is requesting proposals to secure a company to digitally archive all of its paper records and files. These documents are currently stored in file boxes and filing cabinets housed in five different locations throughout Pasco and Hernando County. The bulk of these files are broken down into six categories; WTP (Welfare Transition Program), WP (Wagner Peyser), WIA (Workforce Investment Act) Adult, WIA Dislocated Worker, WIA Youth, FSET (Food Stamp Employment & Training), and Financials. It is the Board intent with this RFP to store its current data electronically in a fashion consistent with Federal and State of Florida requirements (see Attachment 1)

Standards

To be considered for a contract award under this RFP, the employer must be approved to do business in the State of Florida and have not been suspended or debarred from doing business with the state or federal government. Employers must provide evidence of sound financial condition and include their Dunn & Bradstreet Number as part of the proposal.

Selection Committee

The Committee will be comprised of Pasco Hernando Workforce Board staff.

II. DESCRIPTION OF PASCO HERNANDO WORKFORCE BOARD, Inc.

General Information

The Pasco Hernando Workforce Board, Inc. is a 501(c)(3) non-profit organization. The Board (PHWB) was appointed and designated by the Pasco and Hernando Board of County Commissioners to act as the Workforce Development Board under provisions of the "Workforce Innovation Act of 2000". The PHWB requested and received certification as the Region 16 Workforce Development Board by Workforce Florida, Inc., the State of Florida's Workforce Development Board. This public-private partnership supports and promotes economic growth through workforce development. The PHWB is one (Region 16) of twenty-four regional workforce boards in Florida.

Pasco Hernando Workforce Board, Inc. Board

The Board of PHWB is comprised of representatives from businesses in Pasco and Hernando Counties, local educational entities, labor organizations, community-based organizations, economic development agencies, one-stop partners, and other individuals deemed appropriate. These members are appointed by the Pasco and Hernando County Board of County Commissioners and certified by the Governor of the State of Florida once every two years. Criteria for composition of the Board are set forth in Section 117, Chapter 2, Subtitle B, Title I of the Workforce Investment Act of 1998. The PHWB serves as the Administrative and Fiscal Agent for the region.

III. SERVICES TO BE PROVIDED

Scope of the RFP

Scope of work is broken down into four sections: Removal of documents, Scanning and data entry of documents, Quality control, and Destruction of documents.

Removal of Documents

1. Documents are to be removed from our location and work is to be performed off site. Personal handling documents and performing archiving duties must pass background check and sign confidentiality agreement. Bidding company must assume all responsibility for breach of confidentiality.
2. Inventory the file room, both cabinets and file boxes.
3. Relocate files to worksite.
4. Re-inventory files.

Scanning and Data Entry

1. Documents are to be archived with the following format, and protocol. Templates for each type of the six files can be provided.
2. Document will be imaged into a PDF text format, also OCR Text including page delimiters.
3. Hash data included.

4. Relative searchable information added.
5. Remove all staples and paperclips.
6. Photo copy any odd shaped document to an 8 ½ by 11 sheet of paper.
7. Put documents and attachments back in folder, and in properly marked boxes.

Quality Control

Quality control will be performed by PHWB personal.

Destruction of Documents

1. Destruction of document will only take place after passing the Quality control stage.
2. Destruction of document must be performed by a NAID Certified Contractor.

Compensation

The Board estimates there are about 550 file boxes. Quotes for this project need to be submitted on a Per Page Price. After the completion of this project, PHWB will generate a report used to exactly identify the number of pages successfully archives and use that for a basis for compensation.

IV. GENERAL CONDITIONS

Project Review Meeting

An on-site meeting to review the scope of the project and answer questions will be held Friday, April 2, 2010 at 10:00 AM at Career Central's Spring Hill Office – 7361 Forest Oaks Blvd., Spring Hill FL 34606. Interested parties are encouraged to attend to assess the scope of the project, ask questions, and meet the principles. A list of questions from this meeting will be answered and posted at www.pasco-hernando.com by close of business Monday, April 5, 2010.

Response Format

- Respondent(s) must address the Removal of documents, Scanning and data entry of documents, and Destruction of documents and give a time to competition estimate for the project.
- Submitting are requested to prepare a separate reference sheet with their Dunn & Bradstreet Number that outlines prior experience in like projects and give contact information for these projects.
- Submissions should be concise and easily understood.
- Responses should be submitted on 8 ½" X 11" pages, printed or typewritten, 12 point font, and single-spaced. Text should be presented single-sided on each separate page.
- The delivery of the Response is solely and strictly the responsibility of the Respondent. Proposals received once funding is obligated will be returned, unopened to the sender.

- All responses must be delivered to the PHWB Administrative Office, 3185 Premier Drive, Brooksville, Florida 34604 not later than 3:30 PM – April 9, 2010

Assignment of Contract

The successful Respondent(s) may not make an assignment of their obligations resulting from award of a contract in response to this RFP.

Rejection of Responses

The Pasco Hernando Workforce Board, Inc. reserves the right to reject any or all responses, to re-advertise this RFP, to postpone or cancel this process, to waive irregularities in the process or in responses thereto; and to change or modify the project schedule at any time

Cost of Preparing Response

The cost of preparing a response to this RFP shall be borne entirely by the Respondent.

V. SELECTION PROCESS

The Selection Committee will meet to score each application independently. The selection committee will review and score each proposal, place the proposals in rank order, and present the results along with their recommendation to the PHWB for final contract negotiation and award. Should the Board be unable to negotiate a final contract, negotiations with that firm will be formally ended and negotiations will be undertaken with the next best qualified Respondent.

The selection committee will use the following items when evaluating bid proposals.

- 65% Cost per page.
- 15% Record of similar projects.
- 5% Disposal Capacity
- 15% Time frame/How long.

A Board member or Committee member who is considering submitting an RFP for this project must receive a 2/3 vote from the full board for approval if proposal is selected.

END OF PROPOSAL APPLICATION

AWI Communiqué

DATE: March 23, 2009

TO: Workforce Florida, Inc. and Regional Workforce Boards (RWBs)

FROM: Kevin R. Neal, Director of Workforce Services

SUBJECT: Electronic Records Retention

PURPOSE:

The purpose of this communiqué is to inform Regional Workforce Boards that electronic storage of records is acceptable for USDOL, USDA and HHS grant programs provided certain requirements are met. This communiqué also distributes those requirements.

REFERENCE:

Chapter 445.007 Florida Statutes

Chapter 119 Florida Statutes

Rule 1B-26.003 of the Florida Administrative Code

BACKGROUND: Regional Workforce Boards (RWBs) have asked whether electronic records are acceptable for storing grant related documents. Section 445.007 of the Florida Statutes stipulates that RWBs are subject to Chapter 119, F.S., which governs public records. Florida's public records law allows for electronic recordkeeping so long as certain requirements regarding security, reliability and accessibility are met. Those specific requirements are established in Rule 1B-26.003 of the Florida Administrative Code, which is attached. Compliance with the Florida Administrative Code will also ensure that federal requirements for electronic recordkeeping are met.

ACTION REQUIRED:

Documents related to the United States Department of Labor (USDOL), the United States Department of Agriculture (USDA), and the United States Department of Health and Human Services (HHS) grant programs may be stored electronically if the RWB or subrecipient follows the rules established under Chapter 119, F.S., and Rule 1B-26.003 of the Florida Administrative Code.

RWBs and other subrecipients must establish records management procedures that meet these requirements. The Florida Department of State has published a manual entitled "Electronic Records and Records Management Practices" that is a guide to complying with the state's requirements related to electronic records management. This manual may be obtained using the following link: <http://dlis.dos.state.fl.us/barm/handbooks/electronic.pdf>.

ATTACHMENT:

Rule 1B-26.003 of the Florida Administrative Code