

BOARD MEETING DATE: January 4, 2019

AGENDA NO. 7

PROPOSAL: Approve List of Prequalified Vendors for Document Conversion Services

SYNOPSIS: On October 5, 2018, the Board approved the release of an RFQ to select a vendor capable of providing document conversion services to digitize paper documents. As a result of successful responses to this RFQ, four vendors were identified as capable of providing these services. This action is to approve four vendors to provide document conversion services for a two-year period. Funds for the services will be identified, and approved as needed, as specific projects are defined.

COMMITTEE: Administrative, December 14, 2018; Recommended for Approval

RECOMMENDED ACTION:

Approve the following prequalified vendors for a two-year period to provide document conversion services to digitize paper documents: Tier Five, Inc., Omnipro, Inc., File Keepers LLC, and Matrix Imaging Products, Inc.

Wayne Natri
Executive Officer

RM:MH:SJ:cj

Background

On October 5, 2018, SCAQMD released RFQ #Q2019-01 for document conversion services. The purpose of the RFQ was to obtain document conversion services from qualified vendors that are qualified and cost-effective and that can provide all of the services required including boxing, manifesting, transporting with geo-tracking, document imaging, indexing including match and merge with digital index file, certified shredding, storage, bar code tracking, customer portal twenty-four hours a day, seven days a week, and complete chain of custody without subcontracting. Purchase orders may be placed with any or all of the vendors on the prequalified vendor list. Orders for services purchased under this RFQ will be placed with the vendors who are determined to be the most advantageous to the SCAQMD at the time of placing the order.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFQ and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFQ has been emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>).

Bid Evaluation

Twelve copies of the RFQ were mailed out and five vendors responded when final bidding closed at 4:00 p.m. on November 7, 2018. Of the five responses, three were small business enterprises; two were local business enterprises, and four offered most favored customer pricing status.

The Attachment reflects the evaluation of the bids, the respective ratings, and costs. The evaluation panel found that four of the five responses received met the requirements of the RFQ. Therefore, staff recommends that the Board approve the four qualified vendors for future conversion projects.

Panel Composition

The evaluation panel consisted of a Systems and Programming Supervisor, a Principal Office Assistant, a Senior Administrative Secretary, and a Senior Public Affairs Manager. Of the four panelists, one is Asian-Pacific Islander, one is Caucasian, and two are Hispanic; one is male and three are female.

Resource Impacts

Funds for the document conversion services to be provided by the prequalified vendors will be identified, and approved as needed, once specific projects are defined and costed out.

Attachment

Bid Evaluation Summary to RFQ #Q2019-01

ATTACHMENT
Bid Evaluation Summary to RFQ #Q2019-01

Five proposals were received in response to this RFQ. Of the five proposals, four were found to be responsive: Tier Five, Omnipro, File Keepers, and Matrix Imaging. One non-responsive proposal was received from Sourcecorp.

Standard Services Criteria (50 points maximum)

| | Proposer | | | | |
|---------------|-----------|------------|---------|--------------|----------------|
| | Tier Five | Sourcecorp | Omnipro | File Keepers | Matrix Imaging |
| Panel Average | 48.7 | 26 | 38.7 | 47.5 | 41.25 |

Cost (50 points maximum)

| | Proposer | | | | |
|------------------|-------------|------------|-------------|--------------|----------------|
| | Tier Five | Sourcecorp | Omnipro | File Keepers | Matrix Imaging |
| Sample Bid Costs | \$39,675.00 | n/a | \$43,125.00 | \$42,550.00 | \$95,450.00 |
| Panel Average | 50 | n/a | 46 | 46.6 | 20.8 |

Additional Points (17 points maximum)

| Criteria | Proposer | | | | |
|---|-----------|------------|---------|--------------|----------------|
| | Tier Five | Sourcecorp | Omnipro | File Keepers | Matrix Imaging |
| Small Business or Small Business Joint Ventures Points (Maximum = 10) | | | 10 | | 10 |
| DVBE or DVBE Joint Ventures Points (Maximum = 10) | | | | | |
| Use of DVBE or Small Business Subcontractors Points (Maximum = 7) | | | 7 | | |
| Low-Emission Vehicle Business Points (Maximum = 5) | | | | | |

| Criteria | Proposer | | | | |
|--|-----------|------------|---------|--------------|----------------|
| | Tier Five | Sourcecorp | Omnipro | File Keepers | Matrix Imaging |
| Local Business (Non-EPA Funded Projects Only) Points (Maximum = 5) | 5 | | 5 | 5 | |
| Off-Peak Hours Delivery Business Points (Maximum = 2) | | | | | |
| Most Favored Customer (Maximum = 2) | | | | | |
| Panel Average | 5 | n/a | 22 | 5 | 10 |
| Total | 103.5 | n/a | 106.7 | 99.1 | 72 |