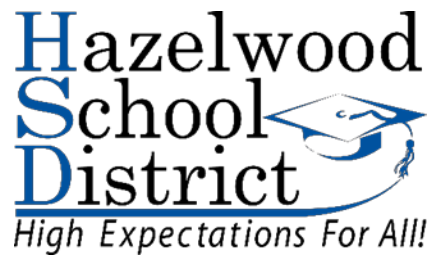


Hazelwood School District
Request for Proposal
RFP: Microfilm Scanning Project
October 1, 2019

Due:
October 11, 2019

Time:
10:30 a.m. CDT



1.0 Purpose

The Hazelwood School District is seeking proposals for the scanning of microfilm to digital images. The material to be scanned consists of approximately 100,000 aperture cards.

2.0 Specifications

- Documents are to be converted to digital images in 300 dpi (minimum).
- Target output format is grayscale.
- The digital images will be output as multi-page, image-only files.
- The digital record(s) for each individual aperture card should constitute one multi-page PDF file.
- Text search is not required.
- Images are to be scanned “as-is”, framed programmatically, and will not be manipulated via mirroring, cropping, de-skewing, etc).
- Each card is to be indexed based on the title information provided.
- Images are to be delivered on an external hard drive.
- The school district will be responsible for secure shipping/delivery of material to the selected proposer.
- The proposer will be responsible for secure shipping/delivery of the hard drive to the district.

3.0 General Conditions

1. The District may award a contract based upon the initial Proposals received without discussion of such Proposals. However, the District may select a small number of Companies to make a presentation/attend an interview at the Company's own expense. Notification will be given to qualified proposers.
2. Proposals must be submitted **by 10:30 a.m. CDT October 11, 2019**. Electronic (e-mail) will be considered in response to this RFP, however the district is not responsible for electronic submissions that do not reach the district due to server or other issues.
3. The District is not responsible for lateness or non-delivery by the US Postal Service (USPS) or any other carrier to the District. The time and date recorded by the District shall be the official time of receipt.

All Proposals will be addressed and delivered to:

Hazelwood School District Business Office
"Microfilm Scanning Project"
Attn: Christopher Norman, CFO
15955 New Halls Ferry Road
Florissant, MO 63031
cnorman@hazelwoodschools.org

4. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expense incurred in preparing Proposals in response to this request.
5. The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
6. The District reserves the right to decline any or all Proposal submissions, or to cancel the RFP call, in whole or in part, at any time prior to making an award, for any reason, or no reason, without liability being incurred by the District to any Company for any expense, cost, loss or damage incurred or suffered by the Company as a result of such withdrawal.
7. While the District has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is contained solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.

8. No oral interpretation will be made to any Company as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Company with other District employees or Board members regarding the RFP may result in disqualification. Requests for interpretation must be made in writing to the CFO no later than 3:30 p.m. October 9, 2019, at the following e-mail address: cnorman@hazelwoodschoools.org. Any information given to a Company concerning the RFP will be furnished to all Companies as an addendum to the RFP if, in the District's sole discretion, such information is deemed necessary to all Companies in submitting Proposals on the RFP, or the lack of such information would be prejudicial to uninformed Companies. The Company should rely only on written statements issued by the District in the form of an addendum to the RFP. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained.
9. Proposals may contain data that the Company does not want used or disclosed for any purpose other than evaluation of the Proposal. The use and disclosure of such data may be so restricted, provided the Company marks the letter of transmittal of the Proposal with the following statement: **"Technical data contained on pages _____ and _____ in this Proposal furnished in connection with the Request for Proposal of the Hazelwood School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Company as a result of or in connection with the submission of this Proposal, Hazelwood School District shall have the right to use or disclose technical data to substantiate the award of a Contract."** The above restriction does not limit the District's rights to use or disclose without the Company's permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above statement. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.
10. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal. The District reserves the right to negotiate final contract terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal.
11. The District reserves the right to withdraw the award to a successful Company within 30 days of the award if, in the opinion of the District, the successful Company is unable or unwilling to enter into a form of contract satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Company.

12. In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Company with specifications, instructions and all conditions of bidding shall be construed in the favor of the District.
13. All of the terms and conditions of this RFP are deemed to be accepted by the Company and incorporated into the Company's Proposal submission. The terms and conditions stated in this RFP and the successful Company's response to this RFP shall be incorporated into the contract between the District and the successful Company.
14. Termination for Cause: In the event the successful proposer, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the District shall have the right to terminate the contract for cause by specifying reasons and the date of termination in written notice to the selected vendor at least thirty (30) days prior to termination date. The Hazelwood School District also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any cost incurred.

4.0 Proposal Format

1. Proposals must be concise and organized.
2. The Proposal shall include a Letter of Transmittal that provides an introduction to the Company and includes an expression of the Company's ability and desire to meet the requirements of the RFP. The Letter of Transmittal should be under the signature of a Company officer.
3. The Proposal may include an Executive Summary that briefly describes the Company's approach to meeting the District's requirements as outlined in the RFP, indicates any major requirements that cannot be met, and highlights the major features of the Proposal. The executive summary must be no longer than three (3) pages. The reader should be able to determine generally how well the Proposal meets the District's requirements by reading the Executive Summary.

5.0 Other Information

The Company shall indicate whether, as a single entity or as a member of a joint venture, it has been the subject of any litigation through the discharge of its professional services. If so, provide a detailed description of the litigants, the subject matter, and the disposition of the arbitration or lawsuit. The District pledges absolute confidentiality on all litigation disclosed.

- The Company must complete Attachment 1, **“Company Identification Form.”**
- The Company must complete **Form A** and **Form B** from Attachment 2, **Supplier Diversity Program.**

SUPPLIER DIVERSITY

The Hazelwood School District has established a Supplier Diversity Program to provide opportunities for the meaningful participation of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) in purchase made by the District. The District has established minimum goals of fifteen percent (15%) for MBE and five percent (5%) for WBE utilization for all supplier of professional services and consultant.

A supplier of professional services or consultant, who has achieved the participation goals for MBE/WBES, as defined herein, will be in compliance with the requirements of the specification. A supplier of professional services or consultant who cannot achieve the goals for MBE/WBE participation must be able to demonstrate that the required positive efforts were initiated prior to submittal of the proposal. If the business partner cannot demonstrate the required positive efforts, the proposal will be rejected as non-responsive.

The District will accept, as prospective MBE/WBE participants for these projects, only those MBE/WBE firms which have been certified by one or more of the following agencies on or before the date of the bid opening:

1. City of St. Louis (St. Louis Development Corporation/Airport Authority)
2. St. Louis Minority Supplier Development Council (SLMSDC)
3. Missouri Regional Certification Committee (MRCC)
4. State Certifications, e.g., the State of Missouri and other states
5. National Minority Supplier Development Council (NMSDC)
6. Women Business Enterprise National Council (WBENC) and its affiliates

In the case of a manufacturer, the District will also accept MBE/WBE certification by any state division of purchasing or the National Minority Supplier Development Council and its affiliates.

The School District reserves the right to reject any certification if it is discovered that the same entity was denied certification by any of the other agencies listed above. If the Hazelwood School District does not accept a MBE or WBE's certification, the district will notify the MBE or WBE in writing.

6.0 Written Agreement

If applicable, the selected vendor must be willing to enter into an agreement with the District and agree to all terms in the Agreement for Contracted Services. Respondents are advised that the District is not bound by the terms of the RFP until a written agreement is fully executed and any activity taken by Respondent prior to a written agreement being fully executed is done at the Respondent's sole risk.

7.0 Pricing/Costs/Fees

Proposed fees includes all supervision, labor, materials, tools, equipment, supplies, services insurance, support, project set-up and testing, and other incidental requirements necessary to perform the services in accordance with the RFP.

8.0 Evaluation and Scoring Criteria

Proposals will be evaluated, scored, and ranked by a Selection Committee with a maximum score of 100 points. The Selection Committee may invite up to the top three (3) ranked proposals for an interview or may choose to move forward to the equipment test period of the top two highest scoring firms. The purpose of the interview is for clarification and verification of the written proposal. The Selection Committee may re-score the proposal after the interview, but may not re-score pricing /costs/fees, unless the Committee requests a best and final offer. Proposals will be evaluated, scored, and ranked on the following criteria:

20 Points – Qualifications: Expertise of the firm demonstrated ability to meet the scope of the work.

20 Points – Technical capability: Demonstrated ability of proposed Routing Software to accurately report real-time data.

15 Points – RFP Responsiveness:

- Completeness and conformity of the proposal to the RFP's requirements.
- The respondent's demonstrated ability to perform the required services.
- The respondent's indication of its understanding of the purpose and scope of the proposed services as evidenced by the quality of the proposal submitted.

50 Points – Costs and Fees: This includes cost to furnish supervision, labor, supplies and installation of all equipment, on-site training. Costs also include total annual support and maintenance costs and fees for a period of five (5) years. Price analysis shall be based upon the Routing Software and any potential optional features selected.

5 Points – MBE/WBE Participation: Any included MWBE participation must meet the District's Supplier Diversity Program guidelines. See the attached Supplier Diversity Guidelines.

100 Points – Total available number of evaluation points.

Attachment 1: Company Identification Form

Designate one individual as the Company's representative to the District during the term of the Agreement. The representative will be contacted to solve any and all problems that may arise concerning the Proposal during the evaluation period. The undersigned Company hereby agrees to be bound by the terms of the RFP and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Company to provide the services required by the District for the specified period. By signing this Company Identification Form, the Company certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Company and the District or any of its employees, agents or Board of Education members.

Legal name	Representative's Name	Title
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Address	City/State/Zip	Telephone #	Fax #
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E-mail Address

Years in Operation	Years under current structure and/or under previous structure
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1) Name of Authorized Officer:

NAME

TITLE

2) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals

Authorized Signature

Print/Typed Date

HAZELWOOD SCHOOL DISTRICT

Supplier Diversity Program

HSD Form A

SUBCONTRACTOR UTILIZATION FORM

Project Name:

Prime Contractor:

If I am awarded this Proposal I will subcontract with the following MBE/WBE firms:

Work or Trade to be Subcontracted	MBE/WBE Firm Name or Joint Venture	Subcontract Amount	
		(MBE)	(WBE)
<hr/>	<hr/>	\$ <hr/>	\$ <hr/>
<hr/>	<hr/>	\$ <hr/>	\$ <hr/>
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<hr/>	<hr/>	\$ <hr/>	\$ <hr/>

SUBTOTALS: \$

 \$

MBE/WBE SUBCONTRACTS TOTAL \$

TOTAL BID:

 TOTAL MBE %

 TOTAL WBE %

E-Verify Pursuant to Missouri Revised Statute 285.530, all Bidders awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the Bidder must affirm the same through sworn affidavit and provisions of documentation, and sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your, company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” work authorization program of the United States, and are participating in E-Verify with respect to you employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri revised Statue 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____(Signature)

Printed Name and Title: _____

For and on behalf of: _____(Company Name)



PROPOSAL PRICE SHEET

PROPOSED COST: \$ _____

ADD for Text Searchability: \$ _____

Company Name

Address

City/Zip

Phone

Fax

Federal Tax ID

X _____ **Date:** _____
Signature: Authorized Company Official

Print Name

E-mail Address (Please clearly print or type)

Negotiation of the final Agreement between the District and the Contractor/Company will begin after the most qualified Contractor/Company have been selected and approved by the Hazelwood School District Board of Education.

Date of Issuance	October 1, 2019
Written Question Cut-Off:	October 9, 2019
Proposal RFP Due Date:	October 11, 2019
Submit To:	Hazelwood School District Business Office “Microfilm Scanning Project” Attn: Christopher Norman, CFO 15955 New Halls Ferry Road Florissant, MO 63031 cnorman@hazelwoodschools.org

All questions must be submitted electronically via email to Christopher Norman at cnorman@hazelwoodschools.org. The last day to submit question is Wednesday, October 9, 2019 at 3:30 p.m. CDT.

All proposals due on are before **Friday, October 11, 2019 not later than 10:30 a.m.**

Responses must be submitted on or before the date and time listed above. The Hazelwood School District is not responsible for late or incorrect deliveries due to server or electronic issues or from the US Postal Service (USPS) or any other mail delivery service. All bids responses must be submitted to the address described herein. The Hazelwood School District reserves the right to accept or reject any and all Proposals.

BIDDERS CHECKLIST

- ✓ Signed Proposal Price Sheet _____
- ✓ Completed Company Identification Form _____
- ✓ Completed & Signed E-Verify _____
- ✓ MBE/WBE HSD Form A _____
- ✓ MBE/WBE HSD Form B _____