

EDUCATION SERVICE CENTER REGION 19 ALLIED STATES COOPERATIVE
RFP AWARD SUMMARY

RFP TITLE: Document Scanning, Records Management, and Related Services – ESC Region 19 Allied States Cooperative
RFP NUMBER: 24-7501
RFP OPENING DATE: August 13, 2024
CONTRACT TERM: Date of award until September 30, 2025, with 4 annual extension options.
FUNDING SOURCE: Various
RFP's ISSUED: 1459
RESPONSES: 13
ADVERTISEMENT DATES: El Paso Times – July 15, 2024 & July 22, 2024

RECOMMENDED FOR AWARD: Capital Typing (Officemotive, Inc.)
DataXport.Net LLC (HUB)
doc2e-file Inc. (HUB)
DRS Imaging Services, LLC (Daida)
Edoc Technologies, Inc.
Global Solutions Group, Inc. (HUB)
Mercurius Inc (HUB)
Starpoint Global Services (Starpoint, Inc.)
Sun City Records Management (Mr Tyler Scott Cope) (Sun City Records Management, Inc.; Sun City Shredding)
Terralogic Document Systems Inc
VRC Companies, LLC dba Vital Records Control (Vital Records Holdings, LLC)

TOTAL (estimated) **\$750,000.00/year**

EXPLANATIONS:

Award of this solicitation will enable ESC Region 19 - Allied States Cooperative (ASC) to establish a contract with vendor(s) for Document Scanning, Records Management, and Related Services for those procurements made with federal, state or local funds. Evaluation and award recommendation were based on 70% pricing and 30% references. Softdocs SC LLC submitted a proposal however was not considered; vendor is already awarded on an existing contract. AQS Jeans LLC submitted a proposal however was not considered; vendor does not meet the scope of work. The awarded vendors' pricing and information can be found on the Award Detail spreadsheet.

SPECIFICATIONS, PREPARATION AND EVALUATION PROVIDED BY:

Rebecca Hernandez – ESC Region 19

Andrea Amiri – ESC Region 19

Patty Delgado - ESC Region 19

Special Conditions

1. All proposals will comply with HIPAA and FERPA regulatory compliance requirements when applicable.
2. All proposals will provide specific data as to the areas of specialization the vendor serves.
3. Services include, but not limited to, document scanning, records management/destruction, media material destruction (i.e. hard drives, etc.), textbook destruction/recycling, etc.
4. Vendors agree that all ownership of goods/services provided under this contract are always owned by the member utilizing the service.
5. All vendors will provide their security, privacy, and technology in detail for award consideration.
6. In addition to insurance requirements, vendor will provide and and/or all other forms of security and redundancy utilized to ensure no data is lost or unaccounted for during the execution of any transactions that may result from this contract.
7. All charges, no matter how detailed, must be provided at the time proposals are submitted.
8. When software is part of the service, vendor must state in detailed terms what specific rights are of the ASC member in the event services are used in the event that ASC member decides to obtain these services through another source or to convert to in house services at a later date.
9. Vendor will provide detailed information regarding: 1) systems cost, 2) systems architecture, 3) dealing with existing records and paper, 4) uploading of new documents to an electronic format, and 5) specific ASC member record requirements that may include but not limited to City, County, University, Community College, Special Districts, Political Subdivisions, K-12 schools, charter schools, and various State Agencies.
10. If available, vendors should provide options for both in house records management and off-site records management of archived records and schedules for retention.
11. Vendor proposals should provide document scanning breakdown based on volume by the box (standard size records retention boxes and/or a per copy basis on a sliding scale both for on-site and off-site).
12. Any hourly rates for redundant services must be provided if applicable.
13. Vendors must outline in their proposals turnkey solutions for the goods and/or services offered from cradle to grave regarding compliance with Records Retention Policies of each entity choosing to utilize this contract. If only a particular service is offered, please indicate on the response all specific services.
14. Vendor must include detailed information regarding storage facilities, backup facilities, complete listing of all hardware (scanners, workstations, and other equipment) utilized in performing work, number of vehicles and their applications, number of full time personnel and their job descriptions, as well as requirements by ASC members who wish to utilize the vendor's services.

Approved By: _____
Dr. Armando Aguirre

Date: _____
August 22, 2024