



Lower Connecticut River Valley Council of Governments

145 Dennison Road Essex, CT 06426 | –1 860 581 8554 | www.rivercog.org

REQUEST FOR PROPOSALS FOR THE CREATION OF THE LOWER CONNECTICUT RIVER VALLEY REGIONAL DOCUMENT DIGITIZATION PROJECT

Introduction

The Lower Connecticut River Valley Council of Governments (RiverCOG) is seeking a consultant to aid a group of municipalities in functions related to document digitization. We would like one provider to be able to organize varying levels of service to fit the needs of multiple towns of varying size. The region is open to suggestion for implementation of digitizing documents as it relates to future usability in document management platforms. RiverCOG requests that the projects focus be to standardize the experience of accessing data across the participating towns.

Scope of Work

Phase 1: Document Scanning of Existing Documents

It is envisioned that this project will begin with in-person evaluations of each town office participating. Each participating town will need to be assessed for volume and condition of paper documents. Consultant will be required to provide a proposal of expected cost for each town summed into a total project cost for the region.

Documents must be converted from paper into a universal format (PDF) compatible with various storage and archival options, unless an alternate solution is agreed upon. Paper sizes include, but are not limited to: Letter, Gov Legal, Legal, Ledger/Tabloid, as well as large format ARCH C, D & E.

Procedure for procurement and document preparation must be clearly defined and may vary from Town to Town. It should be expected to maintain the highest possible level of continued service during this phase of the project.

Documents should have a prescribed naming convention that can be used across departments and across municipalities.

Should a participating town already have some digital documents, proposals for migration or incorporation of said documents should also be included.

Phase 2: Storage Solution and Public Access to Documents

Provide options for document storage and public access to public records. Provide both a centralized approach in the form of a regional document storage hub and individual storage for each town. This will allow each Town to decide the format that best suits their needs and future budgeting. Costs of setup, hardware, cloud solution or a hybrid approach should be clearly defined with projections of annual recurring costs. The intent is to have a service that makes data access for the public, professionals and

municipal staff a uniform experience across town boundaries. This would aid greatly in both usability for shared staff, but also with maintenance and troubleshooting of the systems.

Phase 3: Solutions for Future Digitization of Documents

Solutions for towns to continue self-maintenance of this new digital infrastructure should be provided with any requisite training needed for town staff to continue digitizing after the completion of this project. That should include, but is not limited to: suggested scanning equipment, software, hosting platforms, online/cloud services etc.

Mechanisms and/or training should be made available to town staff for data maintenance in order to keep data requirements and recurring storage costs manageable for the participating towns. Retention policies should be reviewed so that individual departments are able to process proper record disposal in accordance with requirements of the Secretary of State and local ordinances/charters. (Automatic or scheduled deletion of files is not permitted.)

The required components must be completed as part of this effort for the following municipalities: Chester, Clinton, Deep River, Durham, Essex, Killingworth, Lyme, Middlefield, Old Lyme, Old Saybrook, Westbrook

There will be a project steering committee comprised of representatives of each municipality.

Addenda and Supplements

In the event that it becomes necessary to revise any part of these instructions, a supplement will be posted to <https://www.rivercog.org/publicnotices>. Respondents are free to amend or replace an already-submitted proposal up until the RFP submission deadline.

Rejection Rights

RiverCOG retains the right to reject all proposals and to re-solicit if deemed to be in their best interest to do so.

Cost of Proposal Preparation

No reimbursement will be made for any costs incurred for the preparation of a proposal or during the selection process.

Proposals to Be In Effect

Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt.

Selection is also dependent upon the negotiation of a mutually-acceptable contract with the chosen firm.

Response Requirements

The following information should be submitted with the proposal. Any additional information should be contained in a clearly marked appendix.

1. Qualifications of the firm or individual proposing to conduct the study. Name, team size, and team organizational structure under which the firm(s) and personnel will conduct the study must be included. Relevant experience should be presented. Any proposed sub-consultants must be clearly

identified, along with their roles in the project and relevant experience. The location of the primary office to be used in the project should be included.

2. Qualifications (resumes) of key personnel to be assigned to the project and a description of their responsibilities in conducting project tasks must be included.
3. Description of other similar or related experiences.
4. A timeline detailing the order and duration of listed tasks and the project as a whole, as well as which tasks will be completed by the lead, subcontractors (if any), RiverCOG, and municipalities.
5. A detailed work-plan.
6. A detailed budget.
7. The firm and its subcontractors must have appropriate insurance (general liability, auto, workers compensation, and/or professional liability coverage).
8. Statement of compliance with all federal and state laws and local ordinances.

Submittals

An electronic submittal is required and must be received by 4 pm on Friday, January 14, 2022. Digital storage media may be mailed to RiverCOG, 145 Dennison Rd., Essex, CT, 06426, or emailed to Eliza LoPresti at elopresti@rivercog.org

Inquiries

Questions may only be submitted in writing and sent to Eliza LoPresti, at elopresti@rivercog.org

All questions submitted and responses will be made publicly available at <https://www.rivercog.org/publicnotices>.

The identity of persons submitting questions will not be posted.

Late Responses

RFP responses arriving late or not meeting these minimum requirements may be disqualified.

Funding

Funding for this project is from a portion of county-attributed ARPA funds that the municipalities in question have dedicated for regional projects. RiverCOG is fiduciary.

Small/minority businesses encouraged to apply. Chosen firm must meet affirmative action and equal employment practices.