

LACKAWANNA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR QUALIFICATIONS FOR
ELECTRONIC DOCUMENT MANAGEMENT SOLUTION

November 22, 2011

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received and reviewed by the County of Lackawanna (the "County") Board of Commissioners ("Board of Commissioners") for an Electronic Document Management Records Solution for **July 1, 2011 to June 30, 2012**.

Respondents must submit their written submission by **4:00** p.m. prevailing time on **Thursday, December 8, 2011**.

County management personnel will be available by telephone (on an appointment basis) to answer the questions of potential respondents. Respondents desiring to schedule a telephone conference should contact Maria Elkins, Lackawanna County Chief of Staff at 570-963-6800.

Submissions received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject all proposals.

The Board reserves the opportunity to modify this Request for Qualifications at its own discretion and without prior notice, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

PURPOSE:

The purpose of this Request for Qualifications is to solicit submissions from electronic document solution management solution companies to offer solutions for a complete records management solution.

PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:

1. Two (2) copies of the proposal must be provided. Qualifications must be submitted to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503. Qualifications must be submitted in a sealed envelope with the name of the firm submitting clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone, or email is not permitted. The final selection will be made at the sole discretion of the Board.
2. All questions regarding this Request for Qualifications should be made in writing to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503.

CRITERIA FOR EVALUATION OF PROPOSAL:

The Board will independently evaluate each submission and selection will be made upon the applicant's ability to meet the following:

The Contractor agrees to provide mediation services. The services provided will include, but not be limited to the following specific activities/duties:

Lackawanna County Children and Youth is requesting proposals for an electronic document management solution. The electronic document management solution will initially be used for the purpose of storing the existing adoption records at Lackawanna County Children and Youth. The security requirements for the records require them to be onsite and only approved employees can view them. These requirements mean that the adoption records will need to be scanned onsite by employees of Lackawanna County Children and Youth.

The software should include a complete records management solution with built in scanning capabilities for onsite scanning options, as well as workflow capabilities directly programmed in, approved software security up to and including D.O.D 5015.2 certification for auditing and records management. Non-certified, but compliant solutions will not be accepted.

During the scanning process information from the adoption records will need to be indexed for storage and searching as well as automatically redacted while entering the system. These capture capabilities should be built in from the manufacturer no third party capture tools allowed.

Over time the project will need to allow for secure public access to records through online communication with the public as well as the capability of interdepartmental exchange of information.

Each submittal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Submittals must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the submission constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the proposal due date.

1. **Scope of Services/Prior Experience** - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. **Personnel** - All submissions to the County must include the following:
 - a. Name, address, and brief description of your firm;
 - b. Describe the legal nature of the organization (incorporated for profit, incorporated not-for-profit, etc.)
 - c. Provide copies of applicable licenses.
 - d. Provide copies of your most current audited financial statement.
 - e. Certificate of Insurance
 - f. The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the County;
 - g. A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations; and
 - h. A statement that your firm is not involved in any current litigation with the County.
 - i. Statement about the ability of the firm to meet with the Evaluation board to discuss the RFQ.
3. **Conflict of Interest** - All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested legal services on behalf of the County.

CONFIDENTIALITY:

This Request for Qualifications, and all submissions received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this Request for Qualifications, please return this Request to the Board and retain no copies thereof.

Lackawanna County Qualification
Base Selection Process

The statement of qualifications will be evaluated in accordance with the County's Qualifications Base Selection Process. Anyone submitting a statement of qualifications is advised to review that process, which is set forth on the County's website.