

## **Request for Proposal - Document Digitization Project**

**August 2022**

LAEDC is requesting proposals for document scanning services with a qualified contractor. Proposals must be submitted to LAEDC no later than Wednesday, August 10, 2022. Proposals shall be reviewed and rated on the basis of qualifications, specific experience, references, familiarity with the services and pricing. LAEDC will then determine which proposal best meets its requirements listed in Scope of Services. LAEDC reserves the right to reject any or all proposals, to waive any informality in any proposal and to select the proposal that best meets its needs.

### **BACKGROUND**

Founded in 1981, the LAEDC was created by the Los Angeles County Board of Supervisors to implement LA County's economic development program through land development, project financing and marketing activities. During its history, the LAEDC has evolved from facilitating the County's industrial bond development program to being Southern California's premier economic development organization. LAEDC's purpose is to advance opportunity and prosperity for all the residents of the greater Los Angeles region. We achieve this through objective economic research and analysis, strategic assistance to government and business, and targeted policy.

### **SCOPE OF SERVICES**

LAEDC is seeking a qualified vendor to provide scanning services for its documents (approximately 300 banker boxes located at LAEDC offices). The estimated duration of this project is approximately three (3) months.

File folders may contain flat and folded documents of mostly letter size and some legal size. Proposers may assume that most paper records are in good condition. The following criteria must be met:

#### **Standards**

- Any and all LAEDC documents in the possession of the Proposer must be stored in a climate controlled safe and secure location
- For the duration of the project, LAEDC authorized users must have access to all documents outsourced for scanning upon request, with an electronic file provided within 24 hours
- All scanning, indexing must be performed in 300 dpi and all pages from each file should be scanned together
- All work must be performed by proposer's in-house staff – no work is to be outsourced
- File type: single or multi page – PDF format
- Duplex scan documents to capture both front and back of document where needed - Images must be oriented correctly for viewing
- Quality assurance review of every image for clarity, quality, cutoffs or compression errors
- Indexing and image information in XML and CSV format
- All scan dimensions must be the same size as the original document
- OCR all content with guarantee of 99.5% accuracy on images to create PDF files that are searchable by text

### **Quality Control**

LAEDC's expectation is for a high level of quality control for images and indexing. Contractor's quality control measures shall meet the following criteria for all images:

- Images are of the same or better quality than the original - All documents are to be scanned in the same order they exist in paper form
- All images are accurately labeled and indexed
- Visual inspection of each image, making quality adjustments as needed
- LAEDC shall perform a Quality Assurance review of images and associated indexing. If LAEDC discovers unacceptable images, the Contractor, at no additional cost to LAEDC, will correct all such unacceptable images.

### **Pickup/Return of Documents**

- Contractor must provide a "pickup slip" or other document as proof of pick-up, to be signed by the Contractor staff and LAEDC staff
- Contractor will retain the original documents for a period of up to three months and either return, destroy (with written approval by LAEDC), or continue storing the documents
- When contractor returns original documents after scanning, a "return slip" or other document as proof of return, is to be signed by the Contractor staff and LAEDC staff. Outside of returned boxes scanned must be clearly marked "Scanned" and the date scanning was completed
- Boxes that have been scanned shall be clearly marked "Scanned" and the date scanning was completed on the outside of the returned boxes

### **Scanning Process**

- Contractor is to provide a test run prior to commencing project. Test sample size is to be determined. Project will not continue until LAEDC has signed off on quality and job performance of test
- Contractor is to enhance any "low quality" images that are determined, by the contractor, to have enough quality to produce a readable digital image
- Contractor to add an image stating "Poor Quality Original" to any image that contains unreadable text or graphics. Stamp is only to be used after 2 scan attempts to improve quality and is not to be used as a substitute for thorough and accurate scanning. If this is necessary, the contractor must relay this to LAEDC

### **Delivery of Images**

- Delivered images will be in PDF format and searchable by text. The documents should require no post processing by LAEDC other than the importing of data
- Deliver images in agreed upon format and within agreed upon timelines
- Provide report of documents scanned

## **PROPOSAL EVALUATION**

The proposals will be evaluated based on the following criteria:

- Qualifications and experience
- Methodology should include the steps taken by the contractor to ensure all documents are tracked, scanned, indexed and quality checked to LAEDC standards
- Demonstrated understanding of the services requested
- Cost

## **PROJECT SCHEDULE**

RFP issue Date:	August 02, 2022
Written questions deadline:	August 5, 2022
LAEDC provided response to questions:	August 8, 2022
Proposal Due:	August 10, 2022
Notification of selected vendor:	August 15, 2022

**Responses received after the due date specified above will not be considered.**

**LAEDC reserves the right to change this schedule and/or discontinue the RFP process at any time.**

**PROJECT CONTACT:** Questions about the project should be directed to Rick Davila, Director – Information Systems and Facilities, via email – [rick.davila@laedc.org](mailto:rick.davila@laedc.org).

## **SUBMITTAL REQUIREMENTS**

All questions must be submitted in writing no later than 5:00 pm on Friday, August 5, 2022. Questions may be submitted via email to Rick Davila – [rick.davila@laedc.org](mailto:rick.davila@laedc.org).

Vendors must submit the proposal in PDF format, via email to Rick Davila – [rick.davila@laedc.org](mailto:rick.davila@laedc.org) with the subject: "RFP – Document Scanning Services" by 5:00 pm on Friday, August 5, 2022