



## Request for Proposal

Boone County Purchasing  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201

**Melinda Bobbitt, CPPB, Director**  
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E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

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### *Proposal Data*

Proposal Number: **69-25OCT05**

Commodity Title:

**IMAGING SYSTEM FOR iSERIES (AS400)**

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### **DIRECT PROPOSAL FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

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### *Proposal Submission & Opening Address and Deadline*

Day / Date: **TUESDAY – October 25, 2005**

Time: **10:30 A.M. C.S.T. (No late proposals will be accepted)**

Location / Mail Address: Boone County Purchasing Department  
Boone County Johnson Building  
601 E. Walnut, Room 208  
Columbia, MO 65201

Directions: The Johnson Building is located on the Northeast corner at 6<sup>th</sup> Street and Walnut Street. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

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### *Proposal Contents*

- 1.0: Instructions and General Conditions**
- 2.0: Introduction and General Information**
- 3.0: Scope of Services**
- 4.0: Proposal Submission Information**
- 5.0: Response Page**
- Exhibit A Prior Experience**
- No Bid Response Form**



## **NOTICE OF REQUEST FOR PROPOSAL**

Boone County is accepting Request for Proposals for the following:

**BID #: 69-25OCT05 – Imaging System for iSeries (AS400)**

Sealed proposals will be accepted until **10:30 a.m. on Tuesday, October 25, 2005** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

The Request for Proposal is scheduled to be opened after 10:30 a.m. on Tuesday, **October 25, 2005** in the Boone County Purchasing Department, Boone County Johnson Building, Conference Room 213, 601 E. Walnut Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org).

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB  
Director, Boone County Purchasing

Insertion: Monday, September 26, 2005  
COLUMBIA MISSOURIAN



## 1. INTRUCTIONS AND GENERAL CONDITIONS

**1.1 Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions of Bidding and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with the material and/or supplies, equipment or services as detailed in the following proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 10:30 A.M., C.S.T., on Tuesday, October 25, 2005** to:

Boone County Purchasing Department  
Melinda Bobbitt, CPPB  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 10:30 A.M. and shall return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and six (6) copies of the proposal (total of seven). Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of Offerors will be read aloud.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Form* and note your reason. No fax or electronic transmitted bids will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

### **1.2 . Evaluation of Proposals (Procedure):**

- a) The County will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Offerors should

exercise particular care in reviewing the Proposal Format required for this RFP.

- b) The evaluation committee shall then score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are potentially acceptable.
- c) At this point, the County may request presentations by Offerors, and carry out negotiations for the purpose of obtaining best and final offers, and conduct detailed reference checks on the short listed proposers.
- d) The County reserves the right to contact any and all references to obtain, without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references will be checked for each short-listed Offeror.
- e) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- f) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- g) No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

### **1.3 Ambiguity, Conflict, or Other Errors in the RFP:**

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- c) Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.

- d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

**1.4 Rejection of Proposals:** The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

**1.5 Acceptance of Proposals:** The County will accept all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

**1.6 Requests for Clarification of Proposals:** Requests by the Department for clarification of proposals shall be in writing.

**1.7 Validity of Proposals:** Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

**1.8 Receipt and Opening of Advertised, Sealed Proposals:** The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

- a. Information provided in your response will be considered proprietary and will not be divulged during the selection process. **The successful firm's proposal will become public record after its acceptance by the County Commission.** All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- b. Proposals will be opened in the Boone County Purchasing Department on **Tuesday, October 25, 2005 at 10:30 A.M., C.S.T.** located at the following address:

Boone County Purchasing  
Johnson Building  
601 E. Walnut, Conference Room 213  
Columbia, Missouri 65201

**1.9 Withdrawal of Proposals:** Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- a. **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.



## 2. INTRODUCTION AND GENERAL INFORMATION

### 2.1 Introduction:

- 2.1.1 This document constitutes a request for competitive, sealed proposals for the furnishing of an **Imaging System for iSeries (AS400)**, as set forth herein.
- 2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
- 1) Instructions and General Conditions
  - 2) Introduction and General Information
  - 3) Scope of Services
  - 4) Proposal Submission Information
  - 5) Response Page
  - 6) Exhibit A – Prior Experience
  - 7) “No Bid” Response Page

### 2.2. Guideline for Written Questions:

- 2.2.1 All questions regarding this Request for Proposal shall be submitted in writing no later than 5:00 p.m., October 18, 2005. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPB, Director of Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.
- a. Melinda Bobbitt, CPPB  
Director  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)
- 2.2.2 The responses and usage will become a part of a written addendum, which will be mailed or faxed prior to proposal opening.



### **3. SCOPE OF SERVICES**

#### **3.1 Background:**

Boone County's current imaging system is Optika's Acorde ver 2.2.1. Boone County has approximately eighteen 5.2 Gigabyte Magneto-optical disks that have been created with Acorde, one of which contains COLD data. These platters are stored in a Plasmon Optical Jukebox which will not be used with the new iSeries imaging system. The current indexes for Acorde are stored in MS-SQL. Boone County will be working with a third party to extract / convert all images, COLD data, and index to a non-proprietary format.

#### **Rough Implementation Plan of iSeries Imaging Product**

1. Select iSeries (AS400) Imaging Product via RFP.
2. Install and Configure iSeries Imaging Product.
  - a. On iSeries
  - b. On all Imaging Clients
3. Implement iSeries imaging in place of all current Optika Imaging applications.
4. Complete switch over of all scanning to iSeries Imaging Application.
5. Stop all additions of images to Optika Imaging.
6. With help from Image Conversion Company, export all images from Optika platters that will be converted to iSeries Imaging Product.
7. Work with iSeries Imaging Company to start import process of converted images and data to iSeries Imaging Product.
8. Complete import of converted images and database to iSeries Imaging Product.
9. Run quality assurance test on imported images and data on iSeries Imaging Product.
10. Take Optika Imaging System off line.

#### **3.2 Scope of Work:**

All proposals must be made on the basis of and either meet or exceed the requirements contained herein:

##### **3.2.1. Base Product / Platform Requirements:**

The Imaging System shall:

- a. Have all images reside on an IBM iSeries Server (AS400).
- b. Have the imaging database reside on an IBM iSeries Server (AS400).
- c. Have the core application run on an IBM iSeries Server (AS400).
- d. Be fully supported under OS400 V5R2 and V5R3.



- e. Have no requirement for a PC Server to be fully functional.
- f. Not have any user nor workstation fees.
- g. Not have any fees based on the number of images stored.
- h. Have workflow process.
- i. Have imaging routing capability.

### **3.2.2. Product Features Minimum Requirements:**

The imaging system shall:

- a. Store black and white images.
- b. Store color images.
- c. Store spool files (COLD Documents).
- d. Provide spool file report capture with automatic indexing.
- e. Provide AFP capture and storage.
- f. Store externally defined documents (Word, Excel, Visio, etc.)
- g. Store spool files with overlays (Created with IBM Infoprint Designer).
- h. Support redaction and versioning.
- i. Support signature pad capture.
- j. Provide Internet support (able to deliver archived content via web).
- k. Provide interfacing via direct code (COBOL calls).
- l. Have the ability to have multiple imaging systems set up on one iSeries LPAR.
- m. Have the ability to have a standalone imaging system set up on the iSeries. (An imaging system not interfaced with the iSeries application.)
- n. Have the ability to interface to PC applications, Web applications, and green screen applications.
- o. Have all file formats for images, spool files and externally defined documents in a non-proprietary format (No extraction or conversion needed to read the documents.)

### **3.2.3. Scanning Features Requirements:**

The imaging system shall have:

- a. Barcode indexing via batch scanning.
- b. OCR indexing via batch scanning.
- c. Support for Kofax VRS.
- d. Twain scanner support.
- e. Kofax video capture board support (Native support or via Twain).
- f. The ability to scan multiple pages of a document with a barcode on each page in a batch mode. A different barcode will be the break for a new document. One document might have one or more pages and each page will have a barcode in the same position of the page.
- g. The ability to scan multiple pages of a document with a barcode on the first page only in a batch mode. A barcode will be the break for a new document. One document might have one or more pages and only the first page will have a barcode.
- h. The ability to read and/or update AS400 files at the time of scanning upload, including the index file for the imaging system.
- i. The ability to verify information scanned in against an AS400 database during scanning.
- j. The ability, when scanning barcodes in batches, to go to the next unknown barcode, value of zero, to easily correct those that are not read by the scanner.
- k. The ability to store a spool file as an image from a COBOL program on the AS400.

### **3.2.4. Viewer Features Minimum Requirements:**

The viewer shall:

- a. Be supported under the following client operating systems – MS Windows 2000 and XP.
- b. Be able to view and search imaging system(s) from an internet browser.
- c. Be able to simultaneously view black and white images, color images, spool files, imported external documents and AFP spool files.
- d. Have the ability to load images into the viewer with selecting multiple values of the same index, and/or multiple indexes from a COBOL program on the AS400.

**3.2.5. Support/Upgrades:**

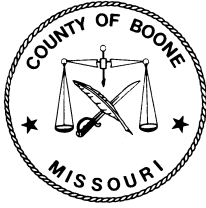
Annual maintenance shall include:

- a. Technical support provided by the imaging company.
- b. Technical support availability during normal business hours at no charge.
- c. Base product upgrades and fixes at minimal (shipping and media cost) or no charge.

**3.2.6. Import Specifications:**

Response shall include:

- a. Format specification for the following items to be imported into iSeries Imaging System.
  - a. Indexes
  - b. Images
  - c. COLD Data



#### 4. PROPOSAL SUBMISSION INFORMATION

##### 4.1. RESPONSE TO PROPOSAL

###### 4.1.1. *Submission of Proposals:*

4.1.1.1. When submitting a proposal, the Offeror should include the **original and six (6) additional copies.**

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department  
Attn: Melinda Bobbitt, CPPB, Director  
601 E. Walnut Street, Room 208  
Columbia, MO 65201

b. The proposals must be delivered no later than **10:30 a.m. on October 25, 2005.** Proposals will not be accepted after this date and time.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed addenda should be **placed at the beginning of the proposal.**

c. The Proposal must, at a minimum, address all mandatory and desired services, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.1.2. **Competitive Negotiation of Proposals:** The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.

4.1.2.2. Negotiations will only be conducted with potentially acceptable proposal(s). The County reserves the right to limit negotiations to those proposal(s), which received the highest rankings during the initial evaluation phase.

4.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

4.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.1.3. **Evaluation and Award Process:**

4.1.3.1. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise of Contractor**
- c. **Cost**

4.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.1.4. ***Evaluation:***

4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

4.1.4.2. State the number of years your firm has been in business.

4.1.4.3. The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP (This information may be shown on the form attached as Exhibit A to this RFP or in a similar manner):

- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
- b. Dates and locations of the service/contract; and
- c. A brief, written description of the specific prior services performed and requirements thereof.

4.1.4.4. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

4.1.4.5. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

- 4.1.4.6. Where the words “shall” or “must” are used, they signify a required minimum function of system capacity that will heavily impact the Bidder’s final response rating.
- 4.1.4.7. Where the words “should”, “may” or “desired” are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder’s final response rating.
- 4.1.4.8. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.



5. **Response Page**

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This form must be signed. All signatures must be original and not photocopies.



The Offeror shall provide a firm, fixed price for the Original Contract Period. All costs associated with the required services/equipment shall be included in the prices. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

**5.1. Imaging System for iSeries Pricing**

<b>Item</b>	<b>\$ per Item</b>	<b>Extended \$</b>
iSeries Imaging Software	\$	\$
Client Viewing Software	\$	\$
Scanning Station Software	\$	\$
Import Software (for existing images, indexes, COLD Data)	\$	\$
Other Required Software (be specific)	\$	\$
Administration Training	\$	\$
End User Training	\$	\$
<b>Yearly Software Maintenance:</b>		
<b>Software Maintenance Year 1</b>	\$	\$
<b>Software Maintenance Year 2</b>	\$	\$
<b>Software Maintenance Year 3</b>	\$	\$
<b>Software Maintenance Year 4</b>	\$	\$
<b>Software Maintenance Year 5</b>	\$	\$
Installation / Implementation Cost	\$	\$
Optional Software (explain in detail)	\$	\$
Discount(s) (explain in detail)	(\$ )	(\$ )
<b>Total</b>		\$

**5.2. Additional Cost to Complete:**

Provide an itemized list of any items not included above by the County and related costs that Offeror deems necessary to provide the information to meet the requirements specified in proposal. Failure to provide said list shall not relieve the Contractor from providing such items as necessary to provide information meeting all of the requirements specified in proposal that the Offeror proposed to meet at the Fixed Price Purchase Costs proposed.

5.2.1. \$ \_\_\_\_\_

**EXHIBIT A**

**PRIOR EXPERIENCE**

(References of similar services for governmental agencies are preferred)

**1. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description of Prior Services (include dates):**

**2. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description of Prior Services (include dates):**

**3. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description of Prior Services (include dates):**



***“No Bid” Response Form***

**Boone County Purchasing**  
601 E. Walnut, Room 208  
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director  
(573) 886-4391 – Fax: (573) 886-4390

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**“NO BID RESPONSE FORM”**

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO  
SUBMIT A BID**

If you do not wish to respond to this proposal request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

**Bid: 69-25OCT05 – Imaging System for iSeries (AS400)**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_