

CUYAHOGA COUNTY

BOARD OF HEALTH

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REQUEST FOR QUOTATIONS FOR DOCUMENT SCANNING AND STORAGE SERVICES FOR THE CUYAHOGA COUNTY BOARD OF HEALTH

Background

The Cuyahoga County Board of Health (CCBH) seeks a qualified contractor to provide assistance with emergency preparedness planning with specific focus on addressing needs as part of the agency Continuity of Operations (COOP) Plan. The COOP Plan establishes policy and guidance to ensure the execution of the mission essential functions of CCBH in the event that an emergency threatens or incapacitates operations and the relocation of selected personnel and functions of CCBH are required. A recent survey conducted by CCBH personnel identified several agency programs and functional units that maintain records in paper format only, and are at risk of being permanently destroyed and unrecoverable if there was a catastrophic emergency to the building (fire, flood, etc.) The Cuyahoga County Board of Health is seeking the professional assistance of qualified firms to provide solutions to begin to address this vulnerability. The budget for this project cannot exceed \$24,999.00.

Duration of Services

The Cuyahoga County Board of Health is seeking services commencing upon date of executed contract and be completed by June 30, 2017.

Scope of Work

The contractor will be expected to:

1. Provide a fixed unit (i.e. per image) cost for a comprehensive scanning service e.g. retrieve, disassemble, scan, and reassemble of paper records. If there are different costs based on the size of the documents (e.g. standard 8.5"x11.0" vs. over-sized documents, architectural drawings, etc.), this should be delineated in the pricing document.

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ www.ccbh.net

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2. If the contractor has the ability to securely store original documents, provide a fixed unit cost (i.e. per box) for this storage. Associated costs with storing records the records such as retrieval should also be delineated. Contractor should assume size of the box to be 1.2 cubic feet. If there are different costs based on the size of the box, this should be delineated in the pricing document.
3. If the contractor has software to provide retrieval, viewing, editing, annotation, and printing functionality of the scanned/indexed documents, fixed cost pricing for the software should be included in the proposal. This includes training of CCBH staff on the software.

Other Important Information

- a. All records are currently located at 5550 Venture Drive, Parma, OH. The contractor will pick up the records from this office and then transport them to their facility for scanning or storage. The contractor must retain all paper documents of scanned files for three (3) months after conversion to an electronic format, then either return the documents or dispose of the paperwork after that time. Contractor will receive guidance from CCBH with respect to whether a given document should be returned or disposed of after the three month period. Scanned documents should be converted to an electronic format (such as TIFF or PDF, final format must be approved by CCBH prior to generation of files). If there is additional cost for temporarily storing documents before they are returned to CCBH or a cost for disposing them, it should be delineated in the pricing document.
- b. The contractor shall provide documentation as to their approach to protecting documents and establishing accountability regarding the care and integrity of the documents.
- c. The contractor shall provide documentation that demonstrates the capability of handling protected health information (PHI) and/or sensitive information (e.g. HIPAA compliance)
- d. Each scanned document must be saved electronically as an individual file according to a naming system that has been approved by CCBH.
- e. If contractor provides services not explicitly defined in this RFQ, they may list them as optional services and will be taken into consideration by CCBH during the contracting process. Prices for these optional services must be clearly delineated in the pricing document. .

Periodic review of the work may be conducted to evaluate progress and quality.

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Deliverables

- June 30, 2017 – The paper-only records shall be converted to an electronic format. The CCBH project manager will identify which records are designated for scanning.
- June 30, 2017 – If the contractor has a software program available, the account(s) for CCBH personnel shall be activated and CCBH staff will have received training on the use of the software.
- June 30, 2017 - If the contractor has the ability to securely store original documents not intended to be scanned (i.e. item #2 under *Scope of Work*), the CCBH project manager will identify which records are designated for storage only. These documents shall be placed in storage by the contractor by this date.

Information Requested

The following items listed below must be included with quotes, for quotes to be considered.

1. Business establishment date and years of experience performing work of this nature
2. Three references (CCBH form attached)
3. Identify how deliverables will be met
4. List skills and qualifications
5. Pricing document as spelled-out in the Scope of Work (note: total budget for project is \$24,999.00)

Insurance Requirements

During the full term of the contractual agreement, the contractor shall have in effect and maintain such insurance as defined herein. Where applicable, to be determined by the Board's Administrative Counsel, the applicable insurance shall name the Board and its employees as a co-insured or additional insured.

This insurance shall protect the contractor, the Board and its employees and any subcontractor performing work covered by the contractual agreement against: 1) general auto liability claims; 2) professional liability claims; 3) personal injury claims; 4) accidental death claims; 5) property damage claims; 6) economic loss claims; 7) general liability claims; and such other types of claims including but not limited to D&O, employee dishonesty, workers compensation claims which may arise from operations under the contractual agreement whether such operations be by the contractor or by any subcontractor or by anyone directly or indirectly employed by either of them.

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An exact copy of such insurance policy or policies and any declarations pages shall be made available to the contracting authority for review at or before the time of execution of the contract. Such insurance shall include coverages for general liability, professional liability (where deemed necessary), workers compensation, D&O coverage and employee dishonesty (if deemed applicable) in such reasonable and adequate amounts as shall be determined by the Administrative Counsel at the time of negotiation of the contract.

Submission of Quotes

Quotation documents are due by June 5, 2017 at 10:00am

Documents may be mailed or emailed to the following:

Cuyahoga County Board of Health
Attention: Chris Kippes, Project Manager
5550 Venture Drive
Parma, Ohio 44130
(216) 201-2001 ext.1600
ckippes@ccbh.net

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CONTRACTOR REFERENCE SHEET

INSTRUCTIONS:

List a minimum of three (3) organizations to whom you have provided like services to that being requested in the specification. Provide all data requested below for each reference listed. Use additional sheets if desired.

ORGANIZATION'S NAME:**CONTACT PERSON'S NAME:****ORGANIZATION'S FULL ADDRESS:****CONTACT PERSON'S TELEPHONE NUMBER:****DATE SERVICE(S) PROVIDED:****SPECIFY THE SERVICES PROVIDED:****ORGANIZATION'S NAME:****CONTACT PERSON'S NAME:****ORGANIZATION'S FULL ADDRESS:****CONTACT PERSON'S TELEPHONE NUMBER:****DATE SERVICE(S) PROVIDED:****SPECIFY THE SERVICES PROVIDED:****ORGANIZATION'S NAME:****CONTACT PERSON'S NAME:****ORGANIZATION'S FULL ADDRESS:****CONTACT PERSON'S TELEPHONE NUMBER:****DATE SERVICE(S) PROVIDED:****SPECIFY THE SERVICES PROVIDED:**

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