

RFP 1904-01: Microfilm and Microfiche Digitization Services
PUBLICATION OF TECHNICAL EVALUATION

The Court received proposals from seven vendors on proposal due date May 23, 2019.

The seven proposers were:

1. ICM Document Solutions
2. Raycom Data Technologies Inc.
3. ECS Imaging, Inc.
4. Metasource
5. Hines EDM, Inc.
6. URM Technologies
7. SOURCECORP BPS, Inc.

Court's three member Evaluation Committee evaluated the proposals to identify responsible proposers who submitted responsive proposals, also called qualified proposers. Proposals of qualified proposers were further evaluated for technical aspects and points were assigned by the Evaluation Committee. Evaluation of the proposals is presented below:

1. Proposal Compliance Evaluation Sheet
2. Technical Evaluation of proposals received from qualified proposers

Public opening of Cost Bids of qualified proposers will be done at 10:00 am on June 19, 2019 in conference room # 34, at the following address:

Superior Court of California
County of Contra Costa
725 Court Street, 4th Floor
Martinez 94553

EVALUATION SHEET FOR 1904-01 RFP Microfilm and Microfiche Digitization Services

1 CRITERIA FOR RESPONSIBLE PROPOSER:

REQUESTED DOCUMENTARY PROOF OF QUALIFICATION CRITERIA					MEMBER OBSERVATION & COMMENTS (Submitted and found OK / Submitted but not OK / Not Submitted)							
					ICM Document Solutions	Raycom Data Technologies Inc.	ECS Imaging, Inc.	Metasource	Hines EDM, Inc.	URM Technologies	SOURCECORP BPS, Inc.	
The proposer should possess a minimum of 5 years of experience of providing microfilm and microfiche digitization services. Proposer shall provide a list of at least two customers for each of the 5 years in the following table format:					OK	OK	Not Submitted (Confirmed with BidSync Technical Proposal was not uploaded)	OK	OK	OK	OK	
Customer Contact & Organization name	Customer Phone & Email address	Total number of images created	Is Customer a government agency?	Month, Year providing service								
				From								To
The proposer must make a statement that it is not currently under suspension or other disciplinary review by any local, state, or federal government agency. (Sign and attach Attachment: General Certifications Form).					OK	OK	OK	OK	OK	OK	OK	
The proposer must make a statement that it is not tax delinquent with the State of California or Federal Government. (Sign and attach Attachment: General Certifications Form)					OK	OK	OK	OK	OK	OK	OK	
The proposer will provide abridged financial statements for the years 2017, 2016 and 2015 to establish their financial stability.					Provided; consistent profit making	Provided; consistent profit making	Provided; Net profit in two (2015, 2016) of the three years	Provided; Net loss 2015, 2016 and 2017 (Refer Note 1 below)	Provided; consistent profit making	Provided; Net loss in two (2016, 2017) of the three years (Refer Note 1 below)	Provided; Page 374, 378, 381,383 549 Net loss all the three years (Refer Note 1 below)	

REQUESTED DOCUMENTARY PROOF OF QUALIFICATION CRITERIA	MEMBER OBSERVATION & COMMENTS (Submitted and found OK / Submitted but not OK / Not Submitted)						
	ICM Document Solutions	Raycom Data Technologies Inc.	ECS Imaging, Inc.	Metasource	Hines EDM, Inc.	URM Technologies	SOURCECORP BPS, Inc.
The proposer must provide five references of similar work they have performed for private or government organizations, and state that he or she agrees to the Court contacting those organizations. (Format provided in Bidder – Proposer Information Questionnaire).	OK	OK	Bidder – Proposer Information Questionnaire provided but no references are indicated.	OK	OK	OK	OK
If Proposer is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Proposer is in good standing in California. If Proposer is a foreign corporation, LLC, LP, or LLP, and Proposer conducts or will conduct (if awarded the contract) intrastate business in California, proof that Proposer is qualified to do business and in good standing in its home jurisdiction. (Attach CA Secretary of State Business License or comparable license in home jurisdiction)	Entity # : C2477705 Status: ACTIVE (ICM Conversions, Inc.)	Entity # : C0840725 Status : ACTIVE	Entity # : C2262264 Status : ACTIVE	Entity # : 201535710529 Status : ACTIVE	Entity # : C3413236 Status : ACTIVE	Entity # : C3436850 Status : ACTIVE	Entity # : C2261957 Status : ACTIVE
Responsible proposer?	YES	YES	NO	YES	YES	YES	YES
Note 1: The Evaluation Committee reviewed the explanation provided by the Proposer with regard to the losses. The Committee considers the proposer financially stable for contracting the work detailed in RFP 1904-01.							


2 CRITERIA FOR RESPONSIVE PROPOSAL


ID	REQUESTED DOCUMENTARY PROOF OF QUALIFICATION CRITERIA	MEMBER OBSERVATION & COMMENTS (Submitted and found OK / Submitted but not OK / Not Submitted)						
		ICM Document Solutions	Raycom Data Technologies Inc.	ECS Imaging, Inc.	Metasource	Hines EDM, Inc.	URM Technologies	SOURCECORP BPS, Inc.
1	Bidder – Proposer Information Questionnaire	OK	OK	Submitted but not OK (Incomplete)	OK	OK	OK	OK
2	Acceptance of the Standard Agreement with its Terms and Conditions. (Note: A material exception to a Minimum Term will render a proposal nonresponsive.)	OK	OK	OK	OK	OK	OK	Has Exceptions to standard agreement terms P 311, 312 (Refer Note 1 below)
3	General Certifications Form	OK	OK	OK	OK	OK	OK	OK
4	Certification of Insurance	OK	OK	OK	OK	OK	OK	OK
5	Certification of Acceptance	OK	OK	OK	OK	OK	OK	Has exceptions page # 331,617 (Refer Note 1 below)
6	Payee Data Record Form	OK	OK	OK	OK	OK	OK	OK
7	Darfur Contracting Act Certification	OK	OK	OK	OK	OK	OK	OK
8	Unruh Civil Rights Act CA Fair Employment Housing Certification	OK	OK	OK	OK	OK	OK	OK
9	DVBE Proposer Declaration [if applicable]	NA	NA	NA	NA	NA	NA	NA
10	DVBE Declaration [if applicable]	NA	NA	NA	NA	NA	NA	NA
11	Small Business Declaration [if Small Business preference is claimed]	NA	YES, Checked and confirmed	YES, Checked and confirmed	NA	YES, Checked and confirmed	NA	NA

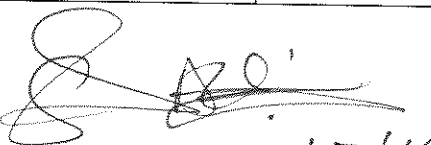
Responsive Proposal?	YES	YES	NO	YES	YES	YES	YES
<p>Note 1: SOURCECORP BPS, Inc. has taken one exception in the 'Indemnification' clause of the standard agreement. They have requested to include a 'Limitations to Liability' clause. While the Court has not agreed to include this clause in the final agreement, Evaluation Committee members recognize that the proposed clause does not materially change the tenor of the contract. The Committee therefore considers SOURCECORP BPS, Inc. to have accepted all the terms of the standard agreement.</p>							

3 RESPONSIBLE PROPOSER SUBMITTED RESPONSIVE PROPOSAL (QUALIFIED PROPOSERS)

ID		MEMBER OBSERVATION (YES / NO)						
		ICM Document Solutions	Raycom Data Technologies Inc.	ECS Imaging, Inc.	Metasource	Hines EDM, Inc.	URM Technologies	SOURCECORP BPS, Inc.
1	Responsible proposer submitted responsive proposal	YES	YES	NO	YES	YES	YES	YES


 David Chulick
 Evaluation Committee Member (Sign and date)


 Jason Piper
 Evaluation Committee Member (Sign and date)


 Alvin Ndiakor
 Evaluation Committee Member (Sign and date)

TECHNICAL EVALUATION OF THE PROPOSALS RECEIVED FOR RFP 1904-01 MICROFILM AND MICROFICHE DIGITIZATION SERVICES FROM QUALIFIED PROPOSERS

CRITERION	MAXIMUM NUMBER OF POINTS	ICM Document Solutions				Raycom Data Technologies Inc.				Metasource				Hines EDM, Inc.				URM Technologies				SOURCECORP BPS, Inc.				
		David	Jason	Alvin	Average	David	Jason	Alvin	Average	David	Jason	Alvin	Average	David	Jason	Alvin	Average	David	Jason	Alvin	Average	David	Jason	Alvin	Average	
Depth of the Proposal: • Responsiveness to requirements, quality of work plan, and confirmed understanding of the purposes of this Project. • Capability in terms of processing facility and staff qualifications. • Should include response to expectations indicated in the Exhibit 1 Scope of Work and Exhibit 2 RFP Technical Evaluation.	25	25	25	25	25	25	25	25	25	20	23	25	23	25	25	25	25	25	25	25	25	25	25	25	20	23
Demonstrated ability to execute this Project • In form of number of similar projects implemented. • Size and complexity of projects implemented directly to customers in other comparable settings. • References of other trial courts and government agencies like school district, county agencies and departments, etc.	25	13	19	15	16	17	23	20	20	25	25	20	23	17	23	15	18	18	22	20	20	22	23	25	25	23
The Cost Proposal will be evaluated on the overall reasonableness of the prices submitted.	40																									
Acceptance of the Contract Terms and Conditions	5				5				5				5				5				5					4
DVBE Incentive	5				0				0				0				0				0					0
TOTAL (Refer Note below)	100				46				50				51				48				50					51
Small Business Incentive (if applicable)																										
FINAL TOTAL																										

NOTE: If a Proposer receives Small Business Incentive, the score assigned to its proposal will be increased by an amount equal to 5% of the points assigned to the highest scored Proposal.

DECISION:

SIGN AND DATE:

06/17/19




DAVID CHULICK
Evaluation Committee Member (Sign and date)

06/17/19



JASON PIPER
Evaluation Committee Member (Sign and date)

06/17/19



ALVIN NDIKEFOR
Evaluation Committee Member (Sign and date)

06/17/19