

# Millcreek

3330 South 1300 East  
Millcreek, UT 84106

## Request for Proposals

Record Management Software for Recorder's Office due  
November 27, 2017 at 12:00 p.m. local time.

1. **Introduction.** Millcreek (the "City") is requesting proposals ("*Proposals*" or "*Responses*") from qualified proposers ("*Proposers*") to design, provide, and install record management software for the Recorder's Office.

1.1. **Intent.** It is the intent of this Request for Proposals (this "*Request*") to set forth the minimum acceptable requirements for Responses to this Request.

2. **Background and Detailed Description of Services.** The City of Millcreek incorporated in December of 2016. As the City begins its process of creating a records management plan, software is needed to track, store, and maintain vital records. The desired software shall include the following features:

- Ability to scan documents directly into software – include types of scanners required
- OCR documents
- Departmental security rights for multiple users
- Set up retention schedules and alert users before destruction
- Restrict access, manipulation and destruction of documents
- Import meta data from third party program, excel, or csv file
- Import documents directly from other software platforms
- Image adjustment of documents, cropping, redaction, etc.
- Public portal (preferred)

The software shall be customizable and upgradeable.

3. **Proposal Requirements.** Two (2) written copies and an electronic copy in Word of the Proposal are required to be submitted to John Geilmann, City Manager as listed below, no later than 12:00 p.m. local time on November 27, 2017. Other than the Word version of the Proposal, there is no specific format for use when submitting responses to this Request. Any response, modification, or amendment received after the due date and time is late. No late response, modification, or amendment will be accepted. No electronic Responses (facsimile, e-mail, or telegraphic) will be accepted. Proposals must include the following elements and be signed by an authorized representative of the Proposer:

3.1. **Introductory Letter.** An introductory letter expressing an interest in providing the Services should be included. The introductory letter should be addressed to:

John Geilmann, City Manager  
Millcreek  
3330 South 1300 East

Millcreek, UT 84106

Include an e-mail address for the primary contact of the Consultant.

3.2. Software Features. Provide brochures and written information illustrating the features listed above.

3.3. Required Hardware. Provide an itemized list of hardware that Millcreek is required to provide to host, operate, and implement your software.

3.3. Cost. Provide an all-inclusive cost including any expenses and taxes for the Services.

3.4 Implementation and Training Schedule. It is anticipated the software will be implemented and useable by December 31, 2017.

3.5. References. Include the name, address, and contact person of at least three entities (city contacts) with which the Proposer has provided similar Services. The City may contact such references.

4. **Identification of Anticipated Potential Problems.** Proposals should identify and describe any potential problems with respect to providing the Services.

5. **Evaluation Criteria and Scoring Process.** All Proposals received will be reviewed by the City Manager. Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Software Features	40%
Required Hardware	15%
Cost	25%
Implementation and Training Schedule	10%
<u>References</u>	<u>10%</u>
Total	100%

6. **Selection.** Discussions may be conducted with Proposers determined by the City Manager to be reasonably susceptible of being selected for the award. In addition, one or more Proposers may be invited to interview, provided; however, Proposals may be accepted without discussion or interview. John Geilmann, City Manager will make the award.

7. **General Information.** The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify or waive any requirement set forth in

this Request. Response to this Request is at the Proposer's sole risk and expense. All Proposers must comply with applicable federal, state, and local laws and regulations. Except for written responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing to the contact person described below no later than November 27, 2017, at 12:00 p.m. The contact person will endeavor to respond to such request for clarification or additional information and if the contact person deems, in his sole and absolute discretion, that such response is of general applicability, his response, if any, will be posted on the City's website at [www.millcreekut.org](http://www.millcreekut.org) (which constitutes a written response). Entities responding to this Request are encouraged to review such website frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Access Management Act (Utah Code Ann. § 63G-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.

8. **Terms of Contract.** The successful Proposer will be required to enter into a contract or purchase agreement with the City to provide the Services. If the selected Proposer and the City attorney are unable to negotiate an acceptable agreement, then another Proposer(s) will be selected by the Mayor and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

9. **Contact Person.** For further information or for American with Disabilities Act (ADA) accommodation, contact John Geilmann, City Manager Millcreek 3330 South 1300 East Millcreek, UT 84106.