

State of Maine
County of Waldo
Court of County Commissioners



REQUEST FOR INFORMATION
RFI# 01-2018
Document Management Solution

RFI Coordinator	<p><i>All communication regarding this RFI <u>must</u> be made through the RFI Coordinator identified below.</i></p> <p><u>Name:</u> Barbara L. Arseneau <u>Title:</u> County Clerk/Public Records Officer</p> <p><u>Contact Information:</u> countyclerk@waldocountyme.gov</p>
Informational Meeting	<p><u>Date:</u> November 1, 2018 <u>Time:</u> 1:00 p.m. local time (EST)</p> <p><u>Location:</u> County Commissioners Office 39B Spring Street Belfast, Maine</p>
Submitted Questions Due	<p><i>All questions <u>must</u> be submitted to the RFI Coordinator identified above by:</i></p> <p><u>Date:</u> October 26, 2018 no later than 4:00 p.m., local time</p>
Response Submission	<p><u>Submission Deadline:</u> December 3, 2018, no later than 4:00 p.m., local time</p> <p><u>Submit to:</u> countyclerk@waldocountyme.gov</p>

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PUBLIC NOTICE

**County of Waldo
County Commissioners
RFI# 01-2018
Document Management Solution**

The County of Waldo is seeking information regarding software programs for records management and for permanent archival official documents. The main purpose of this RFI is to acquire information regarding vendors and programs that can best fulfill a document management solution that may be inclusive, but not limited to, accessioning, storing, searching, retrieval, and potentially imaging records management (non-permanent) documents and archival (permanent) documents. Solution must provide for the creation and maintenance of programs for all documents and items accessioned and stored in:

- 1.) Records management (non-permanent) sections and,
- 2.) Archival (permanent) sections of a climate-controlled, shelved building. More criteria will be provided by means of questions and answers during an informational meeting.

A copy of the RFI, as well as the Question & Answer Summary and all other related documents to this RFI, can be obtained by contacting County Clerk Barbara L. Arseneau at countyclerk@waldocountyme.gov or by telephone at (207) 338-3282 Monday through Friday between 8:00 a.m. and 4:00 p.m.

An Informational Meeting will be held on November 1 2018 at the County of Waldo Commissioners Office, 39B Spring Street in Belfast, Maine

Responses must be submitted to: County Clerk Barbara L. Arseneau at countyclerk@waldocountyme.gov and be submitted by 4:00 pm, local time, on December 3, 2018.

PART I INTRODUCTION

A. RFI DEFINITIONS/ACRONYMS

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Information:

1. **RFI:** Request for Information
2. **RFP:** Request for Proposal
3. **County:** County of Waldo (“County”)
4. **Department:** County of Waldo Commissioners
5. **FOAA:** Maine Freedom of Access Act
6. **Respondent:** Any individual or organization submitting a response to this RFI.

B. Purpose and Background

This Request for Information (RFI) is an information gathering and market research tool, not a formal solicitation of a specific requirement (such as in a “Request for Proposals” document). The County of Waldo is seeking information regarding a document management solution for all of its official documents. The main purpose of this RFI is to acquire information regarding vendors and programs that can best fulfill a document management solution that may be inclusive, but not limited to, accessioning, storing, searching, retrieval, and potentially imaging records management (non-permanent) documents and archival (permanent) documents. It should be noted that both the permanent and non-permanent documents will be housed separately but in the same building. This is an opportunity for interested parties to help the County better understand a marketplace and/or specific subject matter.

C. General Provisions

1. All contact with the County regarding this RFI must be made through the aforementioned RFI Coordinator. No other person/County employee is empowered to make binding statements regarding this RFI, with the exception of the Board of Waldo County Commissioners after all requested information has been received.
2. This is a non-binding Request for Information. Therefore, no award shall be made as a result of the RFI process.
3. Issuance of this RFI does not commit the County of Waldo to pay any expenses incurred by a Respondent in the preparation of their response to this RFI. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
4. Issuance of this RFI in no way constitutes a commitment by the County of Waldo to issue a Request for Proposal (RFP).
5. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments, such as the Summary of Questions and Answers, issued by the County of Waldo.
6. All submissions in response to this RFI will be considered public records available for public inspection pursuant to the County of Waldo Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.) after they have been reviewed by the Waldo County Commissioners.
<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>
7. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer’s/Vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

PART II INFORMATION SOUGHT

The County of Waldo, established in 1827, is comprised of 10 departments: the County Jail and Reentry Center, Sheriff's Office, Emergency Management Agency, Regional Communications Center, Registry of Deeds*, District Attorney's Office, Registry of Probate*, Treasurer's Office (which includes payroll), Facilities Management, and County Commissioners Office (which includes Human Resources and personnel information). The County's 2018 budget is in excess of \$8.5 million. The County employs approximately 100 people including, but not limited to, elected officials, law enforcement officers, corrections officers, administrative staff, clerks, and custodial/facilities staff. The County of Waldo is governed by the State of Maine and complies with the Maine Revised Statutes Annotated.

Additional information on the County of Waldo can be found on the County of Waldo official web site at www.waldocountyme.gov; readers may also view on that website the current budget, annual reports, Commissioners Court Sessions, and other information that may be helpful in responding to the RFI.

The County of Waldo seeks a document management solution for all of its official documents that must be retained 3 years up to 80 years, and those records that are permanent. The main purpose of this RFI is to acquire information regarding vendors and programs that can best fulfill a document management solution that may be inclusive, but not limited to, accessioning, storing, searching, retrieval, and potentially imaging records management (non-permanent) documents/collections and archival (permanent) documents, both of which will be housed separately in the same building. For records management (non-permanent) documents, a disposition schedule is required.

Proper, climate-controlled storage space is being created and organization of disparate information, back to 1827, is required. The County of Waldo maintains voluminous records including but not limited to employees' confidential and public files; payroll documents, financial reports, annual reports, road maps and road descriptions, commissioners court sessions, county budget meetings, tax abatement hearings, law enforcement records, Jail records, Emergency Management records, and emergency calls for service recordings and paperwork. Some documents/collections are in the form of hardcover books or framed documents under glass.

****Please note that the Registry of Deeds and the Registry of Probate have their own digital records bases. Only hard copy permanent documents will be stored at the Waldo County Archive and thus would need to be accessioned like any other hard copies.***

Many records are considered public and must be available for the public to view. Other records are confidential and must be filed as such so that they may not be viewed by the public. Retention schedules vary depending on the type of record, as directed by the State of Maine *Rules for Disposition of Government Records*.

Any proposed solution should be able to transfer all information currently kept on Access, yet robust enough to expand beyond the typical Microsoft Office documents such as Word, Excel, and Publisher, photographs, PDFs, etc. The County does not intend the solution to rigidly fit its current management practice but rather is open to consider creative process enhancing opportunities resulting from a proposed solution.

A few examples of documents stored are included as exhibits as part of this RFI. Enclosed please find:

Exhibit 1: Sample page from Waldo County Commissioners Court Sessions (Word format)

Exhibit 2: Sample Time Sheet (Excel format)

Exhibit 3: Sample Certificate of Recognition (Publisher format)

Exhibit 4: Sample Sheriff's Bond Book page (Editable PDF format)

PART III KEY RFI EVENTS

A. Informational Meeting

The Department will sponsor an Informational Meeting concerning this RFI beginning at the date, time and location shown on the RFI cover page. The purpose of the Informational Meeting is to provide interested parties with additional information related to this RFI, field questions, and clarify any questions as to this RFI request.

B. Questions

1. General Instructions

- a. It is the responsibility of each interested party to examine the entire RFI and to seek clarification, in writing, if they do not understand any information or instructions.
- b. Interested parties should use **Appendix B – Submitted Questions Form** – for submission of questions.
- c. The Submitted Questions Form must be submitted by e-mail and received by the RFI Coordinator, identified on the cover page of this RFI, as soon as possible but no later than the date and time specified on the RFI cover page.
- d. Submitted Questions must include the RFI Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

2. Question & Answer Summary

Responses to all questions will be compiled in writing and posted on the following website: www.waldocountyme.gov. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

C. Submitting the Response

1. Responses Due

Responses must be received no later than the date and time listed in the timeline designated on the cover page of this RFI document.

2. Delivery Instructions

Responses must be submitted to the RFI Coordinator, via e-mail, listed on the cover page of this RFI document.

PART IV SUBMISSION REQUIREMENTS

This section contains instructions for Respondents to use in preparing their responses. It is requested that all responses follow the outline suggested below, including the numbering, section and sub-section headings as they appear here. The County of Waldo seeks detailed yet succinct responses that demonstrate the Respondent's experience and familiarity with the subject matter. **As this is not a competitive RFP process, Respondents should not provide any specific cost or customized pricing documentation in their response.**

A. Response Format

1. For clarity, the response should be typed or printed. Responses should be single-spaced with 1" margins on white 8 ½" x 11" paper using a font no smaller than 12 point Times New Roman or similar.
2. All pages should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Respondent's name should appear on every page, including Attachments. Each Attachment should reference the section or subsection number to which it corresponds.
3. Respondents are asked to be brief and to respond to each question and instruction listed in the "Submission Requirements" section of this RFI. Number each response to correspond to the relevant question or instruction of the RFI.
4. Include any forms provided in the package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFI.
5. Please provide all information requested in the RFI package at the time of submission.

B. Response Contents

Section I. Organization

1. Complete **Appendix A** (provided as an Appendix to this RFI)
2. Provide Respondent's location(s)
3. Provide a brief description of Respondent's main products/services
4. Provide a brief description of years in business
5. Provide a description of the management structure
6. Describe any licensure required for any services described in the "Information Sought" section.
7. Provide clients that are using comparable products or services (including contact information).
8. Describe skills pertinent to the specific work described in the RFI.

Section II. Response to Information Sought

Discuss the "Information Sought" section referenced above in Part II of this RFI and what the Respondent offers related to the goods and/or services described. Please respond to all questions in this section and give particular attention to describing the methods and resources necessary to accomplish the tasks involved. Respondents are also encouraged to share their knowledge and/or insight of the marketplace and of the specific goods and/or services in general for which information is being sought.

Section III. Required Attachments

The following documents should be attached to the back of each submitted response in the order as numbered below:

- A. Contact information from the Respondent.
- B. List of other counties/municipalities that the Respondent has provided similar service for.
- C. List of programs recommended by the Respondent that will provide the document management solutions requested and required.

PART V REVIEW OF RESPONSES RECEIVED

General Information

- 1. The Department will review responses received for the purpose of gathering information and market research. The Department will not score or rate responses received.
- 2. The Department reserves the right to communicate and/or schedule interviews/presentations with Respondents, if needed, to obtain clarification of information contained in the responses received.

PART VI LIST OF RFI APPENDICES AND RELATED DOCUMENTS

- 1. Appendix A – Response Cover Page
- 2. Appendix B – Submitted Questions Form

APPENDIX A

**COUNTY OF WALDO
County Commissioners
RESPONSE COVER PAGE
RFI# 01-2018
Document Management Solution**

Lead Point of Contact - Name/Title:			
Organization Name (if applicable):			
Tel:		Fax:	
E-Mail:		Website (if applicable):	
Street Address:			
City/State/Zip:			

Exhibit 1

**WALDO COUNTY COMMISSIONERS COURT SESSION
(SPECIAL SESSION)
May 3, 2018**

PRESENT: Commissioners William D. Shorey (Chairman), Amy R. Fowler and Betty I. Johnson. Also present was Assistant County Clerk Lynn Patten to take minutes.

Call to Order: Commissioner Shorey called the court session to order at 3:04 p.m.

COMMISSIONERS MISCELLANEOUS BUSINESS:

Michael Hurley would like to purchase the old Jailer's House and barn (Condominium Unit #1 of Congress Street Hill Property, LLC) and has signed a Purchase and Sale agreement. The agreement and a \$5,000.00 check payable to the County of Waldo for a deposit is now before the Commissioners for any discussion and their signatures.

****A. Fowler moved, B. Johnson seconded to sign the Purchase and Sale Agreement between the County of Waldo and Michael Hurley for the sale of the former Waldo County Jailer's House and barn (Condominium Unit #1 of Congress Street Hill Property, LLC) to Mr. Hurley. Unanimous.**

****B. Johnson moved, A. Fowler seconded to Authorize Commissioner Chairman William Shorey to sign as Authorized Manager of Congress Street Hill Property, LLC. Unanimous.**

**** B. Johnson moved, A. Fowler seconded to go into executive session at 3:12 p.m. for discussion of duties related to non-public information as permitted by M.R.S.A. 1§405(6)(A)&(F). Unanimous.**

**** A. Fowler moved, B. Johnson seconded to come out of executive session at 3:30 p.m. Unanimous. No action taken.**

NEXT COMMISSIONERS COURT SESSION:

The next Commissioners Court Session will be a regular session on Monday, May 7, 2018 at 1:30 p.m. in the Probate Courtroom at 39A Spring Street, Belfast.

**** B. Johnson moved, A. Fowler seconded to adjourn the court session at 3:31 p.m. Unanimous.**

Respectfully submitted by



Waldo County Assistant Clerk

Certificate of Recognition

This certificate is awarded to
TOWN OF MONROE

From the Waldo County Commissioners for achieving
Spirit of America Foundation's Honored
2017 Silver Distinction

For commendable efforts aiding volunteerism
And to thank the Town of Monroe
For their contribution in making this a better county.

Betty I. Johnson

Waldo County Commissioner - District 1

William D. Shorey

Waldo County Commissioner - District 2

Amy R. Fowler

Waldo County Commissioner - District 3

October 14, 2017

Date

STATE OF MAINE

WALDO, ss,

I, Scott L. Story, Sheriff of the County of Waldo, to all who shall see these Presents, send

KNOW YE, That confiding in the integrity and ability of Christopher Albert of Belfast in said County, Gentlemen, I do by these presents, constitute and appoint the said Christopher Albert, one of my Deputies, with full power and authority to execute and perform all the duties which Deputy Sheriff's are authorized by the Laws of the State to do and perform; to hold the same with the privileges and emoluments thereto belonging during my pleasure.

WITNESS my official signature hereto subjoined, at the City of Belfast, the 14th day of July in the year of our Lord two thousand and nine and the Independence of the United States of America, the two hundred and eighty four.

s/ Scott L. Story
Sheriff of the County of Waldo

I, Christopher Albert do swear that I will support the Constitution of the United States and of this State so long as I shall continue a citizen thereof. So help me God.

s/ Christopher Albert

I, Christopher Albert do swear that I will faithfully discharge to the best of my abilities the duties incumbent on me as a Deputy Sheriff within and for the County of Waldo and State of Maine, according to the Constitution and Laws of the State. So help me God.

s/ Christopher Albert

COUNTY OF WALDO, ss

July 14, 2009

Personally appeared Christopher Albert and took and subscribed to the oaths prescribed by the Constitution of this State and a Law of the United States, to qualify him to discharge the trust reposed in him by the within Commission.

Before me, s/ Sharon W. Peavey {**AUTHORIZED BY DEDIMUS POTESTATEM**}

Received and recorded this 14th day of July A.D. 2009
A true copy,

Attest: Barbara L. Arseneau
County Clerk