

Request for Quote

Overview/Scope of Work

The Circuit Executive's Office of the Fifth Circuit Court of Appeals requests assistance with an ongoing project to image documents in its Permanent and Fiscal files.

Business Process

- Vendor will provide boxes for the transportation of files.
- The Circuit Executive's Office will pack the boxes, usually two at a time, and call Vendor to request pick up.
- **NOTE:** Work will be provided by the Circuit Executive's Office intermittently as time permits.
- Vendor will pick up boxes within two business days of call.
- Vendor will return completed work within 5 working days unless other arrangements have been made in advance.
- The Circuit Executive's Office will provide the Vendor with a list of the names of the file folders contained in the boxes.
 - This list
 - illustrates the naming conventions that the vendor must consistently use throughout the project
 - reflects the proposed "e-filing" structure of the images
 - identifies which files have been signed for and taken off-site by the Vendor and will be used as an inventory checklist

See Attachment 1. "Filing Codes 2002"

Naming Convention

- An electronic folder named Administrative Services (ADM) would be created.

See Attachment 2

- Vendor will scan all documents contained in the folder into a single .pdf file with a file folder name similar to:

“ADM 6-1 Federal Public Defender Eastern District of Texas.”

See Attachment 3

- Vendor will create bookmarks for the documents based on file content.
- Materials in the files that are not required to be scanned; e.g., books, manuals, and binders will be clearly identified as “Do Not Scan” but must be bookmarked in the filing structure.

See Attachment 4

- Vendor will create a properly labeled CD to correspond with contents of boxes.

Attachment 5

Technical Requirements

- All documents will be scanned in black and white or color based on originals.
- Most documents will be standard 8 ½ by 11 or 8 ½ by 14.
- Some may be stapled and will require unstapling before scanning and re-stapling after scanning.
- Some may be booklets/pamphlets that will require scanning on a flat bed scanner.
- Documents must be scanned in date order with “1” (on the inventory checklist) being the most recent.
- Double-sided documents must be identified and scanned as such.
- All documents must be accounted for as listed on the inventory checklist (Attachment 1) provided.
- All images must be saved in a searchable .pdf file format.

Quality Control

- All images must be checked for consistency – scanned straight, clean, and centered.
- Illegible scans must be physically identified.

Contract Award

Each vendor will be offered 4 business days (pick up on Monday by noon and return on Friday by noon) to scan a sample folder and return the sample folder, your completed sample disk and your written quote. If you wish to pick up a sample package, please contact Michele at Michele_Briggs@ca5.uscourts.gov to schedule a pick up time (either Monday, September 14th with a due date of Friday, September 18th or Monday, September 21st with a due date of Friday, September 25th).

Vendors who have bid on this project previously do not have to pick up a sample package and provide a sample disk; however, whether the package is picked up or not, all written quotes are due by 4:30 on Friday, September 25th to be considered. Winning vendor may be asked to pick up the folder and provide a disk before the purchase order is officially awarded to them.

Based on the above requirements, please provide a cost per page for black & white scans and a cost per page for color scans, inclusive of all requested services.

Contract will be awarded on lowest, technically acceptable, cost-per-page basis.

Contract will be awarded no later than Friday, October 9, 2009.

The value of this contract is not to exceed \$15,000.

If you have any questions and need further clarification, please email Michele Briggs at Michele_Briggs@ca5.uscourts.gov or call 504-310-7796.

CONFIDENTIALITY STATEMENT

You must certify that you will keep confidential and secure and will not copy, give or otherwise disclose to any other party who has not signed a copy of the confidentiality agreement, any information including information from court during the course of your duties on the Project. You understand that this information will come in several forms including but not limited to all discussions, and written or electronic materials. You understand that if you leave this Project before it ends, you must keep all Project information confidential. You agree to follow any instructions provided by the Project relating to the confidentiality of Project information.

You fully understand that any unauthorized disclosure you make may be a basis for civil or criminal penalties and/or disciplinary action. You agree to advise U.S. Fifth Circuit Court of Appeals, Circuit Executive's Office, at (504) 310-7777 immediately in the event that you either learn or have reason to believe that any person who has access to confidential information has or intends to disclose that information in violation of the agreement you will sign upon beginning this project.