

TOWN OF PORTLAND, CONNECTICUT
LEGAL NOTICE AND
INVITATION TO SUBMIT
REQUEST FOR PROPOSALS FOR
THE DIGITIZATION OF TOWN OF PORTLAND LAND USE FILES
RFP #2023-11

Requests for Proposals for the digitization of Town of Portland Land Use files will be received by the Office of the Director of Finance, Room 204, Portland Town Hall, 33 East Main Street, Portland Connecticut 06480 until 11:30 a.m. EST on Thursday March 2, 2023 for the following:

Professional consultant is sought to implement document digitization services as well as implement a software solution platform. Additionally, provide suggestion for future implementation of digitizing documents as it relates to future usability in document management platform.

The specifications for the Request for Proposals are available: at Office of the Director of Finance, Room 204, Portland Town Hall, 33 East Main Street, Portland Connecticut 06480 or by emailing trobenson@portlandct.org. For any specific questions, contact Town Planner Dan Bourret via email at dbourret@portlandct.org by Friday February 17, 2023 at 12:00 pm.

Any Statements of Proposals received after the time and date set forth above shall be rejected. All sealed envelope or boxed submittals should be clearly marked: ***RFP #2023-11 – Digitization of Land Use Files.***

Statements of Proposals will be opened at the Town of Portland's convenience on or after the Statements of Proposals due date. Note that all information submitted in response to the Request for Proposals is subject to the Freedom of Information Act.

The project will be paid for using federal funding from the American Rescue Plan Act passed through the State of Connecticut. Selected consultant must follow applicable federal and state laws and regulations.

The right is reserved by the Town of Portland to reject any or all submittals, to waive any informalities or defects in submittals, to obtain such supplemental information as may be necessary to review submittals and to accept the Request for Proposals that, in the judgment of the Town of Portland, will be in the Town's best interests.

Town of Portland, CT
Submitted By: Tom Robinson, Director of Finance
Dated: February 3, 2023

Town of Portland is an equal opportunity provider and employer.

**TOWN OF POTLAND, CONNECTICUT
REQUEST FOR PROPOSALS (RFP #2023-11) FOR
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Introduction

The Town of Portland is seeking a consultant to aid the Town's Land Use Department in functions related to document digitization. The Town is open to suggestion for implementation of digitizing documents as it relates to future usability in document management platforms. The project will be paid for using federal funding from the American Rescue Plan Act passed through the State of Connecticut. Selected consultant must follow applicable federal and state laws and regulations.

Scope of Work

Phase 1: Document Scanning of Existing Documents

It is envisioned that this project will begin with an in-person evaluation of the Town Land Use Department files. The estimated number of documents to be scanned in June of 2022 was 510,000.

Documents must be converted from paper into a universal format (PDF) compatible with various storage and archival options, unless an alternate solution is agreed upon. Paper sizes include, but are not limited to: Letter, Gov Legal, Legal, Ledger/Tabloid, as well as large format ARCH C, D & E.

Procedure for procurement and document preparation must be clearly defined. It should be expected to maintain the highest possible level of continued service during this phase of the project. Documents should have a prescribed naming convention.

Phase 2: Storage Solution and Public Access to Documents

Provide recommended approach for document storage and public access to public records. Provide a centralized document storage hub and individual storage for the Town. Costs of setup, hardware, cloud solution or a hybrid approach should be clearly defined with annual recurring costs. First year software solution should be included in cost structure.

Phase 3: Solutions for Future Digitization of Documents

Solution for the town to continue self-maintenance of this new digital infrastructure should be provided with any requisite training needed for town staff to continue digitizing after the completion of this project. That should include, but is not limited to the following: suggested scanning equipment; software; hosting platforms; online/cloud services, etc. Mechanisms and/or training should be made available to town staff for data maintenance to keep data requirements and recurring storage costs manageable for the town. Retention policies should be reviewed so that individual departments are able to process proper record disposal in accordance with requirements of the Secretary of State and local ordinances/charters.

Automatic or scheduled deletion of files is not permitted.

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Addenda and Supplements

If it becomes necessary to revise any part of these instructions, a supplement will be posted to the Town website. Respondents are free to amend or replace an already - submitted proposal up until the RFP submission deadline delivered to the Office of the Director of Finance, Room 204, Portland Town Hall, 33 East Main Street, Portland Connecticut 06480.

Rejection Rights

The Town of Portland retains the right to reject all proposals and to re-solicit if deemed to be in their best interest to do so.

Cost of Proposal Preparation

No reimbursement will be made for any costs incurred for the preparation of a proposal or during the selection process.

Proposals to be in Effect

Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt.

Selection is also dependent upon the negotiation of a mutually acceptable contract with the chosen firm.

Response Requirements

The following information should be submitted with the proposal. Any additional information should be contained in a clearly marked appendix.

1. Qualifications of the firm or individual proposing to conduct the work. Name, team size, and team organizational structure under which the firm(s) and personnel will conduct the work must be included. Relevant experience should be presented. Any proposed sub-consultants must be clearly identified, along with their roles in the project and relevant experience. The location of the primary office to be used in the project should be included.
2. Qualifications (resumes) of key personnel to be assigned to the project and a description of their responsibilities in conducting project tasks must be included.
3. Description of other similar or related experiences.
4. A timeline detailing the order and duration of listed tasks and the project, as well as which tasks will be completed by the lead, subcontractors (if any), and the Town.
5. A detailed work-plan.
6. A detailed budget.
7. The firm and its subcontractors must have appropriate insurance (general liability, auto, workers compensation, and/or professional liability coverage).
8. Statement of compliance with all federal and state laws and local ordinances. The consultant should show experience with consulting on federal and state funded projects.

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Submittals

Respondents must deliver, by mail or in person, five (5) copies and one (1) digital copy of the completed proposal to the Office of the Director of Finance, Room 204, Portland Town Hall, P.O. Box 71, 33 East Main Street, Portland, CT 06480 no later than 11:30 AM EST on Wednesday March 2, 2023. All sealed envelope or boxed submittals should be clearly marked ***RFP #2023-11 – Digitization of Land Use Files***. Faxes and late arrivals will not be accepted. The submittals will be opened at the Town of Portland's convenience on or after the Request for Proposals due date. Any material submitted shall become the property of the Town of Portland and is available for review under the Freedom of Information Act.

Questions may only be submitted to Dan Bourret, Town Planner at dbourret@portlandct.org by Friday February 17, 2023 at 12:00 pm.