

# Town of Conway, New Hampshire

## Request for Proposals: Records Management and Archiving Project

### A. Introduction

The Town of Conway, Office of the Town Clerk, is receiving written sealed proposals from records archiving consultants for the purpose of organizing, indexing, preserving and re-housing town records and materials.

### B. Background

The Town's vital records are housed in the vault at Conway Town Hall. They are stored in state issued custom cloth binders, specifically designed for the state forms which recorded births, deaths, marriages, and at one time, marriage intentions. Currently, there are approximately forty linear feet of vital records. It is estimated that this project will require approximately 50 document boxes, and 2,500 file folders to re-house the collection.

### C. Project Scope of Services

1. The project will re-house all of the vital records in archival document boxes, with groups of records stored in separate archival file folders within each box.
2. The consultant will produce a document retrieval system for the collection, written in a Microsoft Excel (or suitable substitute) database. This database will allow the easy location of specific documents alphabetically or by year. This document retrieval system is intended to not only save time by making the location of specific documents easier but it will also eliminate wear and tear on other documents during the hand search process
3. The records collection will be organized within a series, box, and file-folder system.
4. During the re-housing, minor repairs to documents (tear repair, removal of pressure tape/"Scotch tape", etc.) will be made. Wire paper clips will be removed and replaced with archival plastic clips.
5. An on-site staff training session covering the following items will be conducted:
  - a. the proper method of packing and indexing boxes

- b. the proper method of documenting the contents and location of each box once archived
  - c. use of the document retrieval database
6. All procedures are to be performed by the consultant in accordance with generally accepted professional standards.

#### **D. Proposal**

The Proposal shall contain the following items:

1. Cost Proposal

A proposed project cost including all labor, services and supplies, including mileage, transportation, shipping, fees and other charges required to accomplish the project.

2. General Information

Provide detailed information about experience working with municipalities on records Management and Archiving

3. Project Approach

Each consultant shall describe how they will approach the work to be performed as outlined in the Scope of Services. Any deviation from the Scope of Services details shall be specifically stated and explained.

4. Software

The consultant is required to identify any software included in the proposal and must specify the scope and length of any support services included in the proposal.

5. Time Schedule

The consultant shall provide a timetable addressing each task and key date benchmarks. The consultant shall specify the number of days by which all work will be completed.

## 6. Project Staff

Each consultant shall provide the names and vitae of all key professionals to be assigned to the project.

## 7. Subcontractors (if any)

Each consultant shall provide the names, addresses and contact information on all firms to be subcontracted work for the project.

## 8. References

Each consultant shall provide a list of references containing a list of document archive projects completed within the past three (3) years.

## 9. Proof of Insurance

a. The consultant shall provide proof of insurance in not less than the following amounts:

- i. General Liability
- ii. Bodily Injury \$1 million per occurrence
- iii. Property Damage \$1 million per occurrence
- iv. (or combined single limit) \$1 million per occurrence
- v. Automobile Liability
- vi. Bodily Injury \$1 million per occurrence
- vii. Property Damage \$1 million per occurrence
- viii. (or combined single limit) \$1 million per occurrence
- ix. Workers Compensation As required by Mass General Laws
- x. Submission of Proposals

## 10. Other

The consultant shall submit an original plus three (3) copies of the proposal. Each proposal shall be submitted in a sealed envelope with the following marked on the outside: "Proposal for Records Management and Archiving."

## **E. Evaluation of Proposals**

Proposals will be evaluated using the following criteria:

1. Years of experience of the organization and staff providing records management and archiving services:

2. Evaluation of the consultant's proposed records management database/software:
3. Evaluation of the consultant's plan and methodology for providing records management and archiving:
4. Evaluation of consultant's storage boxes and shelving material:
5. Results of reference checks:

#### **F. Right to Reject Proposals**

The contract will be awarded to the most advantageous proposal considering both proposal rank and price as determined by the Town. The Town reserves the right, upon basis of such evaluations, to reject the Proposal of any and all Consultants who do not, in its estimation, pass under such evaluations, or to select a Consultant other than the apparent lowest cost consultant if the investigations indicate that such action is in the Town's best interest.

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Proposals must be received by 4 PM, Wednesday, December 17, 2014. Proposals may be submitted via hand delivery, e mail, or regular mail, at the following addresses:

Earl W. Sires, Town Manager  
Town of Conway  
1634 E. Main St., Ctr. Conway, NH 03813  
[esires@conwaynh.org](mailto:esires@conwaynh.org)  
Phone: (603) 447-3811 x 10.