



Summit County Department of Human Services

**360 Peak One Dr., Ste 230
Post Office Box 869
Frisco CO 80443**

**970-668-9160
Fax 970-668-4114**

**Summit County Government
Request for Proposal of Electronic Database Management System
Proposals Due: November 28, 2016**

A. Invitation

Qualified individuals, firms or others are invited to submit a proposal to Summit County Government ("hereinafter referred to as "County") to provide services for implementation of an Electronic Database Management System ("hereinafter referred to as "EDMS") within the Economic Security Unit of Human Services. The purpose of this solicitation is to bind a competent, experienced contractor into a formal Agreement with the County to perform the work described herein. This invitation should not be construed as a commitment of any kind on the part of the County, nor does it commit the County to pay for any costs incurred in the submission of a proposal package, nor for any costs incurred prior to the execution of a formal Agreement.

B. Background/General Information

Human Services is pursuing implementing an EDMS within the Economic Security Unit. Due to the expansion of the Medical Assistance program, as a result of the implementation of the Affordable Care Act, our caseload has increased by over 2500 cases to our current caseload of approximately 3800.

The EDMS will address current paper file storage capacity issues and afford the unit increased efficiency to locate files and manage our caseload. The EDMS will allow the Economic Security Unit to scan and manage files through software, which will interface with the Colorado Benefits Management System ("CBMS").

The EDMS from the contractor would need to include, but not limited to, the following elements:

- One (1) high speed scanner
- Three (3) low speed scanners
- Licensing costs associated with software for all personnel
- Maintenance of EDMS
- Technical and project support for implementation
- Compliance with technical and architectural requirements of the Summit County Information Systems Department

The following elements will need to be included in the capabilities of the EDMS:

- File identification coded based on names of individuals, case numbers, date of birth, social security numbers, addresses, State IDs, and program type
- Coding of documents based on type received
- Ability to automatically distribute documents to the proper employee for processing
- Ability to track and review documents received and processed

EDMS capable of handling the business processes specifically of the Summit County Human Services, Economic Security Unit

C. Procurement Schedule

To be considered, proposals must be received by the County at the following location before 3:00 pm on November 28, 2016:

Summit County Government
PO Box 869
Frisco, CO 80443

Attn: Michael Whitaker, Economic Security Programs Manager

Any proposal received after that time shall not be considered. Electronic submittals are acceptable, and should be submitted to Michael Whitaker, Summit County Government Human Services, at Michael.Whitaker@state.co.us.

Procedural and technical questions are to be submitted in writing to Michael Whitaker, Summit County Government Human Services, at Michael.Whitaker@state.co.us by 5:00 pm on November 21, 2016.

To be considered, individuals are required to adhere to the following schedule for this procurement:

Deadline for Questions: November 21, 2016

Proposals Due: November 28, 3:00 pm

Contract Award: Early December 2016 (approximate)

Implementation: January 2017 (approximate)

However, County shall be under no obligation to comply with the schedule shown above, provided that all interested parties known to the County shall be notified equally of changes made to this schedule by the County within a reasonable time after such changes are made. In no event shall any proposer or interested party have any redress to the County, be it financial or otherwise, in the event that the County alters this schedule in any way. Responsibility for submitting the proposal to the County on or before the above stated time shall remain solely and strictly that of the proposer/interested party. The County shall in no way be responsible for delays in the delivery of any proposal by U.S. mail or any other method of conveyance.

D. Form of Response

Proposers are advised that proposal content and completeness are most important, and that clear and effective proposals are preferred.

- **Cover Letter:** Identify the proposer's name, mailing address, telephone number and contact person(s). The letter must be signed by the proposer.

- **Organizational Information:** Legal status; organizational structure; current list of owners, officers and principals; philosophy; brief history of business conducted; customer base and ability to obtain the required insurance.

- **References:** List any similar projects including experience and education related to implementation of EDMS Human Services' projects in other counties; experience with terminology and administration of Public Assistance programs; experience with the Colorado Benefits Management System ("hereinafter referred to as "CBMS"), or other relevant experience performed by the proposer.

Provide the following information for each reference:

- Client Name
- Address
- Contact Person
- Telephone
- Project/Work Description

- **Fee Schedule:** Proposal shall include the proposed fees for the services described herein.

- **Proposal:** One (1) original copy of the proposal, and a CD or other digital format, if not submitted in digital format. Addressed to: Summit County Government, PO Box 869, Frisco, CO 80443
Attn: Michael Whitaker, Economic Security Programs Manager, Michael.Whitaker@state.co.us

Proposal shall contain the following information:

- ♦ **Project Manager and Personnel**
- ♦ **Indemnification and Insurance:** Contractor shall indemnify and hold harmless the County from and against all claims, damages, losses, and expenses arising out of or resulting from acts or omissions of the Contractor, Contractor's sub-contractors or otherwise arising out of the performance of services by Contractor. No later than seven days after execution of this Agreement, Contractor shall provide the County with certificates of insurance evidencing the types and amounts of insurance specified below:

1. Standard Workers' Compensation as required by law in the State of Colorado; and
2. Comprehensive General Liability Insurance for operations and contractual liability adequate to cover the liability assumed hereunder with limits of not less than \$350,000 on account of any one person and \$990,000 for each occurrence of property damage and personal injury; and
3. Automobile Liability insurance in those instances where Contractor uses an automobile, regardless of ownership, for the performance of the Services. Contractor shall carry insurance, written on the comprehensive automobile form insuring all owned and non-owned automobiles with limits of not less than \$100,000 (bodily injury per person), \$300,000 (each accident) and \$50,000 (property damage).

Insurance coverage shall not be reduced below the limits described above or cancelled without County's written approval of such reduction or cancellation. Reduction, cancellation or termination of insurance coverage, or failure to obtain insurance coverage, without the County's written approval shall constitute a material breach of the Agreement and shall automatically terminate the Agreement. Contractor shall require that any of its agents or subcontractors who enter upon the County's premises shall maintain like insurance. Certificates of such insurance, of agents and subcontractors, shall be provided to the County upon request. With regard to all insurance, such insurance shall:

1. Be primary insurance to the full limits of liability herein before stated and, should County have other valid insurance, County insurance shall be excess insurance only; and

2. Not cancelled without thirty (30) days prior written notice to the County.

E. Selection Process

Each responsive proposal received by the County shall be evaluated in a consistent manner as described in this subsection. A responsive proposal is one, which complies with all material aspects of the solicitation, both as to the method and timeliness of submission, and as to the substance of any resulting contract. Prospective proposers are advised to submit required forms, attachments, insurance certificates and other information as requested in the RFP.

An evaluation committee will review all responsive proposals. Proposals will be evaluated on the completeness, ideas, process, qualifications, experience, schedule and price.

At the County's option, the best qualified firms may be invited to participate in interviews with the Human Services team or other leaders, either in person or on the phone.

The County reserves the right to delay making an award as necessary to permit proper study and analysis of all proposals received, to split award on proposals, to reject any or all proposals received. The County reserves the right to reject any or all proposals at its sole discretion at its sole discretion, and to negotiate matters of the Contractor's performance, project schedule and other issues not directly related to the proposal price submitted prior to awarding a contract. The County reserves the right to negotiate the need for proposed project phase line items. The County further reserves the right to cancel the procurement process at any time during the evaluation process if it appears that the proposals received are not suitable for any reason whatsoever.

F. Consideration of Proposals

The County reserves all rights to investigate the qualifications of any and all individuals and firms under consideration, to perform a financial audit of one or more firms, to confirm any part of the information furnished in a proposal, and to require further evidence of managerial, financial or professional capabilities which are considered necessary for the successful performance of work described in this RFP. The County reserves the right to reject any or all proposals and to waive informalities and irregularities in proposals received.

G. Disclosure of Proposal Contents

All proposals and supporting documents, except such information that discloses proprietary or financial information submitted in response to qualification statements, becomes public information held in custody of the County after the proposal submittal date given in this RFP. The County assumes no liability for the use or disclosure of technical or cost data submitted by any proposer.

H. Inquiries

Any and all proposers may make inquiries in writing to County at any time prior to Monday, November 21, 2016 at 5 p.m. written question of a proposer regarding the meaning or interpretation of the RFP, work scope, specifications, etc., must be submitted to the County prior to the above-specified date. All clarifications given to any prospective proposer shall be similarly furnished to all prospective proposers in summary form as an addendum to this RFP if the lack of such information could reasonably be considered prejudicial towards uninformed proposers. No technical assistance shall be given by the County to any proposer in preparation of its proposal.

Written inquiries shall be directed to:

Michael Whitaker, Economic Security Programs Manager

Human Services Department

P.O. Box 869

Frisco, Colorado 80443

Phone # 970-668-9716

Michael.Whitaker@state.co.us

I. Single Proposal Response

In the event that only one (1) proposal is received in response to this RFP, the County may require assistance from the single responsive and responsible proposer in the preparation of a proposal price analysis in order to *determine whether the single proposal received by the County is fair and reasonable.*

J. Contract Award

The County maintains the right, but shall be under no obligation, to award a contract to the responsive and responsible proposer whose offer is deemed by the County to be most advantageous to the County as determined by capability, qualifications and other factors set forth herein. The contract award is contingent on the successful negotiation of all contract terms within a reasonable time, in the sole discretion of the County.

K. News Releases

Written approval by the County is required prior to any public disclosure regarding this RFP or any subsequent awards.

L. Cost of Proposal Preparation

The County shall not be liable for any costs or expenses incurred for preparation of proposals submitted in response to this RFP or for any other cost incurred prior to issuance of a formal Notice to Proceed. Proposers shall not include such expenses as part of the price proposed. The County shall be held harmless and free from any and all liability, claims or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.