

July 31, 2007

Purchasing

Ikon Office Solutions
Attn: Robert Koether
1910 West University Drive
Tempe, AZ 85281

Subject: Notice of Award - RFP #2768-2
Document Management and Imaging System

Dear Mr. Koether:

We are pleased to notify you that Maricopa County Community College District has awarded your firm document management and imaging services per the terms and specifications of Request for Proposal #2768-2.

Your point of contact for this award is Carl Ward, 480-731-8869. He will be working with your firm in regard to all the particulars of this project.

If you have any questions regarding this award, please contact Ren Carlson at (480) 731-8519.

480.731.8520

Sincerely,

480.731.8190

Michael McIntier, CPPO, C.P.M.
Director of Strategic Business Operations

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

REQUEST FOR PROPOSAL # 2768-2

Document Management and Imaging System

**Proposal Due Date:
April 26, 2007
3:00pm Local Time**

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

RFP #2768-2

Document Management and Imaging System

A. SCHEDULE OF EVENTS

<u>ACTIVITY</u>	<u>DATE</u>
Release RFP	April 11, 2007
RFP Question Deadline	April 18, 2007
Proposals Due	April 26, 2007
Vendor Presentations	May 7-8, 2007
Proposed Contract Award	May 11, 2007

B. TABLE OF CONTENTS

1. GENERAL	Pages 1 - 2
2. PROPOSAL INSTRUCTIONS	Pages 3 – 6
3. GENERAL TERMS AND CONDITIONS	Pages 6 - 10
4. PROPOSAL REQUIREMENTS	Page 11-12
5. SCOPE OF WORK	Page 13
6. EVALUATION CRITERIA	Page 13-14
7. RESPONDENT QUESTIONNAIRE	Page 14
8. PRICING SCHEDULE	Page 16
9. SIGNATURE PAGE	Page 17
10. ATTACHMENT A	Page 18-22



ACKNOWLEDGMENT OF RECEIPT

Description: **Document Management and Imaging System / RFP #2768-2**

Please fill in the requested information below as acknowledgment that you have received the Request for Proposal noted above. If your firm is interested in participating, it is **highly recommended** that this sheet be completed and returned or Faxed to MCCCCD Purchasing at (480) 731-8190. By doing this, we will be able to provide notification to you of any changes to the RFP.

Name of Firm: _____

Address: _____

Fax #: () _____ Tel. #: () _____

Name:(Print) _____ Title: _____

Signature: _____ Date: _____

E-Mail : _____

1. GENERAL

The purpose of this Request for Proposal is to solicit firms who can provide a turn key services, software, and hardware solution to automate the Accounts Payable invoicing process, with an option to expand the scope of services to include additional business processes, as necessary.

INTRODUCTION

The Maricopa County Community College District (MCCCD) intends to engage the services of a firm to provide services related initially to the Accounts Payable Department for document management and imaging. MCCCD is now accepting proposals for the services and requirements stated in this RFP.

MCCCD DISTRICT MAKE-UP

The Maricopa County Community College District (MCCCD) was established in 1962 with one college, Phoenix (Junior) College, founded in 1920. Today, MCCCD consists of ten nationally accredited colleges, two skill centers, multiple satellite education centers, and a district office. This make-up consists of:

1. Phoenix College, Phoenix, Arizona
2. Glendale Community College, Glendale, Arizona
3. GateWay Community College, Phoenix, Arizona
4. Mesa Community College, Mesa, Arizona
5. Scottsdale Community College, Scottsdale, Arizona
6. Rio Salado College, Tempe, Arizona
7. South Mountain Community College, Phoenix, Arizona
8. Chandler/Gilbert Community College, Chandler, Arizona
9. Paradise Valley Community College, Phoenix, Arizona
10. Estrella Mountain Community College, Avondale, Arizona
11. Maricopa Skill Center, Phoenix, Arizona
12. South West Skill Center Campus, Avondale, Arizona
13. District Office, Tempe, Arizona

Other components of MCCCD include KBAQ, KJZZ-FM Radio Stations and Sun Sounds Radio Reading service.

MCCCD ranks as the nation's largest system of its kind and as the largest single provider of higher education in Arizona. MCCCD educates and trains nearly 200,000 persons per year. This includes thousands of individuals who are enrolled in customized work force training programs for both local and relocating businesses and industries.

BACKGROUND

This proposal is to implement an invoice scanning and data capture system. The system will be used to scan and capture data from purchase order and non-purchase order invoices. The captured data will then be interfaced into Oracle E-Business Suite, which will create the electronic invoice for payment by MCCCD.

The goal for MCCCD is to streamline and automate the invoice entry process, and provide timely payments for MCCCD vendors. It should also allow the campuses to quickly review and approve the invoice for payment, and to increase the ability to take negotiated payment term discounts.

The solution model would then be used to streamline and automate additional business processes for Human Resource and Student Services.

Currently MCCCD processes approximately 100,000 invoices per year. Each invoice averages 1.5 pages, with 10 pages being the approximate maximum. Documents scanned are mostly 1st generation originals with some faxed and copies. The current process involves manual data entry, routing, invoice approval and processing. All documentation is archived in a paper file system consisting of approximately 15,000 vendor file folders per year. MCCCD Accounts Payable is supported by seven data entry clerks.

The initial project for MCCCD will be to automate Accounts Payable invoicing processing. The process must be capable of capturing, translating and importing the invoice data into Oracle E-Business Suite.

Standard Oracle functionality will then be used to match the invoice against the appropriate purchase order and route for approval. An image of the invoice should be available during the complete process.

Currently MCCCD is using the Oracle E-Business Suite Accounts Payable workflow functionality to electronically route invoice records to the appropriate staff members for online approval.

2. PROPOSAL INSTRUCTIONS

PURPOSE OF RFP

The Maricopa County Community College District (MCCCD) is seeking proposals from qualified firms for a document management and imaging system. We are looking for a concise but comprehensive description of the qualifications of your firm and staff to assist MCCCD. The objective of any subsequent award is to provide on-going services, as required, to the Maricopa County Community College District with all aspects of the requirement of this Request for Proposal. .

PROPOSAL QUESTIONS

All technical questions regarding this Request for Proposal should be directed to:

Mr. Carl Ward, Enterprise Application Designer
Maricopa County Community College District
2411 West 14th Street, Tempe, Arizona, 85281-6941.
(480) 731-8869
E-Mail: carl.ward@domail.maricopa.edu

All purchasing & other questions regarding this Request for Proposal should be directed to:

Ren R. Carlson, C.P.M., Buyer III
Maricopa County Community College District
2411 West 14th Street, Tempe, Arizona, 85281-6941
(480) 731-8519 FAX (480) 731-8190
E-Mail: ren.carlson@domail.maricopa.edu

*Submit all questions by e-mail only; questions will be accepted through end of business day, **April 18, 2007**. An Addendum to this RFP will be available for any question received via email requiring a response.*

PROPOSAL SUBMISSION

It shall be the responsibility of the Proposer to assure that Proposals are received as follows:

The Proposal packet must contain one (1) original and five (5) copies of the proposal. The original must be clearly marked "Original" and the Proposal packet must be delivered Sealed.

The Proposals must be addressed to, and received at, the MCCCDC Main Reception Desk, 2411 West 14th Street, Tempe, AZ, 85281, **no later than 3:00 P.M. (Local Time), April 26, 2007**. Proposals received after this time and date shall not be considered and will be returned unopened.

The following information must be clearly visible on the outer most Proposal Packaging:

**Request for Proposal #2768-2 Document Management and Imaging System:
Proposal Closing Date: 3:00 P.M., April 26, 2007**

PROPOSAL EVALUATION

This Request For Proposal does not constitute a commitment by the District to award a contract. The District reserves the right to waive informalities, to reject any or all proposals, and/or to cancel the Request For Proposal. The award shall be made on the proposal that serves the best interest of the District and may not be evaluated solely on a monetary basis. No contract award shall exist until executed in writing.

PROPRIETARY INFORMATION

In the event any Proposer shall include in the Proposal any information deemed "proprietary" or "protected", such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The District discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The District, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. Unless expressly restricted by the Proposer, the District shall have the right to use any or all information included in the proposals submitted.

PROPOSAL FORM

All proposals must be submitted in writing. Oral, telephone, facsimile (fax machine) or computer data transfer proposals **will not** be accepted. Each proposal shall be prepared

simply, providing the straightforward, concise description of the proposer's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of contents. No proposal shall exceed twenty-five (25)-typewritten pages in length plus any pricing schedule(s), exhibits, or attachments.

MODIFICATIONS TO PROPOSALS

No oral, telephone, telegraphic, facsimile or computer data transfer proposals or modifications will be considered.

WITHDRAWAL OF PROPOSALS

Any Proposer may withdraw their proposal by written request at any time **prior** to the deadline set for receipt of proposals. No proposal may be withdrawn or modified after that deadline and shall be binding upon Proposer for a period of ninety (90) days after due date. Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with the general terms and conditions of the RFP.

COST OF PREPARING PROPOSALS

Any and all costs associated with the preparation of responses to this Request For Proposal, including site visits, oral presentations and any other costs shall be entirely the responsibility of the Proposer and shall not be reimbursable in any manner by the District.

ORAL PRESENTATIONS

Proposers may, after opening and prior to award, be required to make oral and visual presentations at the request of the District. The District will schedule the time and location for any presentations as requested. Oral presentations will be evaluated and may be subjected to a points-earned scoring matrix.

AWARD WITHOUT DISCUSSION

The District reserves the right to make an award without further discussion of the proposals received. It is therefore critical that all proposals be submitted initially in the most favorable terms possible, both economically and technically.

CONTRACT COMMENCEMENT/TERM

It is the intent of the District to commence the resulting contract May 21, 2007. A written Notice of Award will be made prior to commencement of performance. Performance will be for a period of five (5) years with five (1) one year options, for a total of ten years.

CONTRACT ASSIGNMENT

This contract, in part or in whole, shall not be subcontracted or assigned to another contractor without prior written permission of the appropriate District Legal authority.

MCCCD MODIFICATIONS TO PROPOSALS

Any interpretation, correction, or change of this RFP will be made by written Addendum. Interpretations, corrections, or changes of this RFP made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes. MCCCD Purchasing will issue any changes or corrections. Addenda will be mailed or faxed to all that are known to have received a copy of the RFP. **Since failure to acknowledge any addendum(s) may be cause for rejection, Proposers must return the addendum-completed acknowledgment(s) prior to or with the proposal.**

3. GENERAL TERMS AND CONDITIONS

The following General Terms and Conditions, which become part of any award made from this RFP, constitute the provisions of the agreement to be executed between the District and successful Proposer. The District reserves the right to negotiate with the successful Proposer and modify any of the provisions of the agreement upon mutual agreement of the parties.

PARTIES TO AGREEMENT: The contract shall be between the Maricopa County Community College District, hereafter referred to as District, and the successful Proposer, hereafter referred to as Contractor.

LIABILITY FOR TAXES: The Contractor assumes complete liability for all taxes applicable to the operations, income, and transactions of the Contractor. The District shall not be liable and will not make reimbursement to the Contractor for any tax imposed either directly or indirectly upon the Contractor by any authority by reason of the contract or otherwise.

CATASTROPHE: If, because of riots, war, public emergency or calamity, fire, earthquake, Act of God, government restriction, labor disturbance or strike, business operations at the District shall be interrupted or stopped, performance of this contract, with the exception of monies already due and owing, shall be suspended and excused to the extent commensurate with such interfering occurrence; and the expiration date of this contract may by mutual agreement of both parties be extended for a period of time equal to the time that such default in performance is excused.

CONTRACT ASSIGNMENT: This contract shall not be subcontracted or assigned to another contractor.

FERPA: If Contractor has access to students' educational records, Contractor shall limit its employees' access to the records to those persons for whom access is essential to the performance of this contract. At all times during this contract, Contractor shall comply with the terms of the Family Educational Rights and Privacy Act of 1974 in all respects.

ADVERTISING: No advertising or publicity concerning MCCCDC using the Contractors services shall be made without prior written approval of such advertising or publicity by MCCCDC.

INSURANCE REQUIREMENTS: When performing work on any award made from this RFP, the Contractor shall maintain during the term of that work the following insurance policies issued by companies licensed in Arizona with a current A.M. Best rating of A:VII or better. Prior to commencing work or services, Contractor shall furnish the District Risk Manager with certificates of insurance evidencing the required coverage, conditions, and limits required by the Contract. The insurance policies, except Workers' Compensation and Professional Liability, shall be endorsed to name Maricopa Community Colleges, its agents, officers, officials, employees, and volunteers as additional insured.

In the event any insurance policy(ies) required by the Contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services and must be evidenced by annual certificates of insurance. The insurance policies shall be endorsed stating that they shall not expire, be cancelled, suspended, voided, or materially changed without 30 days written notice by certified mail to the District Risk Manager. The Contractor's insurance must be primary, and any insurance or self-insurance maintained by the District shall not contribute to it. If any part of the Contract is subcontracted, these insurance requirements also apply to all subcontractors.

- **Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of this contract.
- **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the contractor's owned, hired, and non-owned vehicles.
- **Workers' Compensation** insurance with limits statutorily required by any Federal or State law and **Employer's Liability** insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.
- **Professional Liability** insurance covering acts, errors, mistakes, and omissions arising out of the work or services performed by the Contractor, or any person employed by the contractor, with a limit of not less than \$5,000,000 each claim.

INDEMNIFICATION: To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the District, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the negligence or intentional acts, errors, mistakes, omissions, work or service of the Contractor, its agents, employees, or any tier of Contractor's subcontractors in the performance of the Contract. The amount and type of insurance coverage requirements set forth above will in no way be construed as limiting the scope of indemnification in this paragraph.

PERMITS: The Contractor shall be financially responsible for obtaining all required permits, licenses, and bonding to comply with pertinent municipal, county, State and Federal laws, and assume liability for all applicable taxes including but not restricted to sales, and personal property.

PROVISION OF SUPPLIES, MATERIALS AND LABOR: The Contractor shall furnish all supplies, equipment, and all management and labor necessary for the efficient and sound provision of the services included in this contract, subsequent extensions and amendments.

CONFLICT OF INTEREST: Pursuant to A.R.S. 38-511, the Contract and/or any Purchase Order(s) issued against it is subject to cancellation by MCCCCD if any personnel significantly involved in this contract are found to be in conflict of interest.

SAFEKEEPING OF RECORDS: Contractor shall keep in a safe place all financial records and statements pertaining to the operations of this contract for a period of three (3) years from the close of each years operation.

AUDITS: Contractor shall make available all records pertaining to the contract for purposes of audit by MCCCCD staff or other review agencies.

CHARGES OUTSIDE SCOPE OF AGREEMENT: Charges of the contractor for services not permitted by or beyond the scope of this contract shall be an expense of the contractor and not of or reimbursable by MCCCCD.

NON DISCRIMINATION: In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex (including sexual harassment and pregnancy), sexual orientation, handicap/disability, age and disabled or Vietnam era veteran status. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor further agrees to take affirmative action to insure equal employment opportunities for persons with disabilities. The Contractor shall at all times maintain compliance with the Americans with Disabilities Act.

COMPLIANCE WITH LAWS: The Contractor shall at all times comply with the Federal Immigration Reform and Control Act of 1986 (and by any subsequent amendments thereto) and shall indemnify, hold harmless, and defend the District from any and all costs or expenses whatsoever arising out of Contractor's compliance or noncompliance therewith.

NON-COLLUSION: MCCCCD encourages free and open competition. Whenever possible, specifications, proposal invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy MCCCCD's needs and the accomplishment of a sound economical operation.

The Proposer's signature on this proposal guarantees that any prices offered have been established without collusion with other eligible Proposers and without effort to preclude MCCCCD from obtaining the lowest possible competitive price. The award will be made to the responsible Proposer whose proposal is determined to be most advantageous to MCCCCD based on the evaluation factors in this RFP.

CONTRACT TERMINATION: MCCCCD may terminate this Contract for convenience by giving Contractor 15 days written notice of termination. A non-breaching party may terminate this Contract for the failure of the other party to comply with this Contract by giving that other party 10 days' written notice of the failure to comply. MCCCCD may terminate this Contract immediately if the Contractor files for bankruptcy or receivership, or takes any actions relating

to insolvency, such as an assignment for the benefit of creditors. MCCCCD may terminate this Contract under A.R.S. Section 38-511 for a violation of that statute.

INTERPRETATION: The parties intend this Contract to express their complete and final agreement.

REPLACEMENT: If, upon receipt of written notice from MCCCCD specified in the Contract Termination clause in the General Terms and Conditions, the Contractor selected is not performing all requirements of the contract in a manner consistent with the highest industry standards, the Contractor must take immediate action to correct the deficiency. Contractor's failure to take immediate action within the time set forth in the Contract Termination clause will result in termination of the contract and the purchase by MCCCCD of replacement services. In the event MCCCCD must go outside of the contract to complete required services as specified in the Replacement paragraph above, MCCCCD is entitled to exercise all of its remedies under applicable law and in equity. That includes recovery of its expenses and the costs associated with the Contractor's failure to comply with the Contract, including the costs of alternative services to complete the contract work to MCCCCD's satisfaction.

RISK: The Contractor assumes all risk as to difficulties that are due to any unfavorable conditions within its indirect control. Additionally, the Contractor assumes all risk for difficulties in the nature of the project or the work that the Contractor knew or should have known about at the submission of each individual project proposal resulting from this solicitation.

CONFIDENTIAL INFORMATION/PRIVACY LAWS: MCCCCD is subject to various federal and state laws mandating that it keep certain information confidential. The Contractor may receive or have access to confidential information during the performance of this contract. The contractor agrees that it will not disclose, publish, reproduce, or otherwise make available information that MCCCCD identifies to it as confidential without the written authorization of MCCCCD. This requirement survives the termination or cancellation of the contract.

WORK TO BE PERFORMED BY OTHERS: MCCCCD reserves the right to perform any and all services in-house or may utilize the services of other firms on unrelated projects.

EXTENDED CONTRACT: The Maricopa County Community College District (MCCCCD) has entered into Cooperative Purchasing Agreements with Arizona State University, Maricopa County, and other public entities. MCCCCD is also an active member of the Strategic Alliance for Volume Expenditures (SAVE) Cooperative agreement. Under these Cooperative Purchasing Agreements, and with the concurrence of the successful Proposer, these organizations, or any other campus within MCCCCD, may access any subsequent

agreement/contract resulting from a solicitation done by MCCCCD. If the Proposer does not want to grant such access, it must be stated in the Proposal. In the absence of a statement to the contrary, MCCCCD will assume that access is granted by the Proposer to any subsequent agreement/contract.

4. PROPOSAL REQUIREMENTS

This section of the RFP lists the items, which **require specific, written responses or confirmations**. To be considered for selection, respondents shall meet the following requirements:

4.1 MINIMUM REQUIREMENTS

1. Be licensed in the State of Arizona, if duties requested require such licensure.
2. Must acknowledge or confirm that all parts of this RFP have been read and that the Proposal submitted is in accordance therewith.
3. Must submit all answers to the Respondent Questionnaire. All answers must be in the order in which the questions are asked.
4. Must submit a completed Pricing Schedule.
5. Must submit a completed Signature Page signed by an authorized company official with the authority to submit a proposal and enter into a binding agreement on behalf of the company.
6. Must submit a completed Bidders Statement.

4.2 SPECIFIC REQUIREMENTS

1. The firm must have at least five years of experience in providing imaging, data recognition, data extraction and other services requested in this RFP.
2. The solution must provide automated image clean-up, "noise" reduction, de-skewing and automated page flipping when needed.
3. The solution should provide a high level of data recognition (OCR) and extraction capabilities, including image correction.
4. The solution must provide the capability of capturing data at the "bottom-line" level or the detail line level.
5. Customizable file transfer scheduling tool, with the ability to accommodate a wide range of destinations.
6. The solution should provide image validation capabilities.

7. The solution must provide OCR capability to export the image and validated data to Oracle E-Business Suite, PeopleSoft HR and Student System, Microsoft Sharepoint Portal Server, MS-SQL and Fortis.
8. The firm shall provide evidence of their financial strength and ability to support a contract that may continue up to an 11 year period. Audited financial statements are encouraged to be submitted within this section.
9. The solution must be scalable and be able to demonstrate the ability to support multiple entities and business processes within MCCCCD, including the ability to accommodate growth in sites, users and volume.
10. Images and data shall be released document images and data in industry-standard, non-proprietary formats, including (but not limited to):
 - TIFF
 - JPEG
 - PDF
 - PDF Full Text
 - XML
 - ACSII
11. Imaging system must be “Enterprise-class’ and easily allow for future deployed solutions in any campus or district department.
12. Imaging software must be server based and offer a central point of administration.
13. Imaging software must support distributed as well as centralized scanning and indexing options.
14. The system must run on a normal Windows platform.
15. System must be able to receive imaged files from a variety of scanners, and MFDs.
16. At a minimum, system must be compatible with imaging hardware currently listed on state contract.
17. Imaging system shall not be proprietary in its internal use of image formats, databases or programming languages.

4.3 DEVIATIONS FROM RFP

Proposers must specifically provide a separate listing of each circumstance in which their proposal differs from any terms or conditions of the request for proposal. Failure to list such a deviation will result in that terms of the proposal being disregarded in favor of the correlative term(s) of the RFP.

4.4 SIGNATURE

The Contractor shall furnish and include the above data with their proposal. Statements are required to be complete and accurate and they shall be signed by an authorized signatory of the company, sworn to and notarized, if requested. A proposal submitted by an agent will have a current Power of Attorney attached certifying the agent's authority to bind the Proposer. Omission, inaccuracy, or misstatement may be sufficient cause for rejection of the proposal.

5. SCOPE OF WORK

Offeror shall respond to the following questions:

- a. The firm shall clearly detail the method of approach used in implementing an invoice scanning and data capture system.
- b. The firm shall clearly demonstrate its ability to streamline and automate the invoice entry process.
- c. The firm shall clearly detail the solution model to streamline and automate additional business processes for Human Resources and Student Services.
- d. The firm shall detail the process of capturing, translating and importing the invoice data into Oracle E-Business Suite.

6. EVALUATION CRITERIA

The following is a listing of general and specific criteria used for the evaluation of this RFP. The areas include, but are not limited to:

- 6.1. General quality of responsiveness of proposer:
 - A. Ability to meet all terms and conditions
 - B. Completeness and thoroughness of proposal
 - C. Grasp of scope of work to be performed
 - D. Description of approach to be taken
 - E. Evidence of good organizational and management practices
 - F. Qualifications of personnel
 - G. Experience and past performance

6.2 Specific areas that will be evaluated and scored:

- A. Section 7.1 - The professional, technical and managerial qualifications of the firm and the personnel to be assigned to this account.
- B. Section 7.2 - Past experience in providing comparable services to other clients.
- C. Section 4.1 & 4.2 - Responses to Minimum/Specific Requirements.
- D. Section 7.3 - Services Available, which includes references to Section 5.
- E. Section 8 – Pricing.

6.3 Proposals will be evaluated in accordance with the following three-step process:

STEP ONE - Verification of each proposer's compliance with the RFP general terms and conditions as listed in Sections 1, 2 and 3 of this RFP.

STEP TWO - Verification of each proposer's compliance with the requirements of Sections 4, 7 and 8 of this RFP by providing specific, written responses or confirmations.

STEP THREE –All proposals meeting the criteria as presented in Steps One and Two will then be subjected to a "points-earned compliance matrix". A selection committee will evaluate and score the proposals in accordance with paragraph 6.2. The proposals will be ranked on a "points-earned" technical, service, and financial compliance matrix. Due to this type of evaluation procedure, the lowest pricing **may** or **may not** indicate the successful proposer. Price constitutes only one of several evaluation criteria. Should MCCCDC not be able to determine a successful proposer at this point, some proposers may be requested to make oral presentations to the evaluation committee. These presentations will be scored and added to the initial scoring of the proposal to determine the successful proposer.

7. RESPONDENT QUESTIONNAIRE

Provide all requested information. Failure to provide required information may cause the proposal to be deemed non-responsive.

7.1. Description of Firm/Personnel

- A. Describe your firm and your specific experience and history for the past 10 years, including a list of clients by type and name of institution, location and types of services provided.

- A. Identify the key staff (exclusive of support or administrative staff) in the firm who will have primary responsibility for work under this contract.
 - i. Describe their current responsibilities with the firm.

- ii. Describe the role each will play if a contract is awarded to the firm.
- iii. Provide a resume of each individual who would be working on the contract, if awarded, including:
 1. Their length of service with the firm
 2. Their education and specific experience in the field and relevant clients that they have served as a financial advisor in the last five years
 3. Other information that demonstrates specifically that the key personnel assigned to this contract have the skills and experience to successfully perform the duties required under the scope of work.
- iv. Provide an organization chart for the firm.

Provide any additional information that substantiates that the firm has other capacity or staff to perform the scope of duties, above and beyond identified key personnel.

7.2. Past Experience

- A. Give the names, addresses, and telephone numbers of at least three (3) current professional client references that you currently have under contract.
- B. List all comparable work in the past 10 years. Identify the timing, type and size of each of these engagements along with the name, location and type of institution and your role.
- C. In the past 5 years, has your firm been involved in or currently under formal investigations or informal inquiries from any federal or state regulatory agency. If so, please disclose the nature of the investigation and/or inquiry and its current status.

7.3. Services Available

- A. Explain why you feel your company should be awarded the contract.
- B. Confirm or qualify your ability to provide each element of Section 5 "Scope of Work".
- C. Complete the Questionnaire to provide specific information about the services that may be provided.
- D. Describe your technological resources and how they can be used in support of the services you can provide.

8. PRICING SCHEDULE

Submission Date: _____

Proposal of _____ (hereinafter called "Vendor") organized and existing under the laws of the State of _____, a corporation, Partnership, or an individual doing business as _____.

To Maricopa County Community College District (hereinafter called MCCCCD).

To Whom it May Concern:

The Vendor, in compliance with **Request for Proposal #2768-2** for the provision of **Document Management and Imaging System** has examined the specifications and being familiar with all the conditions surrounding the proposed project hereby proposes to furnish the desired implementation and related services in accordance with the Contract Documents of which this proposal will be a part.

8.1 Total Cost Summary: Summarize all costs required for the implementation of the proposed solution described in the RFP. Include all installation costs, conversion costs, technical support, and custom programming for non-standard development.

8.2 Detail software license fees and annual maintenance costs for three (3) years

8.3 Detail all system hardware and annual maintenance costs for three (3) years

8.4 Detail the costs for training required for implementation and operation

*Costs/Fees listed above shall include **all** overhead and profit. No billing will be accepted that shows any other costs than those listed above. This includes, but is not limited to, travel to meetings or presentations, secretarial, printing, delivery, rent, phone calls, postage, overnight mail service, accounting, etc.*

9. SIGNATURE PAGE

This page must be completed and signed and included with your proposal.

SIGNATURE _____

(PRINTED NAME) _____

TITLE _____

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

FAX NUMBER _____

E-MAIL _____

Is your firm a:

Corporation* Partnership Individual Joint Venture

* If a corporation, answer the following:

(a) Where incorporated:

(b) Date incorporated:

Have your Articles ever been suspended or revoked? Yes No

If yes, when, for what reason, and when were they reinstated:

Has your firm or its parent or subsidiaries ever been debarred or suspended from providing any goods or services to the Federal Government? Yes No

If yes, when, for what reason, and when were they reinstated:

ATTACHMENT

1

BIDDER'S STATEMENT

Interested Bidders are asked to review and provide, as completely and accurately as possible, a **written response** on each applicable section below:

TYPE OF BUSINESS ORGANIZATION

Please check the appropriate box(es).

The Bidder represents that it operates as:

_____ A CORPORATION incorporated under the laws of

the State of _____

_____ An INDIVIDUAL

_____ A PARTNERSHIP

_____ A NON-PROFIT ORGANIZATION

_____ A JOINT VENTURE

Federal Employer Identification

Number: _____

PARENT COMPANY and IDENTIFYING DATA

A "parent" company, for the purposes of this provision, is one that owns or controls the activities and basic business policies of the Bidder. To own the Bidding company means that the "parent" company must own more than 50 percent of the voting rights in that company. A company may control a Bidder as a "parent" even though not meeting the requirements for such ownership if the "parent" company is able to formulate, determine or veto basic policy decisions of the Bidder through the use of dominant minority voting rights, use of proxy voting or otherwise.

The Bidder:

_____ IS _____ IS NOT owned or controlled by a "parent" company.

If the Bidder **IS** owned or controlled by a "parent" company, Bidder shall provide the name, address, phone and fax numbers, and Federal I.D. No. of the company.

ATTACHMENT 1

BIDDER'S STATEMENT (continued)

BIDDER REFERENCES

Private Business Contracts

MCCCD requires a **minimum** of **three (3) current and local references** for which you are providing same or similar products and services specified herein. Please indicate below the businesses for which you have provided such **during the past two (2) years**:

1. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

2. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

3. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

ATTACHMENT 1

BIDDER REFERENCES (continued)

Federal, State or Other Political Subdivision Contracts

MCCCD is also interested in speaking with public agencies or educational institutions for whom you have provided such products and services covered herein:

1. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

2. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

3. Company Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Contract Period: From: _____ To: _____

Describe Services: _____

ATTACHMENT 1

BIDDER'S STATEMENT (continued)

ADDITIONAL BUSINESS INFORMATION

Standard Business Hours

1. Days of week available for services: _____

2. Business hours of operation: _____

3. On-call/Emergency service hours: _____

Phone Number(s): _____

Web Address: _____

FAX Number: _____

General Information

4. Business License Number: _____

5. Number of years in business under current name: _____

6. Number of offices in the State of Arizona: _____

7. Business Classification (check applicable category)

Minority Owned Business (MBE) _____

Woman Owned Business (WBE) _____

Does your firm hold this certification from any other agencies or companies?

No: _____ Yes: _____ With Whom? _____

ATTACHMENT 1

ADDITIONAL BUSINESS INFORMATION (continued)

8. Name and address of office assigned to handle the MCCCCD account:

9. Account Manager Information:

Name: _____

Phone: _____

Pager: _____

10. Contractors License Number(s):

TYPE	NUMBER
_____	_____
_____	_____

11. Do you ever sub-contract any of your services?

_____ NO

_____ YES

If YES, which services?: _____

ATTACH ADDITIONAL SHEETS IF NECESSARY TO FURTHER DESCRIBE THE EXPERIENCE AND QUALIFICATIONS OF YOUR FIRM FOR PROVIDING THE PRODUCTS/SERVICES UNDER THE CONTRACT.