

City of West Hollywood

Human Services Division

Request for Proposal (RFP) Scanning And Indexing Services (Laserfiche ECMS)

The City of West Hollywood, located in Los Angeles County, is seeking the assistance of a scanning service bureau to scan, index and quality check property files from the City's Rent Stabilization program into its Laserfiche ECMS repository. The project will entail chiefly three records Series: Re-Registration forms, Property Files(6 section classification folders), and Appeal Files (6 section classification folders).The City has very specific requirements established by the City Council, and your firm must be willing to comply with these requirements. **There will be no exceptions or waivers.**

Instructions

The deadline for submitting Proposals is **Wednesday, September 18, 2013, no later than 4:00 p.m.**

Proposals must be submitted via mail, courier, or in person. No fax or email submittals will be accepted. All proposals must be submitted in a sealed envelope or package, plainly marked: "Request for Proposal Scanning and Indexing Services" and include the name and address of proposer.

Proposals are to be delivered / addressed to:

City Clerk, City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069

Proposals shall be complete in all material respects in order to be considered.

All proposals shall include the following:

- A. Seven (7) complete paper copies (on recycled paper, double-sided), and one PDF copy on DVD-r or CD-r of the proposal and supplemental material must be enclosed in the envelope containing the proposal.
- B. Proposals must be signed by an individual authorized to bind the proposing entity to all commitments contained therein.
- C. Proposers shall place in a separate section clearly identified as "confidential" all financial statements, copyrighted material, trade secrets, or other proprietary information that it asserts is exempt from disclosure under the Public Records Act.

For a full copy of the Request for Proposals (RFP) please contact the City Clerk's office at 323-848-6365 or the project consultant, Diane Gladwell, at info@gladwellgov.org

The City reserves the right to reject any and all proposals and award the contract to the Contractor who best meets the requirements set forth in the Specifications.

Corey Schaffer
City Clerk