

RFP

Records Management *Archival Strategy and Organization*

NOTICE

REQUEST FOR PROPOSALS (RFP) FOR ARCHIVAL AND RECORDS MANAGEMENT SERVICES

The Cambridge Redevelopment Authority (CRA) seeks proposals from qualified archivists to establish a data management system that will allow the CRA to better preserve, manage and locate its paper and digital files. The selected archivist (Archivist) will establish a file naming convention and retention system in accordance with Massachusetts Public Records Law, and assist with the re-organization and digitization of documents.

Proposals will be accepted until 4:00pm on **Friday, March 30, 2018**, and should be emailed to Alexandra Levering at alevering@cambridgeredevelopment.org.

Copies of this proposal are available online in PDF format at www.cambridgeredevelopment.org in the About > Jobs/Contracting section. Individuals or teams are encouraged to submit proposals.

1.0 PROJECT INTRODUCTION

1.1 CONTEXT

The CRA is a government redevelopment agency founded in 1956 under the authorization of Massachusetts General Law Chapter 121B. As a redevelopment agency, the CRA revitalizes underutilized and blighted areas, encourages new development, invests in public infrastructure, and promotes sound growth in Cambridge. Over the past 62 years, the CRA has undertaken major redevelopment initiatives in the Kendall Square and Wellington-Harrington neighborhoods, as well as a number of smaller-scale housing and infrastructure projects in other areas of Cambridge.

To better understand CRA history and preserve historic documents, the CRA is seeking an experienced archivist to categorize and reorganize its records. Additionally, the CRA seeks to streamline its current records management system to increase the efficiency of filing and accessing documents. The selected entity should be familiar with Massachusetts Public Records Law and be comfortable working with a variety of document types, including but not limited to photographs, building and site plans, legal development and land-use agreements, CRA Board meeting minutes and motions, memos, personnel records and written correspondence.

More info can be found on the CRA website: www.cambridgeredevelopment.org

1.2 STATEMENT OF PURPOSE

For the archivist to understand the CRA's purpose, mission, historical activities, and current and future work flows as it relates to document storage and recall, to establish a cataloging system for paper and digital files, and to identify, sort, purge and label all records accordingly.

PROJECT GOALS

- Invent a logical catalog system that allows users to search and retrieve documents quickly and synchronizes historical documents with current workflows.
- Draft a CRA Records Retention and Procedures Policy, consistent with Massachusetts Public Records Law.
- Reorganize and label on-site digital and paper files with an established naming convention and file organization.
- Identify records that are past their retention period and assist with their proper documentation and disposal as appropriate.
- Identify documents of particular historical significance to be offered to the Cambridge Public Library or other collections.
- Select records of interest to user groups to be made available on the CRA website.
- Identify paper documents to be scanned into an electronic database and to recommend and orchestrate document-scanning services, or optionally provide scanning services and save the scanned documents in an electronic database.
- Prepare a strategy for the CRA to organize its off-site records.

1.3 STAKEHOLDERS / USER GROUPS

- CRA Staff and Board
- Cambridge City agencies
- Local land owners
- The Cambridge Public Library
- Graduate students and researchers
- The general public

2.0 SCOPE

2.1 ORGANIZATION STRATEGY AND RECORDS POLICIES

Task 1 – Understanding the CRA

The first step of the project will be for the Archivist to understand the CRA's purpose, mission, historical activities, current and future workflow, and legal records requirements as it relates to the organization's document generation, storage, retention, and recall.

Deliverable: A preliminary memo providing an initial strategy for a catalog and naming convention system.

Task 2 – Strategize and Inventory On-Site Records

The Archivist will inventory the data records to be archived. This will include examining the documents stored in filing cabinets and boxes in the CRA office, and on the CRA server. The documents to be archived are in

different levels of organization. Most paper documents and photographs are organized in folders or binders stored either in boxes or filing cabinets. The CRA has conducted a preliminary inventory shown below, but sees a more detailed analysis as necessary to determine how best to proceed with the archiving task.

Once the data is inventoried, the Archivist should finalize a strategy for the archiving process. This will involve designing a logical catalog system and naming convention that allows users to search and retrieve documents quickly, has keywords, synchronizes historical documents with current workflows, and identifies records according to retention requirements placed on the CRA by Massachusetts Public Records Law. The Archivist should also identify and list the steps needed to accomplish Tasks 3-7 listed below. At a minimum, the strategy should:

- Develop a logical catalog system and naming convention.
- Identify the order and way in which the on-site documents will be processed.
- Indicate the amount of time expected for each task to be completed.
- List materials and supplies needed.

This will ensure the CRA understands the archivist's needs and approach and can adequately prepare for the Archivist's work.

On-Site Preliminary Scope

- In-house server size 411 GB
- 44 filing cabinet drawers of paper files, photographs and binders
- 48 1ft x 2ft boxes of paper files and binders
- 100 flat plan documents

The CRA will help the Archivist access these materials and has sufficient space set-aside in their office for the Archivist to work.

Deliverable: (1) An excel file or database that lists the records to be archived, their location, and type. (2) A finalized strategy memo.

Task 3 –Write Catalog and Naming Convention & Records Retention Policies

The Archivist should write a Catalog and Naming Convention Guide, to help current and future CRA Staff understand and use the naming conventions and database system to find and save documents. The Archivist will also need to write a Records Retention Procedures Policy, to help the CRA adhere and understand Massachusetts Public Records Law as it relates to their documents.

Deliverable: A finalized Catalog and Naming Convention Guide and Policy and a Records Retention Procedures Policy for CRA Staff to use.

2.2 ON-SITE DOCUMENT MANAGEMENT

Task 4 – Organization and Storage

In accordance to the strategy and guidelines agreed upon in Task 2 and 3, the archivist should initiate the reorganization of the on-site records. Adhering to Public Records Law, paper documents should be minimized where possible by eliminating duplicate records, and unnecessary documents should be disposed of. Paper documents already digitized should be reconciled with their electronic versions and disposed of or put in off-site storage whenever possible. Records should be labeled with their retention requirements, including permanent

records not to be disposed of, active but non-permanent records and their appropriate date of disposal, and records that are already disposable. All documents should be properly labeled and stored using appropriate storage mediums for the material age, size, shape, binding, frequency of access and with the intent of maximizing available storage space.

The CRA also intends to scan selected documents into an electronic database. While organizing the documents, the archivist should identify those to be scanned based on frequency of use, relevancy to current workflows, permanency, and importance to stakeholder groups.

Task 5 - Scanning

Having identified the documents intended for scanning, the Archivist should facilitate digitization with a selected records management company. This would involve selecting a vendor, facilitating document pickup, quality control, database cleanup, and ultimate storage or disposal of those scanned documents in accordance with Massachusetts Public Records Law. All scanned documents should have optical character recognition to enable them to be made searchable.

Optional (Add-Alt #1): Rather than facilitating scanning with a vendor, the Archivist has the option to request to scan the documents themselves, and save it to the CRA's electronic database. The CRA has a commercial printer, capable of scanning small-medium sized files (model: TaskAlfa3050ci). Should the archivist choose this option, they should provide guidance on how they will facilitate scanning.

Task 6 – Publicizing Selected Documents

After completing the digitization and organization of the CRA's photographs, the Archivist should facilitate making the photo database available for public download on the CRA's website.

The Archivist should evaluate what additional records should also be made available to the public for download on the CRA website, and what documents of particular importance or historical interest should be given to the Cambridge Public Library or other collections.

2.3 PLANNING FOR OFF-SITE DOCUMENT MANAGEMENT

Task 7 – Off-Site Storage Inventory

The CRA has files stored off-site in a storage unit and held with Iron Mountain. These documents are in different levels of organization. Some boxes have their contents well labeled in files and binders, and tracked in an excel sheet. Other boxes are unlabeled. The CRA sees the organization of these boxes as a task outside of the scope of this RFP but seeks recommendations on how to initiate organization at a later point. An estimated off-site scope is below.

Off-Site Preliminary Scope

- 400 flat plan documents
- 770 1ft x 2ft storage boxes of paper files, binders, and microfiche tapes

Deliverable: Strategy memo, outlining the steps necessary to organize the CRA's off-site documents. Including the order in which the off-site documents should be processed, an estimated amount of time needed for the documents to be organized, and recommendations on who to contact for the services.

Optional (Add-Alt #2): The Archivist has the option to request to organize the off-site documents themselves. Should the Archivist provide these services, the off-site documents should be managed using the same on-site document management organization, storage, scanning and publicizing processes as applied in Tasks 1-6.

3.0 PROJECT ADMINISTRATION

The CRA will provide space in its office for the archivist to work, including desk space, a computer, access to the printer/scanner, and open space to store and organize documents. The CRA is typically open 9:00am-5:30pm Monday – Friday. While the CRA hopes to complete this project as quickly as possible, they can accommodate flexible schedules and working hours.

4.0 SUBMISSION REQUIREMENTS

4.1 QUALIFICATIONS & EXPERIENCE

The Archivist should have an education in archival and records management, experience working with governmental, real estate or similar agencies, and an understanding of Massachusetts Public Records Law. Having a background in urban planning, geography, real estate, and/or Cambridge history is preferred.

4.2 FORMAT & CONTENT OF RFP RESPONSES

FORMAT

RFP responses must be submitted by email to Alexandra Levering (alevering@cambridgeredevelopment.org), and include a cover letter and resume for individuals working on the project, two (2) references, demonstration of experience, and an estimated project timetable, work plan, and budget based off the preliminary scope provided.

MINIMUM PROPOSAL CONTENTS

1. Cover Letter(s) and Resume(s)
2. Two (2) References: References will be contacted to determine if the applicant is responsive and responsible. They will be asked about their overall impression, the quality of work performed, and the timeliness of work produced by the applicant. Reference information should include:
 - a. Contact's name, position, email and telephone number
 - b. Name of company or organization
 - c. Status of work and short description
3. Demonstration of Experience: Applicants should demonstrate how they meet the qualifications and experience listed in section 4.1 by providing information on at least two (2) relevant project experiences.
 - a. Project examples should indicate the role of the applicant, services provided, and the end products. Links to examples, or associated data files would be helpful but are not necessary.
4. Project Timetable, Work Plan and Budget: Following the on-site preliminary scope for Tasks 1-6 and the off-site preliminary scope for Task 7, also listed below, the applicant should include an estimated project schedule, work plan, and budget to complete all tasks.

This document should:

- a. Use months and weeks, not exact dates
 - b. Be broken out by tasks
 - i. Organization Strategy and Records Policy
 - Task 1: Understanding the CRA
 - Task 2: Strategize and Inventory On-Site Records
 - Task 3: Write Catalog and Naming Convention & Records Retention Policies
 - ii. On-Site Document Management
 - Task 4: Organization and Storage
 - Task 5: Scanning
and Optional (Ad-Alt #1)
 - Task 6: Publicizing Selected Documents
 - iii. Off-Site Document Management
 - Task 7: Off-Site Storage Inventory
and Optional (Ad-Alt #2)
 - c. Provide standard hourly rates and an estimated cost for the project
 - d. List materials needed for the project
5. A signed Anti-Collusion Tax Compliance Form
 6. A copy of a W9 for the individual or team lead

4.3 QUESTIONS & ADDENDUMS TO RFP

Requests for clarifications or questions concerning the RFP may be submitted via email to alevering@cambridgeredevelopment.org by 12:00pm, on **Friday, March 16, 2018** to Alexandra Levering at the email address above. Potential responders are encouraged to register their interest in the RFP via email to alevering@cambridgeredevelopment.org. Any addenda will be emailed to the registered contact on file, to those who asked questions, and posted on the CRA website under the Jobs/Contracting section. Any additional addendums to the RFP will be posted and notified in the same manner. Answers will be sent out by Friday, March 23, 2018, by 5:00pm.

5.0 RFP EVALUATION

5.1 SELECTION CRITERIA

CRA Staff will evaluate each response based on the following evaluation/selection criteria.

A. EXPERIENCE AND TECHNICAL EXPERTISE

The applicant(s) resume, work examples and demonstration of experience will help the CRA understand the archivist's knowledge areas and previous experience. The CRA will look for an applicant that is experienced, has strong references, is well organized, communicative, and has the appropriate educational and technical expertise.

B. ESTIMATED PROJECT TIMETABLE, WORK PLAN AND BUDGET

The proposed timetable, work plan and budget should be reasonable for the work proposed, and competitive against other finalists. The project's proposed work plan should fulfill the CRA's needs and the archivist should have the capacity to undertake this project in a timely manner.

5.2 EVALUATION PROCESS

All proposals will be reviewed by CRA Staff. CRA Staff may select applicants to be interviewed. The applicants chosen for interviews will be notified by email.

6.0 GENERAL TERMS & CONDITIONS

Acceptance: Any proposals received after the due date will not be accepted. Delivery to any other City office or department does not constitute compliance. It is the responsibility of the applicant to assure proper and timely delivery. As a courtesy, please call the day before to notify us approximately what time you plan to arrive to drop off the submission, in order to ensure someone is available to receive it properly. The CRA reserves the right to reject any or all proposals, waive any minor informalities in the proposal process, and accept the proposal deemed to be in the best interest of the CRA.

Failure to follow instructions: Failure to answer any question, complete any form, or to provide the documentation required will be deemed non-responsive and may result in rejection of the proposal unless the CRA determines that such failure constitutes a minor informality.

Correction, modification, or withdrawal of proposal: Prior to the deadline for receipt of proposals, an applicant may correct, modify, or withdraw its proposal by making the request in writing. All corrections, modifications, or withdrawals must be delivered to the CRA in a sealed envelope with a notation on the envelope indicating the title of the project, the deadline for the receipt of the proposals, and a notation that the envelope contains a correction, modification, or withdrawal of the original proposal submitted for the particular project.

Duration of RFP responses: A response will remain in effect for a period of 365 calendar days from the deadline for submission of proposals, until it is formally withdrawn according to the procedures set forth herein, a contract is executed, or this RFP is cancelled, whichever occurs first. The CRA reserves the right to reject any and all proposals or portions thereof.

Equal Opportunity: The successful offeror must be an Equal Opportunity Employer

Insurance: Certification regarding insurance will be required at the execution of the contract. Minimum required insurance will be outlined for the selected applicant at that time.

MBE/WBE Participation: The CRA encourages the use of MBE/WBE principles and subcontractors if subcontractors are used.

Public Records Law: Public Records Law. All responses and information submitted in response to this RFP are subject to the provisions of the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, §7(26) and 950 CMR 32. M.G.L. c. 4, § 7(26)(h) exempts from the definition of "public record," among other things, "proposals and bids to enter into any contract or agreement until the time for the opening of bids, and until the time for the receipt of bids or proposals has expired in all other cases," as well as intra- or inter-agency communications made with respect to reviewing bids and proposals, prior to a decision to enter into negotiations or award contracts. M.G.L. c. 4, §7(26)(g) exempts "trade secrets or commercial or financial information voluntarily provided to an

agency for use in developing governmental policy and upon a promise of confidentiality,” though this exemption does not apply to information “submitted [...] as a condition of receiving a governmental contract.”

7.0 APPENDICES

- **Appendix A: Non-collusion, Non-Discrimination, Tax/Employment Statements.** These statements must be signed and returned with your RFP submission.

APPENDIX A

Non-Collusion, Non-Discrimination, and Tax/Employment Statements

NON-COLLUSION STATEMENT

State of Massachusetts, County of Middlesex.

_____ (name), being first duly sworn deposes and says that:

1.0 He/she is (owner, partner, officer, representative, or agent) of _____, the Respondent that has submitted the attached Proposal;

2.0 He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

3.0 Such Proposal is genuine and is not a collusive or sham Proposal;

4.0 Neither the said Respondent nor any of the officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Respondent, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from submitting a proposal in connection with such Contract, or has in any manner, directly or indirectly sought by agreement of collusion or communication or conference with any other Respondent, firm or person to fix the price or prices in the attached Proposal or of any other Respondent, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Respondent or to secure through any collusion conspiracy, connivance or unlawful agreement any advantage against the Cambridge Redevelopment Authority, the City of Cambridge or any person interested in the proposed Contract; and

5.0 The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed (type name):

Title:

Date:

NONDISCRIMINATION STATEMENT

The Consultant agrees:

1. The Consultant shall not, in connection with the services under this Contract, discriminate by segregation or otherwise against any employee or applicant for employment on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.
2. The Consultant shall provide information and reports requested by the Cambridge Redevelopment Authority pertaining to its obligations hereunder, and will permit access to its facilities and any books, records, accounts or other sources of information which may be determined by the Cambridge Redevelopment Authority to affect the Consultant's obligations.
3. The Consultant shall comply with all federal and state laws pertaining to civil rights and equal opportunity including executive orders and rules and regulations of appropriate federal and state agencies unless otherwise exempt therein.
4. The Consultant's non-compliance with the provisions hereof shall constitute a material breach of this Contract, for which the Cambridge Redevelopment Authority may, in its discretion, upon failure to cure said breach within thirty (30) days of written notice thereof, terminate this Contract.
5. The Consultant shall indemnify and save harmless the Cambridge Redevelopment Authority from any claims and demands of third persons resulting from the Consultant's non-compliance with any provisions hereof, and shall provide the Cambridge Redevelopment Authority with proof of applicable insurance.

Signed (type name):

Title:

Date:

CERTIFICATE OF TAX, EMPLOYMENT SECURITY, AND CHILD CARE COMPLIANCE

Pursuant to Massachusetts General Laws Chapter 62C, §49A and Chapter 151A, §19A(b) and Chapter 521 of the Massachusetts Acts of 1990, as amended by Chapter 329 of the Massachusetts Acts of 1991,

I _____ (Name) whose principal place of business is located at _____ (Address), do hereby certify that:

1. The above-named Respondent has made all required filings of state taxes, has paid all state taxes required under law, and has no outstanding obligation to the Commonwealth's Department of Revenue.
2. The above-named Respondent/Employer has complied with all laws of the Commonwealth relating to unemployment compensation contributions and payments in lieu of contributions.
3. The undersigned hereby certifies that the Respondent/Employer (please check applicable item):

1. _____ employs fewer than fifty (50) full-time employees; or
2. _____ offers either a dependent care assistance program or a cafeteria plan whose benefits include a dependent care assistance program; or

3. _____ offers child care tuition assistance, or on-site or near-site subsidized child care placements.

Signed under the penalties of perjury this _____ day of _____, 201__.

_____ Federal Identification Number

Signed (type name):

Title:

Date: