

Request for Proposals

Land Record Digitization and Public Portal Access Management

Proposals due May 13, 2024

The Town of Isle La Motte invites qualified vendors to submit a proposal for the Digitization of Land Records with Public Portal Access Setup and Management, to include scanning of Land Record books/indexes dating back 40 years. (1984-2024).

Objectives for this process are as follows:

- To install software with user friendly public access and payment system.
- To digitize hard copies of all necessary documents and images to the new system portal, including redaction services if needed.
- To effectively train town officials/staff on the processes and procedures, as well as operation of the system(s).

The digitization of Land Records will be:

- Secure.
- User friendly for both internal and external customers.
- Service will install and maintain the system, including staffing to scan in documents/images.
- Training of the Town of Isle La Motte office staff.
- Provide timely service with regards to questions, malfunctions, and payment downloads.
- Will include 2 workstation licenses.
- Include future options for additional record upkeep.
- Be forward thinking.

Background information:

The Town of Isle La Motte is a small rural community located at the end of VT-129 in Grand Isle County, Vermont, with a population of about 600 people. Current land records consist of 59 land record books hosting an average of 680 pages each.

Proposal deadline:

The deadline for proposals is May 13, 2024. Submit one copy of the RFP response as a PDF inserted into an email addressed to townofislelamotte@gmail.com with the subject line "Town of Isle La Motte VT Digitization of Records RFP", or deliver your response in writing in person to the clerk's office by or before the deadline.

For more information about this solicitation, please contact Cary Sandvig (ilmsandvig@frang.com), Monday through Friday.

Required content of proposals:

1. Please provide a brief cover letter and summary of how your company will assist the town in achieving its project objectives.
2. Provide a brief overview and history of your company including statements concerning:
 - a. How long the company has been in business
 - b. Capabilities of company team and why your firm should be selected
 - c. How many Vermont municipal accounts you serve
 - d. Company name, website URL, phone, and contact email address
3. Please describe your company's capabilities with regards to:
 - a. Warranties
 - b. The availability of continued communications post implementation
 - c. Support services for emergency and non-emergency situations
 - d. A statement concerning hosting & security best practices, including data protection
 - e. Implementation planning and guidance
 - f. Onsite implementation/migration of data to new PC(s) or Laptop(s)
 - g. Software licensing control
4. Please provide three (3) professional references for municipalities for whom you have completed similar work, or for whom you provide ongoing monthly maintenance and service.
5. Describe your projected timeline for project completion. Provide an outline of your expectations of Town participation in all phases of project implementation.
6. Provide an outline of what technical services the Town can expect from your company in all phases of project implementation.

Please specify amounts of items below:

1. The cost of system setup.
2. The cost of scanning and indexing.
3. Ongoing fees for maintenance and support for Year 2 and beyond.

Proposal review and contract award schedule

- **May 13th, 2024 - Proposals due by 3:00PM EDT**
- May 15th, 2024 - Selectboard bid review
- May 20th, 2024 - Successful bidder notification
- May 24th, 2024 - Contract preparation
- Mid-June, 2024 - Begin project

Additional contractor requirements

The Consultant awarded this contract shall apply for registration with the Vermont Secretary of State's office to do business in the State of Vermont, if not already so registered.

The contractor shall agree to provide and maintain the following types and amounts of insurance for the term of its contract with the Town of Isle La Motte. This insurance shall be

obtained from an insurer having an A. M. Best Insurance Rating of at least A-, financial size category VII or greater. [www.ambest.com]:

- Commercial General Liability Coverage - Commercial General Liability Insurance including but not limited to Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Projects and Completed Operations Liability, and Contractual Liability with limits of (at minimum) \$1,000,000 Combined Single Limit for each occurrence. *The contractor must list the Town of Isle La Motte as Additional Insured on their Commercial General Liability Policy.*
- Workers' Compensation & Employers Liability Insurance - Statutory Workers' Compensation Insurance and Employers Liability with limits of (at minimum) \$1,000,000 for any one occurrence. *The Contractor must show evidence of Workers' Compensation and Employers Liability Insurance Coverage.*
- Professional Liability Insurance (Errors and Omissions Coverage) - Professional Liability Insurance Coverage for \$1,000,000 each occurrence and \$3,000,000 annual aggregate. *The contractor must list the Town of Isle La Motte as Additional Insureds on their Professional Liability Policy.*

Conclusion

The Town of Isle La Motte reserves the right to reject any or all submittals, to compare the merits of the respective responses, and to choose a Contractor/Vendor which will best serve the interests of the Town.