

Los Angeles Unified School District

Master Services Agreement



To: Master Services Agreement (MSA) Contractors

Subject: MSA Work Order Solicitation No. 202115

Title: Microfiche Digitization for Human Resources (HR) and Office of Data and Accountability (ODA) Divisions

This **MSA Work Order Solicitation** is issued to interested proposers under the assumptions that any resulting contract will not exceed an aggregate amount set forth under the Master Services Agreement; and (2) The final contractual terms and conditions will have no additions, changes, or deletions from the Master Services Agreement. Proposals are due, via email to ITD-Bids@lausd.net no later than 5:00 PM (PT), February 8, 2021. NO TIME EXTENSIONS WILL BE GIVEN WILL BE GIVEN.

Period of Performance:	Upon full execution of work order, the District will follow up with a formal work order and purchase order indicating the firm's project start date.	
Location of Assets:	333 S. Beaudry Avenue, 9th Floor Los Angeles, California 90017	
Performance of Work:	Vendor's facilities	
Evaluation Criteria:	Proof of Concept	35 points
	Project Approach	40 points
	Price Proposal	25 points
	Total:	100 points

Phase I – Proof of Concept (35 points max):

Refer to Appendix A for the Proof-of-Concept scope and requirements.

Phase II: Evaluation Criteria:

A. Project Approach (40 points max):

The Proposer's Project Approach shall be evaluated according to the following sub criteria listed below. Sub criteria are in equal order of importance.

1. Proposer will provide a written summary of three cases of the Proposer's experience in the digitizing and indexing of microfiche records into an electronic format with scanning / data capture solution for major organizations of at least 10,000 employees, government agencies and/or K-12 learning institutions.
 - a. Proposer will be evaluated on the quality and depth of the Proposer's submitted experience outlining the digitizing and indexing of microfiche records into an

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electronic format with scanning / data capture solution. The evaluation of experience will be based upon:

- i. overall complexity of projects,
 - ii. size and scope of projects,
 - iii. the timely completion of projects.
- b. Proposer will be evaluated on the Operational and Security procedures in providing digitizing and indexing of microfiche records including but not limited to:
- i. data security procedures including media handling, transportation, security procedures, etc.
 - ii. quality assurance procedures, issue reporting and resolution, and the quality management procedures and qualification (plan, procedure, QA/IOS certification, etc.)
 - iii. media preparation and requirements from customers (e.g., LAUSD needs to wipe/clean microfiche before sending to vendor, etc.)
 - iv. relevant certifications, recognitions, awards, and proficiencies
 - v. Project management approach, methodology, and project plan for projects providing digitizing and indexing of microfiche.

Submittal Requirements:

1. Discuss the specific role and responsibility of the firm and/or resource in providing the requested services.
2. Provide a project management plan, timeline, and proposed project management approach
3. Provide operational, quality control, and security procedures for this project
4. **References:** Provide three (3) references of current and/or past project experiences of the proposed resource as listed in the Statement of Work. The reference information must include the following information:
 - a. Project Size
 - b. Project scope including specific services provided
 - c. Period of performance
 - d. Contact information including name of the organization, contact person, phone number and email

Rate Schedule (Pricing):

The Proposer shall submit a fully burdened rate to perform all services as specified in the statement of work. Refer to Appendix C.

Statement of Work:

Refer to Appendix B for the Statement of Work and performance requirements.

The cost of preparing the Proposal and any costs incurred at any time before award and execution of the Work Order, including costs incurred for completing the proof of concept, shipping and handling, costs associated with travel, shall be borne by the Proposer.

Proposals omitting any of the required submittal items may be deemed non-responsive and may be removed from any further consideration.

Subject to the provisions herein, Contract award will be made to the "highest scored" proposal, with the appropriate consideration given to the evaluation factors stated herein. However, the District reserves the right to make an award to other than the low-cost Proposer.

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The District reserves the right to reject a firm, as non-responsive, regardless of the stage of the procurement process, if there is a failure to successfully negotiate price/fees, statement of work, or a failure of the firm to satisfy any of the final requirements necessary to do business with the District.

All communications regarding this solicitation between potential Proposers and DISTRICT staff and consultants engaged by the DISTRICT shall be addressed only to the undersigned.

All proposer questions shall be in writing and submitted via email at ITD-Bids@lausd.net with the subject heading of "**MSA Work Order Solicitation No. 202115**". The deadline to submit questions is by 5:00 PM PT on January 20, 2021.

At no time "PRIOR" to the DISTRICT'S Notice of Award shall Proposer(s) contact other DISTRICT officials or personnel regarding this MSA Work Order Solicitation or any contract(s) to be awarded in response hereto. To do so may subject the Proposer to disqualification.

All requests for information related to this MSA Work Order Solicitation shall be directed to:

Department: IT Support Services (Finance and Administration)

Address: 333 S. Beaudry Avenue 10th Floor
Los Angeles, CA 90017

E-mail: [**ITD-Bids@lausd.net**](mailto:ITD-Bids@lausd.net)

Appendices A – Proof of Concept
 B – Statement of Work
 C – Pricing Form

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APPENDIX A - PROOF OF CONCEPT

1. Scope

- 1.1. The Los Angeles Unified School District's Information Technology Division, Office of Data and Accountability, and Human Resources will conduct a Proof of Concept that will include a representative sample of microfiche (some good, some bad, and some average – less than 30 in total) as part of the evaluation criteria for the MSA solicitation to find a supplier to migrate old microfiche and microfilm records into an electronic, scanned solution or digital file. Please respond by close of business, January 26, 2021, to confirm your desire to participate in this PoC.

2. Purpose

- 2.1. The Proof of Concept will serve numerous purposes. It will determine supplier's capabilities for a larger digitization effort of a large amount of microfiche and microfilm. It will provide LAUSD with insight into the quality and speed of the supplier's practice. It will provide insight into key processes that both the supplier and LAUSD will encounter in a larger scope of work such as, material handling, communications, exception processing, and effort.

3. Approach

- 3.1. To facilitate the selection of a source of supply for the Microfiche and Microfilm digitization service, the intent is to implement a Proof of Concept (POC) exercise that allows suppliers to demonstrate their competency delivering requested services while simultaneously providing an additional method for LAUSD to evaluate supplier's ability to deliver the requested services.

4. Objectives

The objectives for the POC are outlined as follows.

- 4.1. To provide suppliers with sample assets (good samples, bad samples and representative samples of the vast majority) in order to determine the speed and quality of the digitization process.
- 4.2. To obtain an understanding of how assets will be delivered to suppliers and understanding of the process of how assets will be returned by suppliers.
- 4.3. To provide suppliers with access to actual assets and an opportunity to revise and refine supplier's cost estimates.
- 4.4. To see supplier's exception process for handling assets that are not able to be digitized for any reason.
- 4.5. To gain insight in supplier's communication process and approach.

5. Schedule

- 5.1. Suppliers will receive assets and return along with work product to the LAUSD point of contact within two weeks.

6. Other Considerations

- 6.1. LAUSD seeks to outline logistical details with respect to the treatment, handling and preparation of microfiche/microfilm for digitization, its delivery to supplier's facilities for processing, and how assets will be transported, received and returned.
- 6.2. LAUSD seeks supplier's assurances that assets will be handled with reasonable care and proposal of repercussions if assets are damaged. Supplier will outline precautionary steps taken to prevent any damage

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APPENDIX B – MSA WORK ORDER STATEMENT OF WORK

A. SCOPE

The Los Angeles Unified School District's administrative divisions of Data and Accountability and Human Resources is requesting the migration of old records into an electronic, scanned solution / data capture for enterprise reporting. Current office records are stored on microfiche and are at risk of becoming unreadable.

B. PURPOSE

The purpose of this Contract is to establish a source of supply for Microfiche and Microfilm digitization services offering "Fixed Price per Unit" and/or "Fixed Price per Scope of Work" options. Due to the dynamic nature of each project requirement, the District cannot predict the number of projects and/or consultants that will be needed during throughout the term of the contract. Therefore, the District makes no guarantees, either stated or implied, about the demand for resources.

C. TASKS

The Vendor (contracted service provider) shall perform the following services:

1. Vendor will scan and index each frame from every Microfiche Record.
2. Vendor will provide the individual images scanned and indexed metadata from Microfiche frames.
3. Images shall be provided to LAUSD via a secure FTP solution.
4. Each Image will need to be scanned with a DPI of 300 and saved as an Adobe Portable Document File (PDF) file. The file will have no Optical Character Recognition (OCR) functionality. Each scanned image file should be compressed to a size equal or less than 60 KB. The image shall be readable. LAUSD personnel will work with Vendor to determine readability.
5. Vendor will need to optimize scanned images by adjusting contrast and brightness for better readability
6. If Microfiche is un-scannable or the quality of the Microfiche is not feasible to index, Vendor will need to provide an exception queue to document which Microfiche was unable to be processed and provide any specifics to handle the exception.
7. Vendor will provide LAUSD with a spreadsheet detailing any problems with the Microfiche scanned.

- a. Example: The spreadsheet can include the below three columns.
 - i. Microfiche Number.
 - ii. Frame Number – Location of the frame in the Microfiche.
 - iii. Nature of the Problem – scruff, scratch, white spots, black spots, etc.(see following page)

Microfiche Number	Frame Number	Nature of Problem
230132	G16	White Spot
230132	V18	Black Line
250421	P24	Scuff
265455	Q04	Scratch

8. Vendor to perform quality assurance. Will need to include test procedure / steps.
 - a. Readability (dpi, brightness, contrast, etc.)

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- b. Indexing
 - c. Meta data
 - d. Size of the file
 - e. Format of the file
9. Vendor will scan and index the individual frames from the Microfiche using look up/index mentioned below.
- a. For Human Resource (HR) division, the Record Header has the following fields:
 - i. Employee Name (NAME)- one report has the first and last initial along with Last Name under this label.
 - ii. Employee FIRST NAME & LAST NAME - One report has both FIRST Name and LAST name.
 - iii. Employee number (EN or EMP NO) - Some reports have this as EN and some have it as EMP NO.
 - iv. Employee Location (LOC) - alpha numeric.
 - v. Social Security Number (SSN) - Numeric
 - vi. Page Number - The file will be created to indicate whether a scanned frame comes from page 1, page 2, etc. of an employee's record.
 - vii. Year - last 2-digit but would like it convert to 4-digit.
 - b. For Office of Data Accountability (ODA) division, the Record Header has the following fields:
 - i. **For Microfiche**
 - Test administration dates
 - Student Name of first and last record on the microfiche.
10. Each indexed field will be part of the name of the saved image separated by an underscore: "ReportName_LookupField1_LookupField2_Employee/Student Name-Page Number."
- i. **Example 1:** ReportName_YY_EMP NO_NAME
 - ii. Examples: "EmpPayrollHrsRPT_73_123456_J_Smith-1"
 - iii. **Example 2:** ReportName_LOC_FIRST NAME_LAST NAME_SSN
 - iv. ReportName_N 26_Charles_Keiji_Abe_8542
11. When the Microfiche frame includes two records, the Vendor will scan the frame again or copy the image and Index the second image with the second records header information using the naming convention in 2.13; both images shall be the full image of the original frame. Both records shall be in both images.
12. When the employee/Student records showed on consecutive Microfiche frames:
- a. Vendor will provide a list of all Microfiche Record Header index information indexed from the batch in a Microsoft Excel spreadsheet. This spreadsheet will be included with images in media provided to LAUSD.
13. The files created from the OCR will be included in a Microsoft Excel spreadsheet. This spreadsheet will be included with images in media provided to LAUSD.

D. **WORK SCHEDULE**

The resource(s) shall be available to begin work upon full execution of the agreement. Standard work hours will be Monday through Friday between 8:30 am to 5:00 pm unless other arrangements are mutually agreed upon. The actual schedule may be adjusted based on project needs by the sponsor.

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E. OTHER

For the duration of the project, the proposed firm and/or resource are expected to utilize their own laptop computer(s) equipped with appropriate project management tools such as Microsoft Word, Excel, SharePoint, etc.

F. PERFORMANCE REVIEW

A performance review will be conducted by the District to ensure services are performed satisfactorily by the Contractor and its resource. Contractor will be notified by the District of their performance. If the review is unsatisfactory, the contractor will be required to submit a corrective action plan to address the deficiencies. If the performance is not improved, the contract will not be renewed, and the option years will not be exercised.

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APPENDIX B - MSA PRICING FORM

Proposer will provide price proposal detailing breakdown (ex. per image, index, etc.) of all potential cost of project including task related to project mentioned below:

1. **Microfilm/Microfiche Conversion to Digital** – cost for converting physical medium based on the models below.

A. Slide Conversion – Convert entire microfiche slide to multipage image file (PDF, TIFF). Each image file will contain the sub-images on the microfiche slide. The content in the header of the microfiche will be included in the files naming format.

B. "Fixed Price per Deliverable" – the fixed price for each deliverable must be calculated using the rates outlined in the table. **The Contractor will be compensated per deliverable regardless of the resources required.**

	Unit Cost	Quantity	Extended Cost
Microfiche/image	\$ _____	18.8M	\$ _____
Microfilm/image	\$ _____	_____	\$ _____
Indexing/character	\$ _____	_____	\$ _____

C. "Fixed Price per Scope of Work" – This cost proposal will cover all cost to accomplish the digitization. The total price will be the sum of the fixed price(s) of the deliverable(s). **This cost proposal shall include the calculations by which the price for the digitization was determined. This total fixed price will be the maximum amount of compensation that can be paid to the Contractor under the SOW, regardless of the resources required.**

D. "Per Image" – the rate per successfully digitalized images for each image category proposed must be a rate per image less than or equal to the maximum rate per image set forth in the price proposal of the effective term. **The Contractor will be compensated for actual successfully digitalized images created during the project. No charge will be issued for images that are not successfully converted.**