

Cape
Breton
University

RFP

DATE:	FEBRUARY 3, 2016
DEADLINE FOR QUESTIONS:	FEBRUARY 10, 2016
CLOSE DATE:	FEBRUARY 17, 2016
RFP NUMBER:	1603
DESCRIPTION:	STUDENT RECORD DIGITIZATION PROJECT

SECTION 1 - INTRODUCTION

1.1 Purpose

Cape Breton University is seeking proposals from vendors to digitize files and build a SharePoint library of current student documentation. Your proposal must include all costs with terms and conditions clearly defined on quotation.

1.2 Background

Cape Breton University (CBU), located in Sydney, Nova Scotia, is an Atlantic Canadian post-secondary leader, with a growing national and international reputation. Currently home to 3200 students, CBU's vision of higher education allows students to pursue contemporary fields of study that are ideally suited for graduate success in liberal arts, business, health, education and science and technology.

In addition to CBU's student body, CBU has an alumni family in excess of 19,000 along with a faculty and staff complement of just fewer than 400 people. CBU has a diverse learner population with more than 1,000 international students from 27 countries worldwide along with Atlantic Canada's largest Aboriginal student population.

Further background information on the University can be referenced by visiting the Cape Breton University web site at www.cbu.ca

SECTION 2 - ADMINISTRATIVE REQUIREMENTS

2.1 The Law

The law applicable to a contract arising from this RFP shall be the law in the Province of Nova Scotia.

2.2 Error /Omissions

2.2.1 If any errors or omissions are discovered, the Procurement Office should be notified at once. Minor details not specified but obviously required should be provided by the Proponent in keeping with normal practice.

2.2.2 Any error or misinterpretation of the requirements does not absolve the Vendor of the responsibility to supply them. Vendors are responsible to clarify any ambiguities prior to submitting a proposal.

2.3 Indemnification and Insurance

2.3.1 In responding to this RFP, bidders warrant their compliance to appropriate Municipal, Provincial and Federal laws and to obtain all applicable licenses and permits. Vendors must agree to indemnify the University and its employees if they fail to comply. The University reserves the right to cancel any agreement arising from this RFP for failure to adhere to the above.

- 2.3.2** The Vendor must agree to indemnify the University, its officers and employees against any damage caused as a result of any negligence or unlawful acts of the Vendor or its employees.
- 2.3.3** The Vendor must agree to indemnify the University, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the Vendor or its employees.

2.4 Disclosure of Information

The information contained in this document is considered confidential and should not be used for any purpose other than to submit a proposal; disclosure to third parties without the University's permission is strictly prohibited. Proposals submitted as a result of this RFP will be considered confidential. However, Proponents must be aware that the University is governed by the Freedom of Information and Protection of Privacy Act (FOIPOP).

SECTION 3 - PROPOSAL PROCEDURES

3.1 Proposal Submission

- 3.1.1** Two (2) copies of the RFP Proposal submission, along with any other information requested in this RFP document, must be received by 3:00 p.m. Atlantic Time, on the date specified on the covering page, to:

Purchasing Department
Cape Breton University
1250 Grand Lake Road
Sydney, Nova Scotia, B1P 6L2
Attention: Ms. Brenda MacDonald

Late bids will not be accepted.

- 3.1.2** All proposals must be sealed and must be received in writing. Electronic submissions and amendments thereto, (e.g., phone, fax, email) will not be considered.
- 3.1.3** **The RFP number and title must appear on all submissions, including the outer packaging (the Courier Envelope as well).** If the RFP number is not present on the outer courier envelope we **will return the submission unopened**. Late submissions will not be reviewed. The University will not be responsible for lost or incorrectly delivered proposals.

- 3.1.4 Proposals must be presented in the same format and sequence as the RFP and include sufficient information to allow the University to assess the Vendor's ability to provide requirements within acceptable time frames. Responses should reference the RFP paragraphs to which it is responding. The emphasis should be on content and substance, not volume.
- 3.1.5 Exceptions to, or deviations from the specifications contained in this RFP should be expressly stated in the Vendor's submission. Any item not expressly excepted will be considered a compliant response.

3.2 **Proposal Requirements**

Proposals must include the following information. These are minimums and additional relevant information is acceptable.

3.2.1 **Approval**

Submissions must be signed by an authorized director of the company.

3.3 **Inquiries**

- 3.3.1 **All communication MUST be directed to Brenda MacDonald, Purchasing Clerk/Buyer via email to brenda_macdonald@cbu.ca.**
- 3.3.2 Verbal clarification must not be interpreted as a change in content. The University will not assume responsibility for verbal instructions or suggestions.
- 3.3.3 Should the Vendor find discrepancies or omissions from the specifications, or should the Vendor be in doubt as to the meaning of any part of the RFP, the Vendor should notify the University **prior to the deadline for questions date**. Minor details not specified, but obviously required, should be provided by the Vendor in keeping with normal practice. Any error or misinterpretation of the requirements does not absolve the Vendor of the responsibility to supply them.
- 3.3.4 The **deadline for questions is 3:00 p.m.** (Atlantic Standard Time), as designated by the Procurement Services office clock, on the date specified on the covering page. It is the Vendor's responsibility to present any questions or clarify any ambiguities of this RFP prior the deadline for questions.
- 3.3.5 Any revisions and addenda can be obtained from Brenda MacDonald, Purchasing Clerk/Buyer; brenda_macdonald@cbu.ca

SECTION 4 - TERMS AND CONDITIONS

4.1 General Terms and Conditions

- 4.1.1** This issuance of this RFP does not form a commitment and the University is not under obligation to receive further information or participate in discussion as a result of issuing this document.
- 4.1.2** The University is not bound to accept the lowest cost proposal but rather reserves the right to accept the proposal which, in the opinion of the University, best meets the established criteria and provides the best overall value to the University.
- 4.1.3** The University reserves the right not to choose any of the proposals submitted and not to award if, in the opinion of the University, it is in their best interest. The University reserves the right to waive any informality contained herein.
- 4.1.4** The University reserves the right to enter into negotiations, prior to award, with any Vendor as a result of issuing this document, without obligation. Furthermore, if an agreement cannot be reached within 5 days from date of initial contact, the University reserves the right to terminate negotiations with that Vendor and initiate negotiations with another.
- 4.1.5** The submission of a proposal shall be deemed proof that the Vendor is satisfied as to all provisions of this RFP. The University will not entertain claims based on assertion by the Vendor that it was uninformed or unaware of specifications, terms or conditions.
- 4.1.6** Proposals shall be in enough detail to allow the University to determine the Vendor's position from the documents received. The University may refuse to consider any submission that does not include documentation or other information specified in the RFP.
- 4.1.7** All materials submitted in response to this RFP shall become the property of the University.
- 4.1.8** All costs incurred in preparing a RFP, or presenting or elaborating upon a RFP shall be borne solely by the Vendor.
- 4.1.9** The University reserves the right to cancel this RFP process at any time. In the event of any such cancellation, the University shall not be obligated to pay any costs, damages or claims of any type or kind to any Vendor.
- 4.1.10** Notice in writing, shall constitute award.
- 4.1.11** Unless otherwise stated, it is assumed that the information presented in the proposal will be valid for 90 days from the date of closing.

4.1.12 The University reserves the right to cancel any agreement arising from this RFP in instances of Vendor non-compliance. Non-compliance is considered to be, but not limited to, failure to respond to requirements in a timely manner, poor quality workmanship, failure to adhere to administrative requirements or failure to perform or fulfil the terms and conditions of this document and subsequent agreement.

4.2 Subcontractor

Use of a subcontractor must be approved by the University. Therefore,

- a) Subcontractor(s) must be clearly identified in the proposal.
- b) If agreed to, the Vendor will be required to take a primary role and assume overall responsibility for the effective provision of services throughout the contract period

Section 5 - STATEMENT OF REQUIREMENTS

5.1 Scope

The project will involve the digitization of paper files for approximately 3,200 current students, as follows:

- Each student file contains between 2-6 sheets of paper. Some documents may be double sided.
- The size of the sheets to be scanned may include letter, A4 and/or legal.
- One file must be created for each student. The file naming convention to be used is student ID + scan date, for example 20181234_20160401.pdf
- The searchable metadata for each file must include:
 - Student ID
 - Last Name, First Name
 - Date of Birth
- The files created should be in pdf format.
- Minimum resolution 300 dpi
- Maximum resolution 400 dpi
- The files should be stored in SharePoint with the described metadata.
- Auto straightening should be applied to all scans.

Because of privacy requirements, all digitization must be carried out on-site at CBU. No paper or electronic files may leave the premises. Space and a PC will be provided for the project, but scanning equipment must be provided by the vendor.

5.2 References

Proponents should present at least three (3) current references from similar Canadian clients only. (References from the US will not be considered.) The information should include the company name, contact name, phone number and a brief description of the service provided. The University reserves the right to contact other industry sources and known users at its discretion.