

Solicitation 16-053

Document Imaging Services

Bid Designation: Public



CalOptima

Bid 16-053

Document Imaging Services

Bid Number **16-053**
Bid Title **Document Imaging Services**

Bid Start Date **Mar 10, 2016 3:51:45 PM PST**
Bid End Date **Mar 31, 2016 2:00:00 PM PDT**
Question &
Answer End Date **Mar 17, 2016 2:00:00 PM PDT**

Bid Contact **Maria Medina**
mmedina@caloptima.org

Contract Duration **2 years**
Contract Renewal **Not Applicable**
Prices Good for **30 days**

Bid Comments **RFI 16-053 - Document Imaging Services**
CalOptima is seeking information on solutions to support document imaging and document management services.

Item Response Form

Item **16-053-01-01 - 16-053 Document Imaging**

Quantity **1 each**

Unit Price

Delivery Location **CalOptima**

City Parkway
505 City Parkway West
Orange CA 92868
Qty 1

Description

16-053 Document Imaging



March 10, 2016

NOTICE OF REQUEST FOR INFORMATIONS (RFI) 16-053

GENERAL CONDITIONS AND INSTRUCTIONS TO OFFERORS

for

DOCUMENT IMAGING SERVICES

Key RFI Dates

Written Questions Due: 2:00 p.m., March 17, 2016

CalOptima's Response to Offeror's Questions Due: 5:00 p.m., March 24, 2016

Offeror's Proposal must be uploaded to BidSync Due: 2:00 p.m., March 31, 2016

All Times listed in the RFI are current Pacific Time Zone times

March 10, 2016

SUBJECT: NOTICE OF REQUEST FOR INFORMATIONS

Gentlemen/Ladies:

CalOptima invites proposals from qualified Offerors to provide **DOCUMENT IMAGING SERVICES**

Proposals shall be prepared, labeled, and submitted through BidSync by the due date and time listed above and labeled:

**“RFI 16-053
DOCUMENT IMAGING SERVICES”**

Proposals must be uploaded by no later than 2:00 p.m., March 31, 2016. BidSync may not accept any proposals after the due date and time.

As required under Ordinance No. 3896 of the County of Orange, State of California, Offeror hereby acknowledges and agrees that the obligations of CalOptima under any resulting contract are solely the obligation of CalOptima, and the County of Orange, State of California, shall have no obligation or liability therefor.

The successful Offeror will be required to comply with all applicable equal opportunity laws and regulations.

Sincerely,

Maria Medina, CPPB
Intermediate Buyer

SECTION I.

INSTRUCTIONS TO OFFERORS

RFI 16-053**I. INSTRUCTIONS TO OFFERORS****A. EXAMINATION OF PROPOSAL DOCUMENTS**

1. By submitting a response, the Offeror represents that it has thoroughly examined and become familiar with the work required under this RFI and that it is capable of performing quality work to achieve CalOptima's objectives.
2. CalOptima reserves the right to remove from its VENDOR list for future RFIs, for an undetermined period of time, the name of any Offeror for failure to accept a contract, failure to respond to two (2) consecutive RFIs and/or unsatisfactory performance. Please note that a "No Bid" is considered a response.

B. ADDENDA

CalOptima may make changes to the requirements of this RFI. Any CalOptima changes to the requirements will be made electronically through BidSync. Any addenda issued pertaining to this RFI shall be incorporated into the terms and conditions of any resulting contract. CalOptima will not be bound to any modifications to or deviations from the requirements set forth in this RFI as the result of oral instruction. All addenda will be issued electronically through BidSync.

C. GENERAL INFORMATION**1. Scope**

CalOptima seeks information on a Document Imaging Services in accordance with the specifications contained within this Request for Information, Section V.

2. CalOptima Point of Contact

The sole point of contact for inquiries concerning this RFI is:

Maria Medina, Intermediate Buyer
CalOptima Vendor Management Department
505 City Parkway West
Orange, CA 92868
mmedina@caloptima.org

All communications relating to this RFI must be directed to the CalOptima contact person named above. All communications between respondents and other CalOptima staff members concerning this RFI are strictly prohibited. **Failure to comply with these requirements may result in proposal disqualification.**

RFI 16-053**3. Procurement Schedule**

The following table documents the critical pre-award events for the procurement. All dates are subject to change at CalOptima's discretion.

<i>Procurement Schedule</i>	
RFI Issue Date	March 10, 2016
Written Questions Due from Offerors	March 17, 2016
Responses to Questions Due from CalOptima	March 24, 2016
Proposal Due Date	March 31, 2016

D. CLARIFICATIONS**1. Examination of Documents**

Should an Offeror require clarification of this RFI, the Offeror shall notify CalOptima via BidSync and in accordance with Section D.2 below. CalOptima will issue an electronic addendum through BidSync clarifying the matter which will be sent to all persons who have requested the RFI.

2. Submitting Requests

- a. All questions, clarifications or comments must be submitted through the BidSync system.
- b. Inquiries received after March 17, 2016, 2:00 p.m., may not be responded to.

3. CalOptima Responses to Questions

Responses from CalOptima will be communicated via BidSync to all recipients of this RFI, and will be sent no later than 5:00 p.m., March 24, 2016.

E. SUBMISSION OF PROPOSALS**1. Date and Time**

PLEASE NOTE THE FOLLOWING: All proposals are to be submitted through BidSync. Proposals received after 2:00 p.m., March 31, 2016 may not be accepted.

RFI 16-053**2. Acceptance of Proposals**

- a. CalOptima reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
- b. CalOptima reserves the right to withdraw this RFI at any time without prior notice and CalOptima makes no representations that any contract will be awarded to any Offeror responding to this RFI.
- c. CalOptima reserves the right to postpone proposal opening for its own convenience.

F. PRE-CONTRACTUAL EXPENSES

Pre-contractual expenses are defined as expenses incurred by the Offeror in:

1. preparing its proposal in response to this RFI;
2. submitting its proposal to CalOptima;
3. negotiating with CalOptima any matter related to its proposal; or
4. any other expenses incurred by the Offeror prior to date of award, if any, of the contract.

CalOptima shall not, in any event, be liable for any pre-contractual expenses incurred by Offeror in the preparation of its proposal. Offeror shall not include any such expenses as part of its proposal.

G. JOINT OFFERS

Where two or more Offerors desire to submit a single proposal in response to this RFI, they should do so on a prime-subcontractor basis rather than as a joint venture. CalOptima intends to contract with a single firm and not with multiple firms doing business as a joint venture.

H. NON-COLLUSION AFFIDAVIT

As part of their Bid Proposal, Offerors are required to complete and sign the Non-Collusion Affidavit provided as Attachment B to this RFI. Proposals that are submitted to CalOptima without a fully executed copy of the Non-Collusion Affidavit will be considered non-responsive and will be returned to the Offeror.

RFI 16-053**I. TAXES**

Offeror's proposals are subject to sales taxes.

J. PROHIBITED INTEREST

CalOptima and the Offeror covenant that to their knowledge no board member, officer or employee of CalOptima, during his or her tenure or for one (1) year thereafter, has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the contracting party other than CalOptima, and that if any such interest comes to the knowledge of either party at any time, a full and complete disclosure of all such information will be made in writing to the other parties, even if such interest would not be considered a conflict of interest under Article 4 of Chapter 1 of Division 4 of Title 1 (commencing with Section 1090) or Title 9 (commencing with Section 81000) of the Government code of the State of California. (See Attachment A for a listing of CalOptima's current Board members and executive staff.)

K. NONDISCRIMINATION CLAUSE COMPLIANCE

During the performance of this Contract, Offeror and its subcontractor(s) shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability, including Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), mental disability, medical condition (including cancer), age (over 40), marital status, and the use of family and medical care leave and pregnancy disability leave. Offeror and subcontractor(s) shall insure that the evaluation and treatment of their employees and applicants for employment are free from discrimination and harassment. Offeror and subcontractor(s) shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq. and the applicable regulations promulgated thereunder Title 2, CCR, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a-f), set forth in Chapter 5 of Division 4, Title 2, CCR are incorporated into this Contract by reference and made a part hereof as if set forth in full. Offeror and its subcontractor(s) shall give notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. Offeror shall also fully comply with the following, to the extent applicable to the services provided by Offeror under this Contract: Title VI of the Civil Rights Act of 1964, 42 USC Section 2000d (race, color, national origin); Section 504 of the Rehabilitation Act of 1973 (29 USC §794) (nondiscrimination under Federal grants and programs); Title 45 CFR Part 84 (nondiscrimination on the basis of handicap in programs or activities receiving Federal financial assistance); Title 28 CFR Part 36 (nondiscrimination on the basis of disability by public accommodations and in commercial facilities); Title IX of the Education Amendments of 1973 (regarding education programs and activities); Title 45 CFR Part 91 and the Age Discrimination Act of 1975 (nondiscrimination based on age); as well as California Government Code Section 11135 (ethnic group identification, religion, age,

RFI 16-053

sex, color, physical or mental handicap); California Civil Code Section 51 (all types of arbitrary discrimination); and all rules and regulations promulgated pursuant thereto.

Offeror shall include the nondiscrimination and compliance provisions of Article II.G. in all subcontracts under this Contract.

L. FEDERAL, STATE, AND LOCAL LAWS

Offeror warrants that in the performance of a contract with CalOptima, it shall comply with all applicable federal, state, and local laws and ordinances and all lawful orders, rules and regulations thereunder.

M. CONTRACT AWARD

Issuance of this RFI and receipt of proposals does not commit CalOptima to award a contract. CalOptima reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFI, to negotiate with other than the selected Offeror should negotiations with the selected Offeror be terminated, to negotiate with more than one Offeror simultaneously, or to cancel all or part of this RFI. CalOptima also reserves the right to apportion the award among two or more Offerors.

N. ASSIGNMENT AND SUBCONTRACTORS

Any contract awarded by CalOptima or any interest therein or claim thereunder may not be assigned by the successful Offeror either voluntarily or by operation of law, nor may all or substantially all of any contract be further subcontracted by the successful Offeror without the prior written consent of CalOptima. No consent shall be deemed to relieve the successful Offeror of its obligations to comply fully with the requirements thereof.

O. NOTICE OF LABOR DISPUTE

Whenever Offeror has knowledge that any actual or potential labor dispute may delay a contract, Offeror shall immediately notify and submit all relevant information to CalOptima. Offeror shall insert the substance of this entire clause in any subcontract hereunder as to which a labor dispute may delay the contract.

P. DISPUTES

Any contract awarded shall be construed and all disputes thereunder shall be settled in accordance with the laws of the State of California. Pending final resolution of a dispute, Offeror shall proceed diligently with the performance of the contract.

Q. WITHDRAWAL OF OFFERS

Offers may be withdrawn only by signature of Offeror, provided the request is received by the person whose duty it is to open proposals prior to the time fixed for proposal

RFI 16-053

opening. Each proposal opened will be considered to be a valid offer, and may not be withdrawn for a period of 90 calendar days following the opening of proposals.

R. ACCEPTANCE OF CONTRACT

No Contract is required for this RFI. If an RFP is released, CalOptima will submit a contract to be reviewed.

S. USE OF OFFEROR RESPONSE AND ACCOMPANYING MATERIAL

All materials submitted become the property of CalOptima and will not be returned. If the Offeror intends to submit confidential or proprietary information as part of the proposal, any limits on the use or distribution of that material should be clearly delineated in writing. However, CalOptima is a public agency and therefore subject to the Public Records Act.

CalOptima will use reasonable precautions allowed by law to avoid disclosure of the Offeror proposal. CalOptima reserves the unrestricted right to copy and disseminate the Offeror proposals for internal review and for review by external advisors, at CalOptima's sole discretion.

T. EXCESS RE-PROCUREMENT LIABILITY

Offeror shall be liable to CalOptima for all expenses incurred by CalOptima in reprocurring elsewhere the same or similar services offered by Offeror hereunder, should Offeror fail to perform or be disqualified for failure to meet terms and conditions set forth in any awarded contract. Such reprourement expense obligation by Offeror shall be limited to the excess over the price specified in any contract awarded for such services.

SECTION II.

PROPOSAL CONTENT AND FORMS

RFI 16-053**II - PROPOSAL CONTENT AND FORMS****A. PROPOSAL FORMAT AND CONTENT****1. Presentation**

Proposals shall be typed and submitted in a Word/Excel/PDF format. Offers should not include any unnecessarily elaborate or promotional material.

Information should be presented in the order in which it is requested. Please limit the length of the proposal to 75 pages and submit a maximum of two documents in the BidSync system. Please zip files into folders if more than 2 documents need to be submitted.

2. Letter of Transmittal

A Letter of Transmittal shall be included with the proposal, addressed to Maria Medina, and must, at a minimum, contain the following:

- a. identification of Offeror, including name, address, e-mail address and telephone number;
- b. proposed working relationship between Offeror and subcontractors, and if not applicable, indicate so;
- c. the completed and signed Attachment A for the acknowledgment of receipt of all RFI addenda, if any;
- d. name, title, e-mail address and telephone number of contact person during period of proposal evaluation;
- e. a statement to the effect that the proposal shall remain valid for a period of not less than 150 days from the date of submittal;
- f. signature of a person authorized to bind Offeror to the terms of the response;
- g. the completed and signed Non-Collusion Affidavit (attachment B);

3. Technical Proposal**a. Qualifications, Related Experience and References of Offeror**

This section of the proposal should establish the ability of Offeror to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature; demonstrated competence in the services to be provided; strength and stability of the firm; staffing

RFI 16-053

capability; work load; record of meeting schedules on similar projects; and supportive client reference.

Offeror shall:

- provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices including offshore offices if applicable; number of employees;
- describe the firm's experience in performing work of a similar nature to that solicited in this RFI, and highlight the participation in such work by the key personnel proposed for assignment to this project;

b. Work Plan

Offeror shall provide a narrative which addresses the Scope of Work and shows Offeror's understanding of CalOptima's needs and requirements.

Offeror shall:

- describe the approach to completing the tasks specified in the Scope of Work; and
- outline sequentially the activities that would be undertaken in completing the tasks; specify by name and job description, the person your firm would assign to perform said task; the hourly rate of each person identified; and include a schedule for completing the tasks in terms of elapsed weeks from the commencement date.

Offeror may also propose enhancement or procedural or technical innovations to the Scope of Work which do not materially deviate from the objectives or required content of the project.

4. Appendices

Information considered by Offeror to be pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Offerors are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials; appendices should be relevant and brief.

B. COST AND PRICING

Any pricing provided will be used for estimation/budgeting purposes only.

SECTION III.
EVALUATION AND AWARD

RFI 16-053**III. EVALUATION AND AWARD**

No award will be made off of this RFI.

SECTION IV.

SAMPLE CONTRACT

No Contract is required for this RFI. If an RFP is released, CalOptima will submit a contract to be reviewed.

SECTION V.

SCOPE OF WORK

RFI 16-053**SCOPE OF WORK****1.0 Description**

CalOptima is seeking information on solutions to support document imaging and document management services.

This is a Request for Information (RFI) only. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue and RFP in the future. This request for information does not commit CalOptima to contract for any supply or service whatsoever. Further, CalOptima is not at this time seeking proposals and will not accept unsolicited proposals. Responders are advised that CalOptima will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense.

2.0 Background

CalOptima has document imaging requirements for lifting data from standard and non-standard forms, and transforming that data into electronic files. We currently receive paper medical claims forms for scanning and conversion to electronic files used to feed our claims billing system, Trizetto's Facets. We require a high degree of accuracy and accountability throughout this process, from mail room services, document preparation, tracking reports, quality assurance (QA) reports, timely reject and return processes, through generation of industry-standard electronic file formats.

Building on the processes developed for our claims processing, several departments currently utilize or wish to begin utilizing data lifting technologies to convert custom paper forms into electronic data feeds to third-party applications, and to generate PDF copies of these documents to be attached to records in these third-party applications.

We are interested in partnering with a company that can provide options for online submission of forms from which we require data lifting. These online options must include security features that will protect personal health information (PHI) in accordance with Health Insurance Portability and Accountability Act (HIPAA) rules and regulations.

Finally, CalOptima has standard document imaging and retrieval requirements to improve information retrieval and alleviate document storage space requirements.

CalOptima is performing an evaluation of the market, with the purpose of undertaking an RFP in 2016. Single vendor solutions are desirable; however, CalOptima is willing to consider multiple vendor solutions based on demonstrated and proven proficiency in one of the specific document imaging services. We request your input on the questions below. The RFI response can include attachments or additional information as you see fit.

CalOptima's company overview can be found by clicking on the following link:
<https://www.caloptima.org/AboutUs.aspx>

RFI 16-053**3.0 Requested Information****3.1 Product Offering**

- a. Describe your core document imaging solution.
 - i. What are the core components of your document imaging solution?
 - ii. Does your document imaging solution include additional modules not included in the core solution? Please provide a detailed description of each additional module.
- b. Does your document imaging solution provide the ability to retrieve document images online?
 - i. Does your document imaging solution provide the ability to search the document archive by keywords? How are these keywords derived?
 - ii. Does your document imaging solution provide the ability to download an image? Please list formats available for downloading.
 - iii. Does your document imaging solution provide the ability to print documents to local printers inside the CalOptima network?
- c. Does your document imaging solution provide the ability to lift data from standard and non-standard forms, and convert the lifted data into data streams that can be used as input to an outside system?
 - i. List available output formats for data streams resulting from lifting data from a form (e.g. 837i, 837p, custom).
 - ii. List common Medicare and/or Medicaid forms from which your document imaging solution is currently capable of lifting data (e.g. CMS UB04, CMS-1500, MCAL PM 160, MCAL SAR).
 1. Does your company have plans to include or increase the number of Medicare and/or Medicaid forms from which your document imaging solution will be capable of processing?
 - iii. Does your document imaging solution have the ability to lift data from client-specific data forms?
 1. Describe the typical technical implementation plan and timeline for setting up a new data form for data lifting.
 2. Describe typical resource requirements for both teams and project timelines.
 - iv. Does your data lifting services have functionality that will allow for data transformation?
- d. Does your company provide mailroom services for the processing of documents to be imaged, including mail pickup, mail opening, scanning, recognition, indexing and file storage?
 - i. What are the guaranteed turnaround times for mailroom services processing of documents?
 - ii. What are the record tracking, document tallying and reconciliation processes in place for mailroom services processing?

RFI 16-053

- iii. Describe the process CalOptima will use to recall archived documents stored at vendor facility.
- e. Does your company offer a solution(s) for online submission of forms data that would otherwise require data lifting?
 - i. List common Medicare and/or Medicaid forms available for online submission (e.g. CMS UB04, CMS-1500, DHCS SAR).
 - 1. Does your company have plans to include or increase the number of Medicare and/or Medicaid forms available for online submission?
 - ii. Does your online submission solution allow for batch transmittal of forms data?
 - iii. Describe the security structure in place for online data submissions.
- f. Describe document storage and destruction policies for your company.
 - i. What are the rules and limitations regarding document storage services?
 - ii. What are the rules and regulations regarding document destruction services?
- g. Describe the quality assurance (QA) checks through the entire document imaging process.
 - i. Describe all auditing and reporting processes associated with quality assurance.
 - ii. Describe procedures for tracking and returning to CalOptima documents that cannot be successfully processed.
- h. Describe all other document imaging services not previously described in this section.

3.2 Service Delivery Options

- a. Describe available service delivery options for your product / service.
 - i. Single site model – All process are done in one location - data flow
 - 1. Describe your data flow from received documents (Mail room) to Data sorting to data scanning to data lift, to data validation to quality validation to manifest log of rejects and completed documents to data storage both physical and image to notification to CalOptima on status and location of documents.
 - ii. Multiple site model – Different locations for different steps of the data flow:
 - 1. Describe your data flow from received documents (Mail room) to Data sorting to data scanning to data lift, to data validation to quality validation to manifest log of rejects and completed documents to data storage both physical and image to notification to CalOptima on status and location of documents.

RFI 16-053

2. With each location change – describe document transfer and data security and control of transfer to assure nothing is lost or compromised?
- iii. Are your services delivered by on-shore teams, off-shore teams or a combination of on-shore and off-shore teams?
 1. Describe the workload breakdown between on-shore and off-shore teams.
 2. Describe the data security measures in place with off-shore teams to protect PHI.
 3. .

3.3 Product Support

- a. Describe ongoing product support for a company like CalOptima.
 - i. Describe the post-implementation, ongoing product / service support process for end user questions.
 - ii. Describe the post-implementation, ongoing product support / service process for system bugs/errors discovered by CalOptima.
 - iii. Describe post-implementation, ongoing product / service support process for product enhancement requests.

3.4 Implementation & Training

- a. Describe a typical implementation project for a company like CalOptima.
 - i. Describe typical resource requirements for both teams and project timelines.
- b. Describe user training for a typical implementation project for a company like CalOptima.
 - i. Describe options for typical training engagements.
 - ii. Describe typical amount of time needed to provide training for system administrators and end users.

3.5 Pricing Model

- a. Describe your pricing model/structure for the following:
 - i. Software licensing
 - ii. Software components
 - iii. Hardware components
 - iv. Document handling and processing
 1. On-shore
 2. Off-shore
 - v. Document storage
 - vi. Implementation
 - vii. Training
 - viii. Ongoing support

Please be advised, whatever figures you provide above will have no influence on being included in the RFP, should one be released.

RFI 16-053**3.6 Customer References**

Please provide 3 customer references for companies similar to CalOptima, with at least one of the references having completed an implementation in the past 12 months.

4.0 Industry Discussions

CalOptima representatives may or may not choose to meet with potential offerors. Such discussions would only be intended to get further clarification of potential capability to meet the requirements, especially any development and certification risks.

5.0 Summary

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide DOCUMENT IMAGING SERVICES. The information provided in the RFI is subject to change and is not binding on CalOptima. CalOptima has not made a commitment to procure any of the items discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become CalOptima property and will not be returned.

**RFI 16-053
Attachment A****ACKNOWLEDGEMENT**

In signing this proposal, Offeror acknowledges receipt of RFI 16-053 and the following addenda, if any:

Addendum no. _____ , Received on: _____

Addendum no. _____ , Received on: _____

Addendum no. _____ , Received on: _____

I acknowledge receipt of RFI 16-053 and addenda No.(s) _____

I hereby certify on behalf of _____ that the contents of this proposal are, to the best of my ability, completely in compliance with all requirements of the RFI, and the terms and conditions of the Sample Contract, without exceptions, other than those expressly listed and explained in this proposal. This proposal is an irrevocable offer, which shall remain in full force and effect for 150 days after the proposal due date.

Company Name:

Address:

Telephone Number:

Signature Of Person Authorized
To Bind Offeror:

Signatory's Name And Title:

Date Signed:

NON-COLLUSION AFFIDAVIT

_____, being first duly sworn, deposes and says that he or she is _____ of _____ the party making the foregoing Proposal that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Offeror has not directly or indirectly induced or solicited any other Offeror to put in a false or sham Proposal and has not directly or indirectly colluded, conspired, connived, or agreed with any Offeror or anyone else to put in a sham Proposal, or that anyone shall refrain from bidding; that the Offeror has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Offeror or any other Offeror or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Offeror, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the Proposal are true; and, further, that the Offeror has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Signature

Date

Title

Question and Answers for Bid #16-053 - Document Imaging Services

Overall Bid Questions

There are no questions associated with this bid.

Question Deadline: Mar 17, 2016 2:00:00 PM PDT