

# Business Item

Management Committee



**Committee Meeting Date:** March 27, 2024

**For the Metropolitan Council:** April 10, 2024

## Business Item: 2024-82

Document Scanning Services, Contract 23P040 - Rejection of Proposals

<b>District(s), Member(s):</b>	All
<b>Policy/Legal Reference:</b>	FM 14-2 - Expenditures for the Procurement of Goods, Services, and Real Estate Policy
<b>Staff Prepared/Presented:</b>	Scott Larson, Director, Enterprise Content Management, 651-602-1227 Jody Jacoby, Chief Procurement Officer, 651-602-1144
<b>Division/Department:</b>	Regional Administration/Enterprise Content Management

### Proposed Action

That the Metropolitan Council rescind the authorization to the Regional Administrator in Business Item 2024-17 to award and execute a contract 23P040 with Tab Products, LLC to provide document scanning services in an amount not to exceed \$582,940 and reject all proposals.

### Background

The Request for Proposals was advertised on July 19, 2023. A pre-proposal meeting was hosted by Council staff that outlined the solicitation requirements, discussed project specifications, and responded to plan holder inquiries. There were fifteen registered plan holders, one plan room and five plan holders identified as minority, woman, veteran, small or disadvantaged business enterprises. The Council received eight proposals to be evaluated for the consideration of award and used the quality, qualifications, experience, and price as the criteria for evaluation.

After Business Item 2024-17 was approved, the Council received a protest of the award decision. After discussion between the Office of General Counsel, Enterprise Content Management, Procurement, and the Regional Administrator, it was determined it is the best interest of the Council to approve the proposed action and resolicit the project.

The re-solicitation of this work will include the original scanning requirements in contract 23P040 to reduce offsite records storage costs by digitizing physical records and importing them into a Council hosted system. In addition, the re-solicitation will include new requirements for scanning microfiche and expand scanning services to include boxes of records that are currently stored onsite as a result of the Heywood renovation and Jackson Street lease term ending. As staff are relocated and depart these facilities it creates an opportunity to include these existing physical records for digitization, reducing their physical footprint and increasing space reutilization options.

### Rationale

The rejection of professional service proposals exceeding \$500,000 requires Council approval.

### **Thrive Lens Analysis**

This action supports the Thrive outcome of stewardship. Public financial resources will be invested efficiently and effectively by leveraging cost savings to address all of the Council's document scanning needs under one contract.

### **Funding**

A supplemental budget request was submitted and approved in March 2023, to provide funding for this contract in ECM's Contracted Services budget for 2024-2026.

### **Small Business Inclusion**

The Office of Equity and Equal Opportunity (OEEEO) established a 2.0% MCUB Goal for the original solicitation. Prior to re-solicitation of this project OEEEO will review for sub-contracting opportunities and potential MCUB goal.

