

Committee Report

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

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.

Summary of Management Committee Discussion/Questions

In January, Business Item 2024-17 was approved, authorizing the Regional Administrator to award and execute contract 23P040 to TAB Products, LLC to provide document scanning services in an amount not to exceed \$582,940. After the announcement of the award, a protest of the award decision was received. After discussion between ECM, the Office of General Counsel, Procurement, and the Regional Administrator, it was determined to be in the best interest of the Council to rescind the authorization and resolicit the project with a broader scope to cover additional project requirements arising from the Heywood remodel and Jackson St. lease term ending. Issues identified as a result of the protest are being addressed to encourage more uniform procurement training and documentation.

Motion by Cederberg, seconded by Lilligren. Motion carried.



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

