

Request for Quote (RFQ) for Records Management Support Services

Village of Perry
46 North Main Street
Perry, NY 14530
585-237-2216
spierce@villageofperry.com

Overview

The Village of Perry is centrally located in Wyoming County and is within 3 miles from the Perry Entrance to Letchworth State Park and 1 mile from Silver Lake. It is about a 30-minute drive South of the NYS Thruway at Batavia (Rt. 246), between Rochester & Buffalo and adjacent to the Finger Lakes region.

Currently, most of the Village's paper records are stored within many different rooms at the Village Hall. There are records in the Clerk's office, Administrator's Office, basement, and several rooms located on the top floor. During recent renovations to the Village Hall, a records room was established expressly for the purpose of records storage. Although the total amount of storage space available within the building is generally adequate and sometimes environmentally appropriate, records management protocols and practices lack standardization, consistency, and coordination, and are ineffective and in need of review and improvement. This includes lack of standard inventory process, labeling, and storage protocols in order to make finding specific documents easier as well as more quickly accomplished.

The Village Clerk's Office has the responsibility of maintaining all important records for the Village. Previously, the Village did not keep an inventory or accurate records for any department within the Village. Records are stored throughout the building and have not been effectively managed by those municipalities. The records need to be organized and relocated to the file room. The Village needs to have a comprehensive inventory performed of these all records, in addition to the Perry's active records, in order to bring all files (active and inactive) into compliance with standards expressed in NYS Archives Records Retention and Disposition (hereinafter referred to as "LGS-1"). There are multiple boxes of records stored at various locations in the Village Hall that encompass financial, legal, assessment, grant, system maps, contracts, billing history, and the like that Perry has not been able to obtain, sort, distribute, and file per the current LGS-1 schedule. The Village needs to bring all Village records, both active and inactive, into the Village records storage room in an organized, indexed, and sustainable way. We also need to establish and implement proper records management indexing policies and procedures.

Work Plan

The primary goals of this engagement are to provide the Village of Perry with a comprehensive inventory and organization of inactive and active paper records that are under its control, including both existing records and current records. The intent is to identify document specific retention requirements for these records; index them accordingly; and develop a comprehensive Records Management Plan, to include proper policy and procedures, ensuring that the Village can maintain compliance with LGS-1 requirements in an efficient, timely, and cost-effective manner for all its records from this point forward. The policy should be easy to use in the future and include training for new employees so that records management procedures are followed in a consistent and sustained manner.

The expected Work Plan includes the following services:

1. Inventory, Review & Identification of Active and Inactive Paper Records
 - a) Review the Village's active and inactive paper record collection currently stored in the Village Hall in our active records area as well as additional records stored throughout the building. See attached paper inventory.
 - b) Accurately identify relevant records to be moved to the Village records storage area.
 - c) Determine required retention period for inventoried records per Schedule LGS-1.
 - d) Box retained records into standard 1 cubic feet records storage boxes. (Boxes will need to be provided by the contractor.)
 - e) Prepare a records inventory listing / floor plan that includes the following information:
 - Container locations / layout (e.g. building, room and shelf / fireproof cabinets)
 - Unique container identification number (e.g. by department)
 - Department-specific / type of record (e.g. map versus file)
 - General description of the box contents
 - Record series title & number
 - Retention period
 - Date record is eligible for destruction
 - f) Print box identification sheets and place them into plastic sleeves adhered to boxes. (Sleeves or labels will need to be provided by the contractor.)
 - g) Sort the inventory list per the following criteria:
 - Records available for disposal
 - Permanent records
 - Records to be retained following the LGS-1 schedule
 - Records needing further identification by Village personnel to

- determine disposition
- Records eligible for destruction

2. Development of a Records Management Plan, Policies and Procedures Designed to Ensure the Security, Retention, and Appropriate Disposition of all Records for which the Village is responsible.

- Provide an assessment of the Village's overall records management environment, including:
 - Identification of areas in need of improvement
 - Prioritization of areas of focus
- Create a Records Management Plan to guide the Village in building its records management foundation for next 3-5 years
- Recommend policies and procedures to be established by the Village to use from this point forward

3. Destruction of All Eligible Records.

Relationship of Parties

The Village of Perry intends that any organization or individual selected to perform services described in this RFQ shall act as an independent contractor and shall have control of the work and the manner in which it is performed. Contractor will not to be considered an agent or employee of the Village of Perry.

Payment

The Village audits and pays claims twice a month, on the first and third Mondays. The contractor shall submit a claim five calendar days prior to the meeting for audit and payment.

Timeline

It is expected that Contractor will initiate the Work Plan described in this RFQ on/after July 1, 2023 and complete all phases of the project by June 30, 2024.

Contractor's Qualifications

Quotes submitted in response to the RFQ should be accompanied by information describing the prospective Contractor's qualifications, including:

- Scope and longevity of Contractor's operations
- Relevant experience
- Familiarity with New York State Archives standards and guidelines, and experience working within and utilizing the LGS-1 Schedule
- Relevant references

Submission

The contractor will complete the work in accordance with the Work Plan herein for the following prices. Pricing must be submitted on an hourly breakdown per the work plan.

Please Note:

The Village of Perry is soliciting quotes from qualified vendors to utilize in preparing and submitting an application for a Local Government Records Management Improvement Fund (LGRMIF) Grant in connection with its ongoing records management grants program. In implementing this scope of work, the vendor will follow all relevant New York State Archives' publications including but not limited to: Records Retention and Disposition Schedule LGS-1; State Archives Publication, Inventory and Planning; Guidelines for Storage of Inactive Government Records and Retention and Disposition of Records.

The Village reserves the right, in its sole discretion, to treat quotations submitted in response to this solicitation as equivalent to bids and to make an award to the lowest responsible bidder based on such quotes.

Quotes should be provided in accordance with the pertinent procedures set forth in General Municipal Law and the Village's procurement rules. Accordingly, the following forms must be completed and submitted along with the requested quote:

Questions should be directed to:

Samantha Marcy, Village Administrator
Village of Perry
46 North Main Street
Perry, NY 14530
585-237-2216
spierce@villageofperry.com

The Village of Perry requests that all quotes be emailed to Samantha Marcy at spierce@villageofperry.com or presented in a plain sealed envelope marked **"Sealed Quote: Records Management Support Services."** Quotes are to be received no later than **February 20, 2023, at 2:00 p.m. EST.**

The Village of Perry reserves the right to reject any or all quotes received in response to this RFQ.

Series Title	Est. Volume CF	Description of item in schedule category
General	81	Meeting minutes
		Legal agreements
		Proof of publication
		Procedures
		Misc Correspondence
		Accident reports/property damage
		Official copy of publication
		Special project or program files
		Village Election
		Letchworth Cable Access
		Training records
		FOIL
		Repair, installation, maintenance or similar record
Grants	37	Grant applications
		Supporting Documents/Plans
Archives/Clerk Files	52	Archival administration records
		Misc Clerk Files
Legal/Court	138	Legal case file
		Court records
Police	42	Misc Police records
Fire	14	Misc Fire Dept records
Building and Property Regulation/ Zoning	52	List, reports, studies, queries, searches for information, special project records and analyses
		Zoning permits/Applications
		Building condemnation and demolition files
Community Development	10	Resiliency study case files
		Federal assistance application
		Letchworth Gateway Villages
		Center Street study
Environmental Facilities/General	7	Capital construction or public improvement project file for environment facility (including maps, plans, as built, designs, sketches, architectural drawings etc.)
		Permit or registration files for construction, operation and maintenance
		Clean energy studies
		Tree board Environmental facility alarm, problem and emergency records

Series Title	Est. Volume CF	Description of item in schedule category
	25	Permits and approvals Reports and studies Silver Lake Watershed documents Water systems periodic operation reports Water supply emergency response plan
Environmental Facilities/ WWTP	15	Permits and approvals Records relating to a receipt and pretreatment of significant industrial or other high-discharge waste Reports and studies Records relating to sludge, biosolids, unprocessable solids or other waste byproduct
Administrator	6	Executive, Manager or Administrator's office files
Fiscal (Budget/AUD/ Taxes)	117	Report of audit of financial affairs Audit background documentation Banking communications Tax rolls & receipts Copy of check or check stub Bank deposit books Bonds/BANs Debt service Annual budget / Budget prep

Series Title	Est. Volume CF	Description of item in schedule category
General Accounting & Miscellaneous	59	General ledger
		Accounting register
		Cash transaction record
		Notice of encumbrance
		Receipts
		Billing records
		Tax exemption records
		Credit card records
Payroll	28	Payroll records & reports
		Timecards/Timesheets
		Time off requests
		Payroll deduction forms
		Quarterly reports - 941 & NYS-45
		W2s and 1099
Purchasing	75	Purchase orders
		Vouchers
		Invoices
		Abstract of payments

Series Title	Est. Volume CF	Description of item in schedule category
Reports	86	Daily, weekly, monthly, quarterly, or other periodic fiscal reports
		Water consumption
		Water and sewer reports
		Payments stubs
Insurance	6	Insurance
		Workers' compensation records
		Insurance policy
		Liability insurance policy
		Certificate of Insurance
		Fire insurance
Personnel/Civil Service	23	Personnel records
		Investigative records and disciplinary proceedings
		Employees training history records
		Public employee grievance records
		Oath of office
		Employee injury record
		Employee medical records
		Employment Eligibility Verification form I-9
		General retirement
		Documentation of other violations of alcohol or substance abuse rules
		Employee attestation of knowledge of code of ethics, staff policy manual or other official policies and procedures
Public Property and Equipment	12	Real property acquisition or sale file
		Copy of sale, auction, or advertisement of sale of real property
		Capital construction or public improvement project file
		Official plans, maps, designs, architectural drawings, photographs
		Real property deeds
Total	885	