

# **Request for Quotations**

## **Open-Market**

### **Lowest Price, Technically Acceptable**

Request Date: Tuesday, January 16, 2024

RFQ number: SP24-0001

## **SERVICES – PRICES / COSTS**

### **PRICING**

#### **1 – Open-Market**

This solicitation is a request for quotations (RFQ) for Open-Market pricing. Quotes for this requirement must be submitted using an official company quote. The Court is seeking to award a firm fixed price contract to the vendor providing the Lowest Price, Technically Acceptable (LPTA) quote to provide services to convert case files to digital format.

All questions regarding this RFQ must be sent via email only to [juan\\_rivera@dcd.uscourts.gov](mailto:juan_rivera@dcd.uscourts.gov) by COB, on Monday, January 29, 2024, 4:00 PM. All questions received and responses will be sent to all vendors included in this RFQ. Quotes in response to this requirement must be sent via email only to [juan\\_rivera@dcd.uscourts.gov](mailto:juan_rivera@dcd.uscourts.gov) by COB, on Friday, February 2, 2024, 4:00 PM.

Hand carried quotes must be delivered by the same time to:

**E. Barrett Prettyman Courthouse**

**333 Constitution Ave., N.W., Suite 1724**

**Washington D.C., 20001**

**Attention: Juan Rivera.**

Services are to be performed at:

E. Barrett Prettyman Courthouse

333 Constitution Ave., N.W.,

Washington D.C., 20001

# CLAUSES & PROVISIONS

## 1. Clauses & Provisions Incorporated by Reference

This Section incorporates the following clauses by reference (see Clause B-5, Clauses Incorporated by Reference, included in full text below for further information about clauses incorporated by reference):

	Clause No.	TITLE	DATE
X	B-1	Solicitation Provisions Incorporated by Reference	SEP 2010
X	1-10	Gratuities or Gifts	JAN 2010
X	1-15	Disclosure of Contractor Information to the Public	AUG 2004
X	2-35	F.o.bo Destination, Within Judiciary Premises	JAN 2003
X	2-55	Privacy or Security Safeguards	JAN 2003
X	2-60	Stop-Work Order	JAN 2010
X	2-65	Key Personnel	APR 2013
X	2-75	Liquidated Damages	JAN 2003
X	2-80	Judiciary Property	JAN 2003
	2-100	Brand Name or Equal	APR 2013
X	2-140	Judiciary IT Security Standards	APR 2013
X	3-3	Provisions, Clauses, Terms and Conditions – Small Purchases	JUN 2014
X	3-15	Place of Performance	JAN 2003
X	3-25	Protecting the Judiciary's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	MAR 2019
X	3-50	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JUN 2012
X	3-70	Determination of Responsibility	JAN 2003
	3-85	Explanation to Prospective Offerors	AUG 2004
	3-95	Preparation of Offers	APR 2013
X	3-300	Registration in the System for Award Management (SAM)	APR 2013
X	3-305	Payment by Electronic Funds Transfer – System for Award Management (SAM) Registration	APR 2013
X	4-90	Limitation of Funds	APR 2013
X	5-5	Non-disclosure (Professional Services)	JAN 2003
X	5-10	Inspection of Professional Services	SEP 2010
	6-20	Insurance-Work On or Within a Judiciary Facility	APR 2011
X	7-1	Contract Administration	JAN 2003
X	7-15	Observance of Regulations/Standards of Conduct	JAN 2003
X	7-20	Security Requirements	APR 22013
X	7-25	Indemnification	AUG 2004
X	7-30	Public Use of the Name of the Federal Judiciary	JUN 2014
X	7-35	Disclosure or Use of Information	APR 2013
X	7-40	Judiciary-Contractor Relationships	JAN 2003
X	7-55	Contractor Use of Judiciary Networks	JUN 2014
X	7-65	Protection of Judiciary Buildings, Equipment, and Vegetation	APR 2013
X	7-95	Contractor Inspection Requirements	JAN 2003
X	7-100A	Limitation of Liability (Products)	JAN 2003
X	7-100B	Limitation of Liability (Services)	

<b>X</b>	7-125	Invoices	APR 2011
<b>X</b>	7-130	Interest (Prompt Payment)	JAN 2003
<b>X</b>	7-135	Payments	APR 2013
	7-140	Discounts for Prompt Payment	JAN 2003
<b>X</b>	7-150	Extras	JAN 2003
<b>X</b>	7-210	Payment for Emergency Closures	APR 2013
<b>X</b>	7-235	Disputes	JAN 2003

(end)

**Clause B-5 Clauses Incorporated by Reference (SEP 2010)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

CLIN NO.	Supplies or Services	Estimate of Total Images	Firm Fixed Price
0001	<p>Part 1 – Convert case files to digital format mostly 8-1/2. x 11 in. (a few legal-size sheets may be included in files): Order by case number, case title, or by document number or type.</p> <p>Disassemble two and/or three prong file jackets, scan images, upload, label documents, and file by document numbers. All files must be reassembled in the correct two and/or three prong file jacket.</p> <p>Remove files from redwell folders, scan images, upload, label documents, and file by document numbers. All files must be placed back in each correct redwell folder.</p> <p>Must view case files in person to submit a quote and discuss detail and/or address questions. Contact Juan Rivera to schedule a walk-through. Provide certifications of staff completing the project and weekly reports.</p>	187,000 –	\$_____
002	Part 2 – Project Management.		\$_____
003	Part 3 – Indexing by case number, case title, or by document number or document title.		\$_____
004	Part 4 – Services: Inventory, box, and label boxes.		\$_____
005	Part 5 - Pick up and return all boxed file cases. Chain of Custody form must be completed.		\$_____
006	Part 6 – All scanned files will be transferred to an encrypted password protected Data locker hard drive provided by Office Information Technology. Files should be provided in full text searchable PDF format and Excel Format.		\$_____

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number/fax number/e-mail address

\_\_\_\_\_  
Vendor's Street Address

\_\_\_\_\_  
Vendor's City, State, and Zip Code

\_\_\_\_\_  
Signature of Person Authorized to Sign Quote

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name of Signator

\_\_\_\_\_  
DUNS Number

\_\_\_\_\_  
Discount Terms or Net 30?

\_\_\_\_\_  
Delivery Date (if other than stated ARO period)