

Halifax Regional School Board

RFP #3922

Microfiche Conversion Project – High School Records

**RETURN COMPLETED BID FORM BY FAX TO 902-464-0161 OR EMAIL
TO kburlton@hrsb.ca
BY MONDAY, DECEMBER 4TH, 2017 2:00:00 P.M.**

Halifax Regional School Board is requesting a proposal for the conversion of microfiche student records to pdf format, to be indexed and merged with existing records. The microfiche are currently stored in binders at Dartmouth High School and Prince Andrew High School, both located in Dartmouth, Nova Scotia. There are a minimum of 5,600 fiche sheets with an average of 50 frames on each sheet, with an approximate total of 280,000 frames to be converted. The layout of the microfiche being converted is Jackets with frames inserted into rows in the jacket. A picture is attached as page 3 of this RFP document. 90% of the fiche are in good condition, 10% are in fair condition (some scratches). The converted files will need to be indexed by school, person and date of birth and uploaded to the HRSB Laserfiche server which is currently running RIO 10.2 software. **The conversion must be complete by Wednesday, February 28, 2018.**

Questions regarding this tender can be directed to Kathryn Burlton, Manager of Accounting and Purchasing by email to kburlton@hrsb.ca or by phone (902) 464-2000 #2843

REQUEST FOR PROPOSAL

HALIFAX REGIONAL SCHOOL BOARD
 33 Spectacle Lake Drive, Dartmouth NS B3B 1X7
 TEL: (902) 464-2000



Halifax Regional
 School Board

RFP # 3922

DATE: 20-Nov-17
 QUOTE DUE: 04-Dec-17

NAME OF PERSON REQUESTING QUOTE:
 Kathryn Burlton

Manager of Accounting
 and Purchasing

COMPANY NAME: _____
 Contact Name: _____
 Contact Phone Number: _____
 Email Address: _____

THIS IS NOT AN ORDER

CONTACT PHONE NUMBER: (902) 464-200 ext. 2843

**REQUEST FOR PROPOSAL - MICROFICHE CONVERSION
 PROJECT - HIGH SCHOOL RECORDS**

Bidder's Response:		
PRICE:		
Do not include HST in your pricing.		
Guaranteed completion date:		
Please provide a detailed description of the work, using additional pages if required.		
Added value: please provide any suggestions you may have to improve the project.		

Evaluation Criteria

1) PRICE (30 POINTS)		
2) QUALITY OF WORK (SAMPLES/REFERENCES) (30 POINTS)		
3) GUARANTEED RESPONSE TIME (30 POINTS)		
5) ADDED VALUE (10 POINTS)		

INSTRUCTIONS TO VENDOR: Email your response to kburlton@hrsb.ca by no later than Monday December 4, 2017 at 2:00:00 p.m. Emails should be clearly marked RFP#3922 Microfiche Conversion Project. Responses may also be faxed to 902-464-0161.

M. PALMER - R. PAQUETTE

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