

STATEMENT OF WORK (SOW)

U.S. DISTRICT COURT, NORTHERN DISTRICT OF TEXAS – ABILENE DIGITAL CONVERSION OF CASE FILES REQUEST FOR PROPOSALS

This firm-fixed price solicitation seeks a Contractor to perform the potential cleaning and digital conversion of case file records exposed to humidity or direct water damage resulting from an adverse event that occurred more than one year ago. Consequently, some of the affected records may contain mold while others exhibit ink bleeding, stains, paper wrinkles, or no significant negative impact. The Contractor will provide the following tasks:

A. Service Requested

1. Retrieve the records from the court (Texas Northern District – Abilene Divisional Office, 341 Pine Street, Abilene, Texas 79601). Contractor will provide FRC archive boxes (1.2 cubic foot) to pack records currently located on shelves.
2. Transport the records to the Contractor's processing facility within the state of Texas. Third party transportation service is not authorized.
3. Create an electronic inventory (MS-Excel) based on the case file designation of each folder (e.g. 3-15-cv-2000-2.pdf, 3-15-cv-02000-1.pdf, 3-15-cv-2000-3.pdf, 1-10-cr-00600-1.pdf, 1-10cr00600-2.pdf, 1-10-cr-600-3.pdf, 1-10cr600-4.pdf)
4. Based on the Contractor's inventory, the court may issue written instructions to the Contractor specifying the destruction of certain cases identified by the court as eligible for destruction.
5. Scan all remaining cases. Use a minimum scanning resolution of 300 DPI, store the digital records in PDF format with embedded OCR text. Apply a file naming convention corresponding to the paper folder's case file number designation.
6. Contractor must certify a 100 percent quality control conversion process that confirms each PDF file as readable and complete (no missing content or pages) in relation to its equivalent paper record.
7. Submit the electronic collection of PDF files using an encrypted and password-protected USB drive. Retain a copy of the electronic collection until the court advises the Contractor that the government has received and accepted the Contractor's deliverable.
8. Based on the court's written notice, the Contractor will destroy the remaining paper collection via shredder or chemical process. The Contractor will provide the government with a certificate of destruction.
9. Loose documents will be scanned and saved under the case number on the document using the following formatting instructions:
 - Scanned files must be saved in format: o-y-t-s-#, where*
 - a. o = the office of divisional number*
 - b. y = the two-digit year from 00 to 99*
 - c. t = the two-character case type (i.e., cv, cr, mc, mj, etc.) All types need to be addresses in the ADI script (Instruction steps the reference case types). So if there are any other types, then they will need to be added to the script in the appropriate places. (The dashes before and after the case type are optional.)*
 - d. s = the sequence number for the case.*
 - e. # = part number for the part of the scanned file (if the entire file is scanned as one part, then no part number is needed).*
10. Loose documents without a case number will be scanned to a separate location using a simple counter value (e.g. Doc-00001).

B. Paper Volume

1. The Contractor will take temporary custody of paper records maintained on 38 shelves measuring 34 and 46 inches long each, for a total measurement of 1,405 inches of paper. The equivalent paper volume is estimated at 100 boxes or 117 linear feet.
2. The Contractor will take temporary custody of a second group of paper records already stored in 57 FRC archive boxes or an estimated 68 linear feet.
3. Additional information and pictures are available in **Attachment 1**.

C. Period of Performance and Initial Contact Requirements

1. The Contractor must complete this work on or before 140 days after taking temporary physical custody of the court's records. Time extension may be granted at the sole discretion of the government.
2. The Contractor must submit to the government the names and information (see **Section E3**) regarding its employees for this project within 15 business days from award.
3. The government may, at its option, schedule a site visit of the Contractor's facility where the records will be temporarily stored and digitized. The government's site review will focus on records protection and physical security.

D. Cost Proposal to outline the following cost-related elements

1. Provide a cost estimate for the boxes, packing, and transportation of the records.
2. Provide a cost for the completion of the MS-Excel-based records inventory.
3. Provide a per box scanning cost for lightly or non-affected paper records.
4. Provide a per box scanning cost for heavily affected or mold infested paper records.
5. Provide a per box cost for the destruction of records (**Sections A4 and A8**).
6. Provide a list of assumptions in its proposal, as well as questions, if any, to resolve issues it believes may impede the project from being completed, as required.
7. Provide an estimated time interval for project completion.

E. Security

1. District Court case files may contain sealed and/or confidential information. The Contractor's computers must be protected with commercial anti-virus software. Software must be installed, operational, and up-to-date, to ensure no computer virus or malware is transmitted to the court.
2. Any storage media used by the Contractor must be wiped cleaned after the project is completed.
3. Contractor personnel in contact with court records and working on this project must be cleared by the court. Upon award, the Contractor must provide the names, social security numbers, and dates of birth of employees taking part in this contract.
4. Contractor agrees to and is required to prevent and remedy data breaches and to provide the government with all necessary information and cooperation in this area.
5. Contractor agrees to and is required to take all reasonable and necessary steps and precautions to enable the government to satisfy its data breach reporting duties under applicable law, regulation, and/or policy if a breach occurs. This includes monitoring, incident reporting, and other physical and electronic access security controls and safeguards.

F. Terms and Conditions

1. The following standard judiciary provisions and clauses are incorporated into this request and will be incorporated into the resulting task order.

Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier

and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

Clause B-5, Clauses Incorporated by Reference

Clause 1-15 Disclosure of Contractor Information to the Public

Clause 2-90D, Option to Extend the Term of the Contract

Clause 7-30, Public Use of the Name of the Federal Judiciary

Clause 7-35, Disclosure or Use of Information

Clause 7-130, Interest (Prompt Payment)

Clause 7-140, Discounts for Prompt Payment

Clause 7-235, Disputes

Attachment 1



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Volume Information (Shelves only)	Measured	Estimates	Estimates	Estimates
Pictures	Inches	LF	Boxes	Pages (2k/box)
3346	291	24	21	41,571
3347	457	38	33	65,286
3348	440	37	31	62,857
3349	217	18	16	31,000
Totals	1405	117	100	200,714