

Purchasing Department

Kathryn Kasper
Purchasing Agent



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Honorable Mayor John Dickert and the
Members of the Common Council
730 Washington Avenue
Racine, WI 53403

Ladies and Gentlemen:

I am requesting permission to appear before the Finance and Personnel Committee to discuss the results of Official Notice #10, REQUEST FOR PROPOSAL, DIGITAL CONVERSION OF MICROFILM IMAGES. This proposal was opened in the office of the Purchasing Agent at 2:00 P.M. on October 24, 2013.

The Request for Proposals technique is frequently used by the City when bidding for services as opposed to bidding for goods or when price is not the major determining factor in a purchase.

We sent four (4) bid packages out and received thirteen (13) responses. The responses were read and evaluated according to the criteria outlined in the RFP by the selection committee. The evaluation criteria for this RFP were based on a technical proposal including experience, organization and scope of work for a weight of 60% and cost having a weight of 40%.

The committee for this RFP consisted of Deputy Chief of Police Mark Schulz, Arturo Garcia, Police Support Service Manager, and Julia Jones, Police Customer Service Manager. The Purchasing Agent coordinated and reviewed the evaluations, but was not a voting member of the evaluation committee.

Based on the scoring of this RFP the selection committee is recommending that the Purchasing Agent be authorized to contract with Prescient Information Systems, Inc. for the provision of Digital Conversion of Microfilm Images for the Police Department.

Funds for this expenditure are available in account 993.310.5060.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Kathryn Kasper".

Kathryn Kasper
Purchasing Agent

cc: DC Mark Schulz
Mr. Arturo Garcia
Ms. Julia Jones