

Proposer to include and upload the following information within their proposal submission:

Submittal Requirements

1) Applicable Content

- a) Outline of how the Proposer will provide and is capable of providing the required Records and Magnetic Media Storage Services for the State of Connecticut as specified within the RFP

2) Business Information:

- a) Brief business history outlining, company storage location(s) and length of time in business providing similar services.
- b) Provide a valid Public Records Storage Facility Certificate of Approval (Form RC-150.2) on file from the Connecticut State Library for their storage facility or facilities.
- c) Provide Proof of Certificate of Insurance in compliance with the Contract requirements
- d) Three (3) Client References from companies where the Proposer provides similar records storage services. Please provide the following information for each reference

Name of company, Contact name, Telephone number, and Description of volume of work provided

3) Account Management

- a) Plan for contract management outlining how the Proposer is experienced in dealing with records storage, customer records retention schedules and records disposition
- b) Proposers to describe the security system in place for their storage facilities to include how the facility is monitored, how is the facility temperature regulated, what type of fire suppression system is in place, are loading dock areas secured, are entry ways monitored and is there auxiliary power backup in the event of a power failure.
- c) Describe the types of reports available and include sample reports as follows: Billing, Invoicing, Destruction Reports, etc.

4) Value

- a) Submitted Form RFP-16 Exhibit B Price Schedule costs for services

5) Delivery

- a) Outline how the Proposer shall comply with critical pick-up and delivery schedules and provide company fleet information for how many vehicles they will allocate to service the account
- b) Outline how the Proposer shall to provide delivery services to the State of Connecticut