



REQUEST FOR INFORMATION (RFI)

San Diego Community College District Document Storage Solution

1.0 Description

The San Diego Community College District (hereinafter referred to as the "District") is requesting information from qualified suppliers who can provide solutions for long-term document storage. Proposed solutions may include industrial shelving systems for archived paper documents, and document digitization with electronic file storage. This request includes any and all design, labor, service, support, implementation, maintenance, as well as supplies and equipment as required.

This RFI is issued solely for information and planning purposes; it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This Request for Information does not commit the District to contract for any supply or service whatsoever. Further, the District is not at this time seeking proposals and will not accept unsolicited proposals. Responders are advised that the District will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future solicitation process. If a solicitation is released, it will be published on the District's website at https://www.sdccd.edu/about/departments-and-offices/business-technology-services-division/business-support-services/purchasing-vendors/bid_rfp/bid-and-rfp-opportunities.aspx. It is the responsibility of the potential responders to monitor this website for additional information pertaining to the solicitation.

The Purpose of this RFI is to obtain and develop information regarding:

- Current industry standards for document storage
- Approximate cost information, for budget preparation
- Suppliers potentially interesting in quoting the project

2.0 Background

As one of the largest of California's 73 community college districts, the San Diego Community College District serves approximately 100,000 students annually at its three, credit colleges, San Diego City College, Mesa College, Miramar College, and seven campuses of San Diego Continuing Education.

The colleges offer associate degrees, and Continuing Education and the colleges offer career technical certificates that prepare students for transfer to universities and/or career pathways with higher paying jobs. In addition, Mesa College now offers a bachelor's degree in Health Information Management as part of California's Baccalaureate Pilot Program.



2.1 Scope of Document Storage

Currently, the District document storage consist of approximately 7,400 boxes of Class 1 documents, and 1,300 boxes of Class 3 documents. California Education Code 59023 identifies Class 1 documents as permanent records and requires them to be retained indefinitely. Similarly, California Education Code 59025 establishes a three-year retention period for Class 3 documents.

3.0 Location Site-walk

Interested suppliers are invited, and encouraged, to participate in a site-walk of the Districts document storage location. The site-walk details are as follows:

Date: Monday, August 26, 2019
Time: 10:00 A.M.
Location: Computing and Distribution Center
9315 Hillery Drive
San Diego, CA 92126
Meet in the lobby
RSVP To: Peter Hester, phester@sdccd.edu

4.0 Responses

All responses shall be submitted as one hard copy document and one electronic copy on a USB drive. Responses shall include the company information (name, mailing address, phone number, and email of designated point of contact). The hard copy will include: non-binding pricing information; scope of work (including complete descriptions and industry standard terminology); timeline, staffing support for the project, and any other vital information the responder sees appropriate. Each supplier shall provide a brief company/firm profile which describes core competencies for a relatable project, years of services, and any experience working with higher education, specifically, community college districts.

Any proprietary information should be clearly labeled. Please be advised that all submissions become the property of the San Diego Community College District and will not be returned.

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5.0 Timeline

- August 9, 2019** **RFI document available.**
Direct any questions regarding this Request for Information to Peter Hester at 619.388.6798 or phester@sdccd.edu
- August 26, 2019** **Site-walk**
10:00 A.M.
Computing and Distribution Center
9315 Hillery Drive
San Diego, CA 92126
Meet in the lobby
- Aug. 26 - Sep. 3, 2019** **Receipt of Questions**
Oral communication concerning this RFI is not solicited. Submitted questions will be summarized and responses will be distributed to all firms interested in providing a submittal at the close of the “receipt of question” period.
- September 12, 2019** **SUBMISSIONS DUE AND SHALL BE RECEIVED BY 2:00 PM**
- Send Responses to:
San Diego Community College District
Purchasing and Contract Services
Attn: Peter Hester
District Document Storage RFI #20-02
3375 Camino Del Rio South, Suite 270
San Diego, California 92108