

Request for Qualifications

For Digitizing Historical Documents and Records

Issuance Date: March 3, 2025

Arkansas Secretary of State

State Capitol Building
Business Office
500 Woodlane Street, Suite 12
Little Rock, AR 72201



Table of Contents



Confidentiality Statement	3
Submission Details	3
Submission Instructions	3
Submission Deadline	4
Submission Delivery	4
Opening of Responses	4
General Information	5
Purpose	5
Black Out Period	5
Contract Award	5
Contract Terms and Conditions	5
Detailed Specifications	6
Response Documents	10
Scoring Process	12
Submission Scoring	12
Forms	13

Confidentiality Statement

This document, including attachments, is intended only for use by the addressee and may contain legally privileged and/or confidential, copyrighted, trademarked, patented, or otherwise restricted information. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are advised that any dissemination, distribution, printing, or copying of this document, and any attachment(s) thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary or intellectual property. If you have received this document in error, please respond to the originator at the address below and permanently delete and/or shred all information.

Submission Details

Submission Instructions

This Request for Qualifications (RFQ) is a solicitation for background and experience proposals and is not an offer of contract. It is the intent of the Arkansas Secretary of State (SOS) to evaluate vendors on multiple criteria including experience, project team, completed project specifications, proximity, etc. Prospective respondents are advised to carefully read all instructions, terms, and conditions provided in this RFQ prior to submitting a response. Failure to adhere to any instruction, term, or condition may result in rejection of the response. Vendors should pay particular attention to the following:

- Incomplete responses are subject to rejection by the SOS. Failure to sign the Vendor Certification Form by an authorized representative shall render the response invalid.
- The SOS shall not be responsible for any costs incurred by the vendor in the preparation of any response to this RFQ or any presentation, should one be requested.
- All materials submitted in response to this RFQ, and subsequent agreements, contracts, or both, are subject to the state Freedom of Information Act.
- The SOS may request any clarifications, additional information, or data during the RFQ review and vendor selection process.
- Responses shall be accepted continuously until the stated deadline and may be withdrawn by the vendor at any time.
- The SOS may reject any or all responses and may waive technical or immaterial errors therein.
- Although as a constitutional office, the SOS is an "exempt agency" under most Arkansas procurement laws, it is the intent of the SOS to adhere to procurement policies, such as those contained within this RFQ, which ensure the selection of the most responsive and responsible vendors experienced to accomplish the requisite scope of work in an efficient and transparent manner.
- The vendor shall submit one original submission with five accompanying copies, along with a USB flash drive containing all required forms.

The SOS welcomes responses from small, minority-owned, women-owned, and veteran-owned businesses and does not discriminate against any entity, company, or individual on the basis of race, color, religion, creed, sex, age, disability or medical condition, national origin, or veteran status, or any other category protected by federal, state, and local anti-discrimination laws.

Submission Deadline

All responses to this RFQ shall be received by the SOS, at the physical or email delivery address stated below, no later than: March 18, 2025, at 4:00 pm CST. Responses received after 4:00 pm CST on March 18, 2025, shall be considered late and shall be returned to the vendor without further review.

Submission Delivery

Vendor's complete response shall be delivered to the following physical or email address:

Arkansas Secretary of State
Attn: Business Office
500 Woodlane Street, Suite 12
Little Rock, AR 72201
Phone: 501-682-2008
Email: purchasing@sos.arkansas.gov

Request for Qualifications Questions & Clarifications

Vendors may submit written questions requesting clarification of information contained within this RFQ. Please reference the RFQ number (*RFQ # 25-002*) in the subject line. Written questions shall be addressed only to:

Purchasing Department
500 Woodlane Street, Suite 12
Little Rock, AR 72201
Phone: 501-682-2008
Email: purchasing@sos.arkansas.gov

The deadline for submitting questions specific to the RFQ shall be March 12, 2025 at 4:00 pm CST. Answers to any questions submitted will be provided no later than March 14, 2025 at 4:00 pm CST.

Opening of Responses

Responses submitted by the deadline shall be opened at the following location at the date and time specified below:

March 20, 2025; 9:00 am CST

Arkansas Secretary of State
500 Woodlane Street, Suite 12
Little Rock, AR 72201

All vendors responding to the RFQ shall be notified of the final selection(s).

General Information

Purpose

The Arkansas Secretary of State (SOS) is embarking on an ambitious project to digitize its vast collection of historical documents and construction drawings dating back to 1912. This initiative aims to create a comprehensive digital archive for internal use, preserving valuable historical records and improving accessibility for SOS staff. This project represents a significant step forward in preserving Arkansas's historical records and enhancing internal access to these valuable resources. The SOS is committed to selecting a vendor who can deliver high-quality results while working within the unique constraints of on-site digitization of sensitive government documents.

The project requires a qualified vendor to perform all digitization services on-site at SOS facilities, with no exceptions. This on-site requirement ensures the security and integrity of these sensitive documents throughout the digitization process. The scope of work encompasses a wide range of materials, including original construction drawings and subsequent project drawings spanning from 1912 to the present day. The ideal vendor will have extensive experience in on-site digitization of historical documents and drawings. They should be able to demonstrate their expertise through examples of similar projects conducted at other government or institutional facilities. The vendor's proposal should include a detailed plan for working within the SOS facilities, adhering to all security protocols, and minimizing disruption to daily operations. Vendors will be responsible for bringing all necessary hardware and software to the SOS premises to carry out the digitization. This equipment must be capable of high-resolution scanning, particularly for fragile historical documents and large-format construction drawings. The digitization process should include Optical Character Recognition (OCR) capabilities to create text-searchable documents where possible.

Black Out Period

From the time of publication of this RFQ until award of the contract, all communication pertaining to this RFQ shall be directed to the contact person, or her designee, listed on page four (4) of this RFQ. Vendors are strictly prohibited against communicating with any other SOS personnel regarding this RFQ process. Violation of this policy may result in the disqualification of a vendor's response.

Contract Award

It is the intent of the SOS that any contract awarded in response to this RFQ shall be a firm contract executed with a single vendor. The SOS shall enter into negotiations with the most qualified and responsible respondent. If the SOS is unable to negotiate a contract for the services to be provided with the most qualified vendor, negotiations shall be formally terminated and negotiations with subsequent vendors shall be initiated. The negotiation process shall be repeated until such time as the SOS decides not to move forward with a contract. Selection of the vendor shall be at the sole discretion, and in the best interest, of the SOS, and is final.

Contract Terms and Conditions

Any vendor selected shall be required to enter into a formal written contract with the SOS prior to the commencement of services. Any contract entered into pursuant to this RFQ is not assignable nor are the duties thereunder delegable by either party without the written consent of the other party to the contract.

Final written approval of all project work shall be obtained from the SOS prior to initial delivery and installation. The SOS and the vendor shall reach an agreement on any additional fee(s) that may apply should substantial changes (at no fault of the vendor) be required.

Payments shall be made in accordance with the terms and conditions of the payment provisions of the contract signed by the successful vendor and the SOS, subject to legislative appropriations.

Vendor acknowledges that the SOS is subject to constitutional and statutory limitations on spending and cannot expend funds unless specifically appropriated by the Arkansas General Assembly. The SOS agrees to exercise its best efforts to obtain funding at the contract rate during each annual session of the Arkansas General Assembly.

Detailed Specifications

Provide a detailed description of the vendor's experience and qualifications (for at least five (5) years) in digitizing, scanning, and indexing historical documents and construction drawings, consistent with the scope of work outlined. Responses should indicate the vendor's proficiency in:

- Handling and digitizing fragile historical documents and large-format construction drawings.
- Implementing high-resolution scanning processes with Optical Character Recognition (OCR) capabilities to create text-searchable documents where possible.
- Developing and implementing metadata schemas for efficient organization and retrieval of digitized materials.
- Creating user-friendly interfaces for internal staff to access and manage digitized records.
- Ensuring data security and integrity throughout the digitization process, particularly when working with sensitive government documents on-site.
- Adhering to industry best practices for document preservation and digital conversion.
- Implementing quality assurance processes to ensure accuracy and completeness of digitized materials.
- Providing training and support services to staff members on the use of digitization equipment and processes.
- Managing large-scale digitization projects, particularly those conducted on-site at government facilities.
- Integrating digitized materials with existing IT infrastructure and databases.

Include examples of similar projects completed for other government agencies or institutions, highlighting the scope, challenges overcome, and outcomes achieved. Demonstrate knowledge and proficiency with leading-edge digitization technologies, archival best practices, and relevant industry standards. Provide information on any certifications or specialized training your team has received in handling historical documents and drawings that go back to 1899.

Vendor's official response packet shall contain responses that best exemplify their ability to meet all of the detailed specifications delineated below. Modifications shall be made only in response to addenda issued by the Secretary of State (SOS). Vendors are advised to check the SOS website periodically for any issued addenda.

- The database must allow the direct import of common electronic document types (such as, but not limited to: TIF, PDF, JPG, Microsoft Office standard formats such as docx and xlsx).
- Files shall be uploaded by using a drag-and-drop or direct scan system.
- The System shall be database driven with the capability of searching and retrieving files based on the contents of the individual record.

Request for Qualifications
Arkansas Secretary of State's Office

- Shall allow SOS administrators to:
 - a. Manage all content..
 - b. File paper filings via direct document scanning.
 - c. Create new category forms as mandated.
 - d. Ability to edit database
- The System shall be capable of full functionality in a SOS-hosted environment.
- The largest dimensions for the historical architectural drawings is 180" long and 44" wide.

Materials include:

- Pencil, watercolor, ink on waxed linen
- Blue prints
- Ink on vellum
- Photographic paper
- Photocopy paper

Response Documents

As stated on page four (4) of this Request for Qualifications, all responses shall be submitted by 4:00 pm CST on 3/18/2025 to:

Arkansas Secretary of State
Attn: Business Office
500 Woodlane Street, Suite 12
Little Rock, AR 72201
Phone: 501-682-2008
Email: purchasing@sos.arkansas.gov

Individual responses received by mail shall be enclosed in an outer sealed envelope or container prominently marked with the RFQ number (RFQ # 25-002), submission deadline (March 18, 2025), responder's name, and return address.

Individual responses received via email shall prominently state the RFQ number (RFQ # 25-002) submission deadline March 18, 2025, responder's name, and return address.

Response Documents Shall Include (Ordered and Labeled as Follows):

1. **Vendor Information:**
 - a. Provide a Letter of Introduction, signed by an officer or principal of the vendor, which:
 - i. Summarizes the history of the vendor, the number of years in business, business structure, locations, and number of employees.
 - ii. Illustrates the vendor's unique abilities to meet the specified requirements of this Request for Qualifications. Examples may include specialized experience, skills, certifications, and awards attained.
 - iii. Includes the name of a designated contact person, physical address, email address, and phone number to be used for communication related to interviews and vendor selection.
 - b. Provide a detailed description of the vendor's experience and qualifications (for at least five (5) years) as an informational technology provider of Campaign Finance Filing and Reporting Systems, or similar filing and reporting systems, consistent with the above scope of work. Responses should indicate the vendor's proficiency in creating websites and applications with a focus on site usability and user experience and demonstrate knowledge and proficiency with leading-edge Web and media solutions, architectures, technologies, nomenclature, development practices, and use of industry best practices. Include:
 - i. The names of the clients;
 - ii. A description of the contracts.
 - iii. The length of the contracts and reasons for termination.

Request for Qualifications
Arkansas Secretary of State's Office

- c. List any contracts that have been cancelled for non-performance or default within the past five (5) years.
- d. List any litigation with prior or current clients.
- e. Provide a summary of current workload and ongoing contracts.

2. Project Team (Key Staff):

- a. Provide resumes for all proposed project managers/supervisors who will be assigned to the contract to oversee all contractual obligations and responsibilities and serve as the primary contact for the SOS. Highlight previous experience in this role.
- b. Provide a description of project team members to be assigned to this project, their experience, and areas of specialization specific to the proposed scope of work.
- c. Describe the process by which work will be assigned, implemented, and tested.

3. References:

Provide the names and contact information for at least three (3) references familiar with the quality of your work of a similar nature as that described in the above scope of work. Preference shall be given to references from states in which the vendor has completed digitizing and indexing historical documents successfully.

4. Proposed Solutions:

Provide a formal, detailed description of the design, development, testing, implementation, and ongoing maintenance of the System proposed to achieve all of the criteria specified in the detailed specifications of the RFQ.

5. Required Forms:

Complete, sign, and submit the following forms with your response packet:

- a. Vendor Certification Form
- b. Illegal Immigrant Contractor Disclosure Certification Form
- c. W-9 Form
- d. Contract and Grant Disclosure and Certification Form
- e. Company's Equal Opportunity Policy

Scoring Process

Submission Scoring

Qualifications shall be evaluated and scored by Secretary of State raters based upon requirements set forth in this Request for Qualifications and ranked in order of qualification from highest to lowest.

Response packets that do not meet submission requirements shall be disqualified and not evaluated.

The maximum point values for each qualification requirement to be scored are as follows:

Submission Requirements	Maximum Possible Points
Vendor Information	25
Project Team (Key Staff)	10
References	10
Prior Projects & Experience	40
Proximity/Familiarity	15
Total Possible Qualifications Score	100

To derive the average score for each vendor, the combined scores for each rater for that vendor shall be added and divided by the total number of raters.

Vendor Certification Form (Shall be signed and included with response)

Company Name: _____

Company Representative/Title: _____

Address: _____

City: _____ State/ Zip: _____

Contact Phone #: _____

Email: _____

Tax ID # (TIN or SSN): _____ (Include copy of current W-9 Form)

Small Business: Yes No

Minority Business: Yes No

Women-Owned Business: Yes No

Veteran-Owned Business: Yes No

Do you or anyone at your company have a relative that works at the Arkansas Secretary of State's office?

Yes No

If yes, please provide the name(s) of such relative(s) and their relationships below:

I certify that this response is accurate and true and made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same services and is in all respect fair and without outside control, collusion, fraud, or otherwise illegal action. I understand that collusion in public procurement is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this Request for Qualifications and certify that I am authorized to bind the vendor to any resulting contract.

Authorized Signature

Date

Print or Type Name

Illegal Immigrant Contractor Disclosure Certification Form

Act 157 of 2007 of the Arkansas General Assembly requires that any business or person responding to a Request for Proposal for professional services, technical and general services, or any category of construction in which the total dollar value is \$25,000 or greater certify, prior to the award of the contract, that they do not employ or contract with any illegal immigrants. Online certification shall be done at the following address:

<https://www.ark.org/dfa/immigrant/index.php/user/login>

Print screen-shot of the certification and attach to this form.

Company Name: _____

Company Representative/Title: _____

Address: _____

City: _____ State/ Zip: _____

Date: _____

ILLEGAL IMMIGRANT CERTIFICATION

Pursuant to Arkansas Code Annotated § 19-11-105, Contractor(s) **shall** certify with OSP that they do not employ or contract with illegal immigrants.

By signing below, the Contractor agrees and certifies that they do not employ illegal immigrants and will not employ illegal immigrants during the remaining aggregate term of the contract.

Contract Number	
AASIS Number	
Description	
Contractor	

Contractor Signature: _____

Date: _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: **Yes** SUBCONTRACTOR NAME: **No**

TAXPAYER ID NAME: **IS THIS FOR:** **Goods?** **Services?** **Bot ?**

YOUR LAST NAME: FIRST NAME: M.I.:

ADDRESS:

CITY: STATE: ZIP CODE: — COUNTRY:

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/ commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and how are they related to you? <small>[i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]</small>	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature _____ Title _____ Date _____

Vendor Contact Person _____ Title _____ Phone No. _____

Agency use only

Agency _____ Agency _____ Agency _____ Contact _____ Contract
Number _____ Name _____ Contact Person _____ Phone No. _____ or Grant No. _____

[Reset Form](#)

[Print Form](#)

19-11-104. Equal Opportunity Policy.

(a) The purpose of this section is to require any entity or person bidding on a state contract, responding to a request for proposals regarding a state contract, responding to a request for qualifications regarding a state contract, or negotiating a contract with the state for professional or consulting services to submit to the Office of State Procurement the most current equal opportunity policy of the entity or person.

(b) The office and a state agency shall require a copy of the most current equal opportunity policy of an entity or person to be filed with the office or state agency for public inspection as a condition precedent to:

- (1) Accepting a letter of intent, bid, proposal, or statement of qualification with regard to a state contract from the entity or person; or
- (2) Entering negotiations with the entity or person for a professional or consulting services contract with the state.

History. Acts 2005, No. 2157, § 1.

R1:19-11-104. COLLECTION AND MAINTENANCE OF VENDOR EEO POLICIES.

Equal Opportunity Policies are required from vendors who submit responses to state agencies or the Office of State Procurement for procurements of Professional and Consultant Services where the dollar value is greater than \$25,000.

The Office of State Procurement will maintain a file of vendor Equal Opportunity Policies. State agencies which issue solicitations will be responsible for confirming that vendors have a current E.O. Policy on file with the State either through requesting that it be supplied with the solicitation response; maintaining an agency file of vendor supplied E.O. Policies or by accessing and checking the files maintained by the Office of State Procurement. A contract may not be awarded prior to determining that a copy of the vendor's current E.O. Policy is on file with the State.

Vendors will be responsible for supplying the State with updated versions of their respective E.O. Policies as they are implemented.

19-11-105. Illegal immigrants — Prohibition — Public contracts for services.

(a) As used in this section:

- (1) "Contractor" means a person having a public contract with a state agency for professional services, technical and general services, or any category of construction in which the total dollar value of the contract is twenty-five thousand dollars (\$25,000) or greater;
- (2) "Exempt agency" means the constitutional departments of the state, the elected constitutional offices of the state, the General Assembly, including the Legislative Council and the Legislative Joint Auditing Committee and supporting agencies and bureaus thereof, the Arkansas Supreme Court, the Court of Appeals, circuit courts, prosecuting attorneys, and the Administrative Office of the Courts;
- (3) "Illegal immigrant" means any person not a citizen of the United States who has:
 - (A) Entered the United States in violation of the federal Immigration and Nationality Act of 1952, 8 U.S.C. § 1101 et seq., or regulations issued under the act;
 - (B) Legally entered the United States but without the right to be employed in the United States; or
 - (C) Legally entered the United States subject to a time limit but has remained illegally after expiration of the time limit;