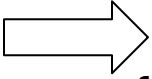


# Quote Request

## Maintenance Contract for Legal Department Database REBID

**Quotes due November 10, 2021 at 10:00 AM**



**Email bids to [Brandon.Havranek@hacp.org](mailto:Brandon.Havranek@hacp.org) or  
fax bids to 412-456-5007 Attn: Brandon Havranek**

### Scope of Work

The HACP is pursuing a digital strategy with regard to documents, with a desire to implement a paperless organization. This project aligns with that overall goal by digitizing legal documents with regard to HACP, including but not limited to its development documents for properties.

Once this foundation is established, it enables multiple additional goals to be achieved, with regard to discovery (search), visualization (dashboards and reports), and analytics (models and recommendations).

Future benefits include analyzing the documents, including providing visibility into ownership, easements, insurance, and filing taxes.

HACP's Legal Department is centralizing its document repository in the Microsoft Azure application. DocuClass may ultimately be the system of record for the digitized documents, and will provide search and view capabilities. However, while this centralization is implemented, an interim solution, Microsoft Azure, is required to support the Legal Department.

The scope will include:

- Estimate the cost to maintain the existing documents and services in Microsoft Azure and digitize paper binders and documents (as many as an additional 100,000 pages in the next six months).
- Provide the format and meta data from that digitization effort, to ensure that it is converted to a searchable format and compatible with the existing ingestion process
- Maintain an interim document repository in Microsoft Azure complete with search tool.

Companies from outside the USA may apply. Tasks may be performed outside the USA. However, an individual may be required to attend periodic onsite meetings.

While a vendor must have the ability to convert digitally scanned documents to recognize characters (OCR) so that they may be searched, scanning paper documents to electronic format (PDF) is a separate process that will be performed by a third-party vendor and/or HACP. The contractor for this procurement will not scan paper copies from binders into electronic format.

HACP does plan on updating the search tool within the next year. Three spreadsheets and six new data fields are estimated.

No new graphs or charts are estimated. Maintenance of existing graphs or charts is required.

For more information or questions, please contact Brandon Havranek at  
412-643-2869 or [Brandon.Havranek@hacp.org](mailto:Brandon.Havranek@hacp.org)

# Quote Request

## Maintenance Contract for Legal Department Database REBID

HACP does not currently own a license for Microsoft Azure. This will be required from the contractor.

We anticipate the contract will be a three year term.

For more information or questions, please contact Brandon Havranek at  
412-643-2869 or [Brandon.Havranek@hacp.org](mailto:Brandon.Havranek@hacp.org)

# Quote Request

## Maintenance Contract for Legal Department Database REBID

Quotes due 11/10/2021 at 10:00 AM

Cost Per Quarter	Estimated # of quarters	Total
\$	12	\$

Total Cost: \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_  
(in words)

**Contract award will be based on lowest responsive and responsible bid amount**

(Please print clearly)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(of company)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(of person signing)

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_