



## **Contractual Services for Records Management Amended Solicitation No. 21-0002**

September 16, 2021

### **Purpose:**

The District Court of the Virgin Islands is soliciting Contractual Services for Records Management.

### **Scope:**

The preparation of the District Court of the Virgin Islands paper records inventory, categorization, and identification for local destruction and archiving, below please find the conditions of the contract:

1. This is a first level effort involving the use of a contractor for the processing of local records, as part of a local project.
2. Contractor to review all archive ledgers and provide a digital ledger of all archived cases, and other documentation, in order to ensure searchable access.
3. Contractor will inventory the contents of 73 file cabinets, 45 2-drawer banker boxes, and 42 regular banker boxes in conjunction with the record retention policies of the United States Judiciary and complete the following:
  - a. pull, box, and prepare all civil and criminal files that are ready to be archived off-island;
  - b. pull, add to bin, all files that are ready for disposal;
  - c. identify all criminal and civil files that are permanent and not ready for archiving off-island;
  - d. identify all civil and criminal files that are temporary and not yet ready for disposal; and
  - e. for each category identified in subsection a. through d., provide a relevant listing in Microsoft Excel that includes the case number, case caption with all party names and the relevant statutory code implicated.
4. Intermittent manpower will be provided to the contractor to assist with the movement of boxes. Contractor may schedule manpower assistance with the approved vendor once the Generalist Supervisor has approved the request.
5. The Court will be responsible for the cost of shipping all files.
6. The Court will be responsible for the cost of disposing all files.

7. Contractor will provide their own laptop, with the applicable software, and other equipment necessary to perform the services herein.
8. The term of the contract is 90 days from the start date. The kick-off meeting must be held no later than September 29, 2021.
9. Contractor is to provide the District Court of the Virgin Islands bi-weekly updates of the project via email.
10. Contractor is to provide the District Court of the Virgin Islands with a production report at the end of the project that identifies the following:
  - a. project deliverables achieved; and
  - b. project opportunities for the remainder of FY-22.
11. Contractor must adhere to all security policies established for the Ron de Lugo Federal Building and Courthouse.

If you are interested in providing contractual services for records management, you must submit the following documents:

1. Cover letter describing your interest and experience: and
2. Resume detailing all relevant experience, education, and skills.
3. Detailed proposal with includes a schedule and pricing for the project.

Submit documents in one PDF document via email to [Procurement@vid.uscourts.gov](mailto:Procurement@vid.uscourts.gov). Please enter "Solicitation for Contractual Services for Records Management" in the email subject line by September 24, 2021.