



Kay Ivey
Governor

State of Alabama Department of Human Resources

S. Gordon Persons Building
50 Ripley Street
P. O. Box 304000
Montgomery, Alabama 36130-4000
(334) 242-1310

www.dhr.alabama.gov



Nancy T. Buckner
Commissioner

ANNOUNCEMENT

June 19, 2017

THE STATE OF ALABAMA DEPARTMENT OF HUMAN RESOURCES (DHR) WILL RELEASE A REQUEST FOR PROPOSALS (RFP) FOR MICROFILM/MICROFICHE CONVERSION ON WEDNESDAY, JUNE 21, 2017.

The ALABAMA DEPARTMENT OF HUMAN RESOURCES, (hereinafter referred to as “the Department”) seeks a qualified vendor to convert 16mm x 100 foot rolls of microfilm and 4 inch x 6 inch source document microfiche jackets to a digital format. A more complete description of the services essential for this project is provided in *Section 3, Scope of Project* of the RFP document. Proposals submitted in response to this solicitation must comply with the instructions and procedures contained herein.

An electronic copy of the RFP will be available by 5:00 p.m. on Wednesday, June 21, 2017. To access the RFP log onto the Department’s website (www.dhr.alabama.gov), then click on the RFP link for *Microfilm/Microfiche Conversion* under ANNOUNCEMENTS, or click on Requests for Proposals under QUICK LINKS, then click on the RFP link for *Microfilm/Microfiche Conversion*.

The initial contract term is for a period of one (1) year beginning **October 01, 2017** and ending **September 30, 2018**. Renewals of the contract, as agreed upon by both parties, may be made at **one (1)** year intervals, or any interval that is advantageous to the Department, not to exceed a total of four (4) years, at the option of the Department. ***Selected vendors must be fully operational on Sunday, October 01, 2017.***

If you are unable to access the RFP after its release using the aforementioned information, immediately notify Vicki Cooper-Robinson (vicki.robinson@dhr.alabama.gov) via email.