

**Request for Qualifications**  
**Paducah Fire Prevention Department**  
**Records Archivist**

**Purpose**

The Paducah Fire Prevention Department is requesting statements of qualifications for a Records Archivist to establish a records management program for historical and current property records including permits, liens, demolitions, plan reviews, etc. Qualifications may be submitted by individuals (resume) or organizations (proposals). This contract is funded by a Kentucky Department for Libraries and Archives grant.

**Project Scope:**

- Identify, sort, organize (or destroy when applicable) and scan Department documents that have been maintained on paper prior to 2012, in accordance with the Kentucky Department for Libraries and Archives retention schedules
- Segregate inactive or noncurrent material from active files
- Create a system for the regular legal disposition of records in accordance with Kentucky Department for Libraries and Archives records retention schedules
- Train records personnel in records management techniques
- Identify historically significant records to ensure they are conserved and included in the overall records management program
- Evaluation of the current system of digitally saving records to ensure they comply with the criteria described above

**Period of Contract**

The proposed project period is from October 1, 2023 to June 30, 2024.

**Eligibility**

The selected company or individual must obtain a current City of Paducah business license and maintain any and all required liability insurance. Respondents must demonstrate significant experience with successful archiving projects.

**Content of Proposal**

The following information shall be included in the proposal:

1. Name of respondent (individual and/or business entity name), DBA, date of business establishment, years of related experience, and information about business expertise.

2. Respondent's contact information to include mailing address, phone number, and email address.
3. Respondent's Federal tax identification number (FEIN), if applicable.
4. Name and contact information for the primary associate that will be tasked with the completion of the scope of services described herein (if an organizational proposal).
5. A statement of understanding of the scope of work to be performed.
6. A confirmation that the respondent understands that they will be required to obtain a Paducah Business License to perform the work.
7. A confirmation that, if awarded the contract, you acknowledge the complete responsibility to perform the entire contract.
8. A confirmation by the respondent that the person or entity has sufficient capacity to take on the endeavor as described in the scope of services.
9. Any additional information deemed, by respondent, as appropriate for inclusion.
10. Written letters of reference from previous clientele.
11. Project schedule with estimated completion date (no later than June 30, 2024).
12. Any information about your unique approach, methodologies, knowledge, and capacity related to the project scope.
13. A statement that the respondent agrees to be bound by all Federal, State, and Local laws and regulations as they pertain to the performance of any agreed upon contract.

### **Questions & Clarifications**

Respondent shall seek clarification of any ambiguity, conflict, omission or other error in this Request for Qualifications in writing by contacting Hope Reasons, Grants Administrator, at [hreasons@paducahky.gov](mailto:hreasons@paducahky.gov).

**Proposals and resumes should be submitted in hard copy format to the following address no later than 4:30 p.m. on Friday, September 22, 2023:**

Hope Reasons, Grants Administrator  
City of Paducah  
300 South 5<sup>th</sup> Street  
Paducah, KY 42003