

Scott County Administration
Purchasing Division
600 West Fourth Street, Davenport, Iowa 52801-1030

REQUEST FOR QUOTATION
Scott County Requisition No. **19406**
Bidders need to complete and submit this form.

Submission Date 10/30/2018	11:00 a.m.
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Qty	Description
	Scott County is seeking services for
	Digital Conversion and Indexing Services
	Detailed Scope of Work is attached,
	including project overview, objectives, dates and timeline.
	Submit responses to www.publicpurchase.com
	Please register at www.publicpurchase.com
	price quotation good for 60 days
	Delivery Included
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, www.scottcountyiowa.com

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Released by:
(Scott County Use Only)

_____ Name

Date: 9/6/2018

_____ Title

Time: 1:00 p.m.

_____ Company

PLEASE NOTE:

Bidders must provide an estimated delivery date in their bid response!

_____ Date

Company Contact Information:	Phone:	
	E-Mail:	

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”

Scott County, Iowa



Request for Proposal: Digital Conversion and Indexing Services

RFP #: 19406

Issue Date: September 6, 2018

**Due Date and Time: Tuesday, October 30, 2018
11:00 AM Central Time**

Electronic Receipt Location:
Public Purchase
www.publicpurchase.com

WARNING: Questions about the RFP or RFP process should be directed to
www.publicpurchase.com.

Prospective vendors who receive this document from a source other than Public Purchase or the Scott County Iowa website should register as a vendor with Public Purchase in order to receive any additional communication, additions, changes, or answers to any vendor asked questions via Public Purchase.

Table of Contents

Contents

1.0 – Executive Summary	3
Project Overview and Objectives	3
Scott County Recorder’s Office Background	3
2.0 - Scope of Services.....	4
Source Media - Microfilm	4
Source Media - Aperture Card.....	4
Desired Deliverables	4
Sample Set	5
Media Custody Plan	5
Additional Services	6
Cost Sharing Over Multiple Years	7
Project Management/Communication Plan	7
3.0 – Response Requirements and Timeline.....	7
Response Submission	7
Response Format	7
Response Questions	7
Onsite Visit.....	8
Timeline.....	8
Evaluation Criteria	9
Proposal Information is Public	9
4.0 – Vendor Profile	9
Vendor Experience and Qualifications.....	9
Scanning Hardware and Quality Control	10
Security & Compliance	10
Source Media Destruction	10

1.0 – Executive Summary

Project Overview and Objectives

Project Overview

The Scott County Recorder's Office, in conjunction with the Scott County Information Technology Department, is seeking vendor proposals to provide scanning and media conversion services, along with multiple value indexing of all media. The Recorder's Office source media for this project includes microfilm and aperture cards.

These media are stored at the Recorder's Office, located at 600 West 4th Street, Davenport Iowa and at an off-site storage facility also located in Davenport. Media may need to be taken off-site to complete desired project objectives. A detailed plan for how media will be moved, secured, and returned must accompany this proposal.

Project Objectives

The goal of this project is for the Scott County Recorder's Office to convert the existing microfilm and aperture card records to digital format. Through prior efforts, the Office has digitized all media from January 1989 to present. This project to digitize and index records would include media from April 1971 to December 1988.

The records during this time are available for search and retrieval on a variety of media; and it is probable that some or most of the records are duplicated between the media types. This RFP will deal specifically with microfilm and aperture card media. Other media will be included on a future RFP.

Scott County Recorder's Office has identified the following as key project objectives:

- Prepare all source media for scanning activities including but not limited to removing staples, clips, folded pages or any other binding elements to ensure all information is visible when scanning
- Digitize and convert existing daily business documents from various source media to single page TIFF image format
- Delete/remove duplicate copies of records
- Fully index all converted media based on individual document type specifications
- Provide a tab delimited comma separated values (csv) document detailing all index (metadata) values for each image

Scott County Recorder's Office Background

The Scott County Recorder's Office is a team of eleven employees who are collectively responsible for recording and maintaining official records affecting title to real estate. Additionally, the Office issues marriage licenses; registers births and deaths; issues certificates on vital records; registers boats, ATV's, and snowmobiles; issues hunting and fishing licenses; and processes passport applications. With each of these primary responsibilities, documents are accepted or produced,

and must be securely stored and managed.

The real estate division of the Office became paperless in 1989. At that time, all new documents that required processing were either submitted electronically, or converted to a digital format by the Office after recording activities. However, documents submitted and recorded prior to 1989 are still stored in a physical format and over time; storage of these required documents has begun to exceed the capacity available. Prior projects have worked to reduce the amount of physical storage space required by converting physical media to digital and integrating digitized files into the appropriate line of business application(s).

2.0 - Scope of Services

Source Media - Microfilm

About the Media

The Scott County Recorder's Office has approximately 341 rolls of 16mm microfilm media that contain Real Estate records from June 1978 to December 31, 1988.

Estimated Volume

Each roll contains approximately 1,075 frames; but several frames may contain more than one image. These frames should be separated into individual images as part of the media conversion process. Initial estimates are that approximately 410,000 images would result from the microfilm conversion.

Source Media - Aperture Card

About the Media

The Scott County Recorder's Office has approximately 150,000 aperture cards, which contain Military and Real Estate records from April 1971 through June 1978. There are two full sets of these cards. The selected vendor will be asked to identify and utilize the best source document(s) out of all available sets to convert to digital images.

Estimated Volume

Aperture cards were scanned with one document per card, which does indicate that multiple pages of the same-recorded document will be on one card and must be split into individual images as part of this media conversion process. Initial estimates are that each document has approximately two pages per card, and that 300,000 images would result from the aperture card conversion.

Desired Deliverables

Image Output

Output for all source media should be in a fully indexed, monochrome (black and white) single page TIFF image, CCITT Group 4 format at 300 DPI or better that will be suitable for ingestion into the County's land records management software, Resolution 3 by Cott Systems. Digital files should be named using the unique document (book/page) number. An estimate of approximate image size (in GB) upon completion is requested.

It is likely that some images may be skewed or rotated on the source media. Scott County would

expect that the selected vendor complete basic cleanup on each image including corrected orientation, de-speckling and general quality review. Scott County expects that any unacceptable images would be rescanned.

Index Output

Scott County utilizes Cott Systems Resolution 3 as a land records management system. The selected vendor will index all converted media based on pre-identified constraints and in a method that is consistent with the Resolution 3 system. Vendor should provide this index media to Scott County in a tab delimited csv file format.

Index values would include, at a minimum:

- Unique document (book/page) number
- 1 grantor and 1 grantee entry per land record
- Legal description per land record
- Full name per single-sided media (Birth, Military Discharges, Trade Names, etc.)
- File date
- Index type (Affidavit & Power of Attorney, Articles of Incorporation, Ground Water Hazard Statement, Index to Liens, Land Records, Military, Plats, Trade Names, or UCC)

Reconciliation Report

Upon completion of all conversion and indexing services, Scott County is requesting that the selected vendor also provide a Reconciliation Report as a final deliverable. This report is intended to identify potential missed documents in the conversion process. Scott County does maintain a list of valid “gaps” in the sequential order of documents thus this listing will be used to reconcile known missing documents against converted media. The format and content of this document will be finalized with the selected vendor.

Sample Set

Prior to all source media being converted, Scott County is requesting that a small sample set of each media be converted, to include all indexing as necessary, and provided to the Recorder’s Office for review and acceptance. It is expected that either party may make changes at this time. Any major changes that affect the final statement of work will be reviewed, and may need to be sent through the County’s approval process again before proceeding.

Once Scott County has approved the sample set, work may begin to convert all media included in this proposal. Failure of the selected vendor to obtain final approval of the sample set may result in Scott County requesting work to be redone, or termination of contract.

Media Custody Plan

The source media that will be converted is, in many cases, the only copy of that media available and Scott County is requesting that the selected vendor identify a media custody plan for each type of source media. Considerations for approximate inventory (number) of records taken at a time, length of time out of the Office, security, safe handling, as well as chain of custody should be addressed in each custody plan.

This plan should also indicate anticipated number of transfer trips that may be necessary to transport all source media through the life of the project. If Scott County is expected to prepare the source media prior to transportation, please indicate those requirements.

If desired, please indicate what requirements would be needed by Scott County for the selected vendor and their team to scan documents onsite. Please also identify any additional costs (or savings) that may be associated with this.

The selected vendor along with Scott County Recorder's Office staff will work together to finalize all media custody plans prior to project kickoff.

Additional Services

While the primary objective of this project is to convert microfilm and aperture card media to digital format, Scott County also recognizes that the additional services described below will be necessary to complete the project; but not all responding vendors may be able to provide these services.

The services detailed below are optional, and *are not required in order to be considered for the primary objective portion of this request*. The fee structure for any additional services should be listed separate from the fee structure for media conversion and indexing services described above.

Historical Redaction of Social Security Number

Many current and historical documents that are recorded by Scott County include personal identifying information, including social security number. Where possible, and prior to importing the converted images into Resolution 3, Scott County would like to redact this information. It is expected that the original image (un-redacted) be available for internal use, and a second, redacted copy be created for import into Resolution 3 for public searching and viewing.

Import to Cott Systems Resolution 3 Software

The final step to this project will be to import all converted images to Resolution 3. Vendor(s) that may be able to assist with this task are asked to submit a detailed requirements and fee structure as an additional service.

Destruction of Source Media

Upon successful conversion to electronic format, Scott County anticipates that original media will not be needed, and thus can be destroyed appropriately. Scott County would ask that all source media be held for a period of 120 days after official acceptance of the project. Vendor(s) that may be able to assist with this task are asked to submit a detailed destruction methodology and fee structure as an additional service. The selected vendor must also be able to provide a destruction certificate for all media that is destroyed.

Other

If a vendor has additional services beyond what is requested or identified above, they may include those as "a la carte" offerings. Please be detailed in the description of any additional services, the benefit to Scott County selecting any additional services, and a separate fee structure for each proposed service.

Cost Sharing Over Multiple Years

The costs to convert all source media identified in this proposal may be outside of projected budget scope for a single fiscal year. In order to help identify the volume of work that could be completed within a given budget dollar threshold, please provide an approximate cost per media item (roll of film, aperture card) to convert and index the media based on previously identified requirements. An estimate to complete these tasks by year or by complete media type may also be proposed.

Project Management/Communication Plan

Scott County Recorder's Office requests that there be regularly scheduled status meetings (remote or onsite) to identify anticipated issues that may affect budget, schedule, and/or deliverables throughout the project. These details should be included in the response along with an estimated timeline, but a finalized project management plan will be developed jointly between the selected vendor and Scott County.

3.0 – Response Requirements and Timeline

Response Submission

The Digital Conversion and Indexing Services response is due by 11:00 AM CST Tuesday, October 30, 2018. Late proposals will not be considered. Please submit your response in electronic format through Public Purchase at <https://www.publicpurchase.com/>.

Response Format

The outline below should be followed when responding to the RFP:

- Executive Summary
- Conversion Methodology
- Media Custody Plan
- Additional Services (optional)
- Project Timeline
- Vendor Profile
- Appendices containing any additional / supporting information

In separate cover:

- Proposed Fee Structure for Media Conversion and Indexing Services
- Proposed Fee Structure for Additional Services (optional)

Please submit the response in PDF format.

Response Questions

Questions regarding the RFP should be directed to Public Purchase (www.publicpurchase.com) no later

than 4:30 pm CST Friday, October 5, 2018.

Responses to all questions received through Public Purchase will be posted to the Public Purchase website no later than 4:30 PM CST Wednesday, October 10, 2018. This will allow all prospective vendors to view all questions and answers concerning this RFP.

Prospective vendors shall not attempt to contact employees with questions or for additional information outside this process. Likewise, Scott County Employees shall not respond to requests outside of this process. Failure to follow these guidelines may result in submittal being disqualified.

Scott County Recorder’s Office has elected to allow prospective vendors to schedule an onsite visit (please see full details in the Onsite Visit section below) to access media referenced in this RFP. At that time, prospective vendors may ask additional questions to better understand the goals of this conversion. Details of each visit (excluding vendor name(s)) will be summarized and posted to Public Purchase by Tuesday, October 23, 2018.

Onsite Visit

Due to the large volume and potential range of quality for these media sets, Scott County will allow prospective vendors access to media on a scheduled basis between Monday, September 17 and Friday, October 19, 2018.

Prior arrangements must be made with the contact listed below, and any changes to an appointment must be made no later than one (1) full business day prior to the originally scheduled visit date. Any vendor(s) who arrive without scheduling time may be turned away. This is to accommodate all possible vendors and ensure that subject matter experts are available during the scheduled visit time.

To arrange an onsite visit, please contact:

Sara Skelton
Operations Manager, Scott County Recorder’s Office
Sara.Skelton@scottcountyiowa.com

Timeline

Scott County has established the following timeline in relation to the Digital Conversion and Indexing Services Project. Please note that dates are subject to change. Vendors will be notified, via an addendum to this RFP on Public Purchase, of any changes in the timeframe.

RFP distributed	Thursday, September 6, 2018
Onsite Visit(s) Scheduled (By Appointment Only)	Monday, September 17 through Friday, October 19, 2018
Deadline for questions submitted	4:30 PM CST Friday, October 5, 2018
Questions answered no later than	4:30 PM CST Wednesday, October 10, 2018
Details of Onsite Visit(s) Posted to Public Purchase	4:30 PM CST Tuesday, October 23, 2018

Deadline for receipt of RFP responses	11:00 AM CST Tuesday, October 30, 2018
Approval by Board of Supervisors (estimated)	December 2018
Services implementation (estimated)	January 2019

Evaluation Criteria

The following criteria will be evaluated while reviewing responses to the Digital Conversion and Indexing Services project. This is not to be considered an inclusive list.

- Organization’s experience in this space
- Conversion methodology and complexity
- Media custody plan
- Project timeline
- Vendor profile responses
- Customer references

Proposal Information is Public

All documents submitted with any proposal or proposal shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the "Iowa Open Records Law".

By submitting any document to the County of Scott County in connection with a proposal or proposal, the submitting party recognized this and waives any claim against the County of Scott County and any of its officers and employees relating to the release of any document or information submitted.

4.0 – Vendor Profile

Vendor Experience and Qualifications

- Provide a brief (1-2 paragraphs) background of your organization, including the year it was founded.
- Describe what generally differentiates you from your key competitors including your market share within the digital conversion and data capture space. Please include the approximate number of customers you have in the digital conversion space.
- Describe the financial stability of your organization. Include documentation depicting this stability.
- Provide the current number of employees dedicated to digital conversion services. Please also indicate what, if any, percentage of your production employees for this project will be from temporary agencies or full-time staff. If temporary staff are used for any portion of the project, please list the level of experience and training that will be required for the temporary employees assigned to our project.

- Provide the number of offices and their locations for your organization. Please also identify the location that most likely would be utilized for this project.
- Can your organization provide access to documents during our normal business hours (Monday through Friday, 8:00 AM to 4:30 PM) while our documents are offsite? What turnaround time can be expected from receipt of our request to delivery of scanned documents?
- Describe your capabilities with Resolution 3, if any, from a product, technology, and business perspective.

Scanning Hardware and Quality Control

- Does your organization have high volume scanning capabilities in-house for all document sizes, including large format, bound books, and 16mm roll microfilm?
- Will the production scanners used for this project be equipped with ultrasonic double feed detection? If not, what technology will be used to eliminate double feeds and overlapping images?
- What is the average daily duty cycle for the scanning hardware your firm will utilize for our project? Please specify the scanning and capture hardware your firm will designate to complete our project.
- Will your organization provide 100% QC of all scanned images and index fields? If not, what percentage of images will be quality checked post scan prior to export.

Security & Compliance

- Do all of your organization's employees go through an extensive background check as a condition of employment?
- Do all of your organization's employees sign a non-disclosure agreement before they start work?
- Does your organization comply with ANSI/AIIM MS52-1991 (Recommended Practice for the Requirements and Characteristics of Documents Intended for Optical Scanning) in analyzing the physical characteristics of source documents?

Source Media Destruction

- Does your organization provide the requisite boxes, storage, as well as confidential shred and recycle services for our project at no additional charge with a certificate of destruction provided? If not, please identify the cost for these additional items as part of the "Additional Services" section.
- Does your organization provide NAID-certified, confidential shred and recycle services for our project at no additional charge with a certificate of destruction provided? If not, please identify the cost for these additional items as part of the "Additional Services" section.
- Does your organization provide a DoD 5220.22-M electronic shred method upon completion of our project as defined by the US National Industrial Security Program (NISP) in the National Industrial Security Program Operating Manual (NISPOM)?