

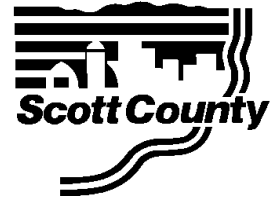
Administration

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Addendum 4

#19406 Digital Conversion and Indexing Services

October 8, 2018

Question #1

1. Whether companies from Outside USA can apply for this? **No**
(like, from India or Canada)
2. Whether we need to come over there for meetings? **No, but vendor will need to provide a communication plan for the project**
3. Can we perform the tasks (related to RFP) outside USA? **No**
(like, from India or Canada)
4. Can we submit the proposals via email? **No, responses are due to Public Purchase**

Question #2

Will out of state vendors be considered? **Yes**

Question #3

Will Fed Ex or other common courier be acceptable means of pick up or delivery? **Yes**

Question #4

Will the County be consider packing and shipping the items to the vendor? **We would like the vendor to pack and ship.**

Question #5

Can all the microfilm and aperture cards be picked up at one time? If not how often will the items be provided to the vendor? **Yes, all can be picked up at the same time.**

Question #6

How many aperture cards and microfilm will be provided at one time to the vendor? **All of them.**

Question #7

Is there a price sheet that the County would like utilized in the proposal, or is the proposer to create their own? **Please create and submit your own**

Question #8

In section 4.0- Vendor Profile; the third bullet asks "Describe the financial stability of your organization. Include documentation depicting this stability". What specific documentation is the County looking for to be provided? **We would be looking for a profit and loss statement (or similar) to verify a vendor's financial stability**

Question #9

As some information that may be submitted depicting financial stability of the organization is confidential, can it be submitted separately and marked confidential so it will not be released to the public? **It is acceptable to enclose the financial stability documentation in separate cover marked confidential, and it would not be released as part of a public information request.**

Question #10

2.0 Specifications: What percentage of the total number of frames (microfilm or aperture cards) contain multiple images that need to be split into individual images? **We do not have that information.**

Question #11

2.0 Specifications: Once split, would these images need to be combined into one multi-page TIFF? **No, must be single page TIFF.**

Question #12

For the microfilm, can we assume close to a 1 to 1 relationship between the number of images and the number of index records? In other words, will there be close to 410,000 index records? **There could be multiple images. We do not have a count of how many contain multiple images.**

Question #13

Can the County provide a database of index values (roll/frame, grantor/grantee, legal description, etc.) that we can use to increase index accuracy? **There are no electronic indexes available.**

Question #14

How many individual documents are comprised of the estimated 410,000 microfilm images? **We do not have that information.**

Question #15

1. What is the size of film?

X16mm 35mm

2. How many rolls per size?

16mm 341 35mm _____

3. Based on the quantities given, each document would have approximately **Unknown** of pages.

4. Are all films rolls received at one time?

X Yes

No

5. Checkmark all document types

X 8.5x11, 8.5x14, 11x14

X Newspapers

X Engineering drawings

X Typed, handwritten, **both**

X Text, photos, **both**

Other _____

Specify if there is more than one document type on any given roll

6. What is the Film type?

X Original film

X Duplicate film

Duplicate film is usually poor quality, original film is preferred

7. What is the Roll type?

Vaully roll **?????**

Used roll

8. What are the dimensions of rolls of film?

16mm - thin at 215ft **???**

16mm - thick at 100ft per roll ???

~~35mm usually are 100ft rolls~~

Other _____

9. What is the Reel type?

Open reels

3M cartridges

10. What is the estimated/accurate number of images per roll? ___Approx 1,075 frames, but several may contain more than one image. ___

11. What reduction ratio was used? _Unknown_____

12. Is the ratio consistent?

Yes Unknown

No

13. How are the images split?

1 or 2 images per frame

Two-up pages that need to be split

14. Specify if the documents are one-sided or double-sided

Simplex

Duplex

15. What hue are the images currently in?

Negative (white background/black text)

Positive

Reversing positive hue (black background/white lettering) to negative*

16. Is the film blipped between document sets?

Yes

No

17. Is the film blip coded?

Yes Unknown

No

Define levels _____

18. Are there separator sheets or document cover sheet between document sets?

Yes

No

19. Will the film be indexed?

Yes

No Not currently indexed, vendor is expected to index

20. What is the format for indexing? _Please refer to RFP_____

21. What are the index fields to be captured?

___ Please refer to RFP _____

The listed fields coincide with a database.

22. What is the orientation of the images?

Landscape/Cine

Portrait/Comic

23. What is the preferred true optional resolution?

200

300* or better

400*

Other* _____

24. What is the preferred output format?

Group IV Tiffs (bi-tonal) **Single page TIFF, compression type is flexible**

Jpeg PDF

Uncompressed Tiffs (grayscale)* **Single page TIFF, compression type is flexible**

Searchable PDF *

Grayscale

Bi-tonal

Bi-tonal costs the same but may not be as good resolution; grayscale enhances weak images.

25. Will the images need to be each on individual pages or can be multiple per page?

Single page format

Multi page format

26. Select optional image enhancements*

Manual cropping

De-skewing

27. Desired turnaround time ___ **Please refer to RFP**

28. Does the roll of film have a minimum of an 18-inch trail and leader? If not, what is the length of the trail and leader? **Unknown**

29. Does the film contain retakes? **No**

30. If the film contains retakes, where in the film are the retakes located? **N/A**

31. How would the retakes be handled? **N/A**

32. Are the film settings constant across entire roll of film? **Yes**

33. Do you expect to need access to the film during conversion? If yes, how often? **No**

34. What is the overall condition of the film?

Good (clean, sharp images)

Fair (some scratches)

Poor (damage, poor images)

35. Is there more than one row of images on the film? **Unknown**

36. Are there blips on the film? **Please see answer on question 16**

37. Are the rolls blipped reliably and useable for image break identification? **Yes**

38. If there are blips, what is the blipping scheme? **Unknown**

39. Are any of the rolls spliced? **Yes, some but not all.**

40. What is the approximate length of the roll? **Unknown**

41. Does the roll of film have the same orientation? (e.g. all portrait, all landscape) **Yes, portrait**

42. Regarding the organization of the records on the microfilm, are all the images of one person's file grouped together one after the other until the next person's file begins? **No**

43. Is manual correction required? **Possibly**

44. Single frame or double framed? **Unknown**

Question #16

As long as the physical media remains in the U.S., can downstream functions like indexing and redaction be completed offshore via remote access (Citrix) to images?

Prefer all scanning, indexing and redacting be done in the US

Question #17

You say "delete and remove duplicate copies of records" How will these duplicate copies of records be identified? Manual process of identifying and comparing all 6 index fields per image.

Question #18

Will the vendor only use 1 of the 6 different values to identify a duplicate? No, all 6 index values.

Question #19

If one of the 6 index values/identifiers is the only thing that matches another record is it a duplicate? No

Question #20

How many of the 6 different values will be used to identify a duplicate? All 6 index fields

Question #21

Will the information/indexing values on the aperture cards or in the images from aperture cards for duplicate records be an exact copy of all 6 different values to easily identify the duplicate? Yes

Question #22

Will the information/indexing values in the images on the microfilm for duplicate records be an exact copy of all 6 different values to easily identify the duplicate? Yes

Question #23

Regarding the aperture cards can the vendor identify duplicates by just looking at the info on an aperture card or will they need to look at the image to discern if the record is a duplicate? Image

Question #24

Is there a possibility where one duplicate is on the aperture card and the matching one on the microfilm? Possibly.

Question #25

Are duplicates inside the same frames of aperture cards and microfilm or can the duplicates be found anywhere in the volumes? Duplicates can be found anywhere

Question #26

What constitutes a duplicate that the image/page is exactly the same or that the index value is exactly the same? Both

Question #27

You say "Index values would include at minimum, and then you list 6 different bullet points on page 5. Are all these values in the microfilm images? Index values may vary by instrument type

Question #28

Index values would include at minimum, and then you list 6 different bullet points on page 5. Regarding the aperture cards is all the index values in the images of the aperture cards? **Index values may vary by instrument type**

Question #29

When you say "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" Can we assume this does not affect the microfilm rolls? **Yes**

Question #30

When you say "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" Does the aperture cards have staples on them and if so what is the estimated % affected? **Minimal, less than 5%**

Question #31

When you say "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" Does the aperture cards have paper clips on them and if so what is the estimated % affected? **Minimal, less than 5%**



Question #32

When you say "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" Does the aperture cards have rubber bands on them and if so what is the estimated % affected? **Minimal, less than 5%**



Question #33

When you say "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" Does the aperture cards have posted notes on them and if so what is the estimated % affected? **Minimal, less than 5%**

Question #34

If you take 341 rolls times 1075 frames you get 366,575 frames. Take 410,000 / 366,575 and you get an average of 1.118 pages per frame. Now we understand there is not a fraction of an image on a frame but just trying to understand your averages, so is this average correct per frame? **Yes, we expect some frames to have multiple images. Please refer to the RFP.**



Question #35

"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." There are inexpensive automatic adjustments where the computer software adjusts as many corrections as it identifies and, in some cases, gets most if not all depending on how bad the images are on the film. An example of a roll where you have all the images

rotated incorrectly in the same direction with one click all can be fixed and software can adjust most of the skewed images but then you have rolls that looks like they were drunk when they filmed them and those typically need labor intensive image by image corrections that increase the conversion cost greatly. The question I am building up to is do you want automatic corrections which catches a lot of the adjustments if not all in some cases and greatly reduces the cost of the conversion? **Vendor preference, it is allowable to offer multiple options and associated costs with each.**

 **Question #36**

Please provide us a complete example of the tab delimited csv file format for each different type? **This will be provided to chosen vendor.**

 **Question #37**

When you say, "Scott County expects that any unacceptable images would be rescanned." Please define how you judge what an unacceptable image is? **Recorder office anticipates manual review of images and unacceptable images could include, fuzzy, cloudy, distorted, skewed, or incomplete.**

 **Question #38**

Regarding the frames on the microfilm rolls, we would like to know when a frame has more than one page in it have the pages been placed on a platter or background sheet at the time of filming that you can see behind the pages? **Unknown**

 **Question #39**

Regarding the frames/windows on the aperture cards, we would like to know when a frame has more than one page in it have the pages been placed on a platter or background sheet that you can see behind the page placed there at the time of filming? **Unknown**

 **Question #40**

Is there a scenario where there is more than one aperture card per document/index, or to say it differently does separate apertures need to be combined or indexed with like value with unique identifiers? **Yes**

Question #41

Is there a scenario where there is more than one page on the microfilm per document/index, or to say it differently does separate pages on the microfilm need to be combined or indexed with like value with unique identifiers? **Yes**

 **Question #42**

Is there a scenario by which several pages on an aperture card or in a microfilm frame need to be separated into different index values or in other words is there different documents/index values in a single frame or a single aperture card window? **Yes, but very few**

 **Question #43**

Is there a scenario where a page on an aperture card and a page out of a microfilm frame would need to be combined? **No**



Question #44

Is there a scenario where a page on an aperture card and a page out of a microfilm frame would have the same index value? **No**



Question #45

If the answer to question #28 is yes what will we use as a unique identifier? **Book/Page number**



Question #46

If the answer to question #28 is yes is there a scenario where these documents might be bundled in a multipage TIF? **All documents should be single page tiff**



Question #47

When you say, "Through prior efforts, the Office has digitized all media from January 1989 to present." Did those efforts include aperture cards or microfilm? **No**



Question #48

If you have used another vendor to convert some of your microforms prior to this RFP what is your goal with a new vendor, better pricing? better quality? Or something else? **N/A**



Question #49

It has been asked "For the microfilm, can we assume close to a 1 to 1 relationship between the number of images and the number of index records? In other words, will there be close to 410,000 index records? And you answer "There could be multiple images. We do not have a count of how many contain multiple images." Are you saying that for each index value there could be several images/pages? **Yes**



Question #50

If your answer to question #33 is yes do we combine those pages/images into one multipage TIF? **All documents should be single page tiff**



Question #51

If your answer to question #33 is no you do not want a multipage TIF then what type of unique identifier will you want and please give us an example? **Book/Page number**



Question #52

Does each grouping of pages in a frame on the microfilm or a frame/window of an aperture card constitute the same index value? **Yes**



Question #53

You say "Fully index all converted media based on individual document type specifications" Please tell us how many different individual document type specifications there are? **Please refer to RFP**



Question #54

You say "Fully index all converted media based on individual document type specifications" Please give us an example of each different individual document type specifications there are? **Max of 3 types, 5 index values, examples will be given to chosen vendor**



Question #55

Is there a bond required for this project? **No**



Question #56

Are the aperture cards Hollerith? **Unknown**



Question #57

Are the microfilm rolls duplex meaning 2 rows of images on them? **Unknown**



Question #58

Are the rolls 100ft or 200ft? **Unknown**



Question #59

Are there document level blips on the film? **Yes**



Question #60

Do you have a data base that matches the blips on the microfilm? **No**



Question #61

If it is true that "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." If each of these pages are a single page TIF what unique identifier will be added to the index value as a differentiator? And please give us an example of this differentiator?

There will need to be a new index value added to each image (in addition to the other index values referenced in the RFP) to denote the image sequence. This index value (image sequence), in conjunction with the other required index fields would create a unique identifier for each page of a multi-page document.

Please see Addendum 1.



Question #62

Will the vendor be able to get a sample of the aperture cards and microfilm prior to the Bid being due for examination for best possible pricing? **Yes**



Question #63

You said "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." Do you not want an exact bid for the entire project and then you tell us if it is our of your fiscal year budget and how many years you want it broken out into? **It is acceptable to submit a bid for the entire project, as well as, a cost per media.**



Question #64

When you say "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?" Can you please give us on average how many document request you may run on a daily or weekly basis? **Document access should be minimal throughout the project.**



Question #65

When you say "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." Any % can be built into cost. What % would you want or require? **Minimum of 2%, but multiple proposals will be accepted.**



Question #66

When you say "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?" Is this a requirement? **No, it's not a requirement.**

Question #67

1. Are your Aperture Cards punched? **Unknown**
2. Can we provide a price for a single image per Aperture Card in addition to the price for splitting out images? **No, we need single page TIFFs**
3. Could you estimate the number of images per document for microfilm? **Unknown**
4. Can we provide a price for delivering all images in addition to the price for deleting/removing duplicate copies? **Yes**
6. Since the cost of indexing is determined by the amount of manual data entry, could you estimate the average number of keystrokes per index? **Approx. average of 50 keystrokes, but unique index will vary greatly**

Question #68

What is your proposed budget for this project? **Scott County's budget information is available on our website.**

 **Question #69**

What percentage of aperture cards have Hollerith code? (punches) **Unknown**

 **Question #70**

Is there one Hollerith code format? If no, how many formats? **Unknown**

 **Question #71**

What index fields are required that are not contained in the Hollerith? **Unknown**

 **Question #72**

Is all index information printed on the aperture cards? **No**

 **Question #73**

Are the cards sorted by section or subdivision, allowing any index values to be captured at a "batch" level?
No, they are filed by book/page

 **Question #74**

Are there blips on the film to indicate document breaks? **Yes**

Question #75

Do the frames contain more than one image?

See answer to question #10

 **Question #76**

Will both sets be made available at scan time?

See answer to question #6

 **Question #77**

Is the County's expectation that the vendor would review and compare each card, selecting the best of the set and capture that card?

 **Question #78**

Will the County provide sample Aperture cards and roll film for evaluation? Or can the County provide photos for those unable to view the materials on site?

See answer to question #62

Question #79

Will the County provide sample images showing where the index data may be found within the document?

Yes

Question #80

When asked this question "You say "Index values would include at minimum, and then you list 6 different bullet points on page 5. Are all these values in the microfilm images?" You answer "Index values may vary by instrument type" Please give us as much detail as you can regarding this answer? **For example, a military record will not have a legal description, grantor/grantee, etc. But it would have full name, file date, index type and a book/page.**



Question #81

When asked this question "You say "Index values would include at minimum, and then you list 6 different bullet points on page 5. Are all these values in the microfilm images?" You answer "Index values may vary by instrument type" Does this mean we will be looking for more than the 6 different values? **No**



Question #82

When asked this question "You say "Index values would include at minimum, and then you list 6 different bullet points on page 5. Are all these values in the microfilm images?" You answer "Index values may vary by instrument type" Will all 6 values be on every page? **No**



Question #83

4. When asked this question "You say "Index values would include at minimum, and then you list 6 different bullet points on Are all these values in the microfilm images?" You answer "Index values may vary by instrument type" What is the definition of instrument type? **Listed on page 5 of RFP as index type.**



Question #84

When asked this question "You say "Index values would include at minimum, and then you list 6 different bullet points on page 5. Are all these values in the microfilm images?" You answer "Index values may vary by instrument type" Regarding the aperture cards is there a situation where we would need to look at both the physical card and the image to collect the 6 values? **Yes, possibly.**



Question #85

When asked this question "You say "Index values would include at minimum, and then you list 6 different bullet points on page 5. Are all these values in the microfilm images?" You answer "Index values may vary by instrument type" Let's use an example of an aperture card that has many pages in the image. If the aperture card has some of the index values on the card but not all do we assume that all those values on the card goes with all the pages in that image on the card? **Yes**



Question #86

When you say in the addendum "An aperture card has one unique document, with 6 images (pages) contained on it. Each image would be indexed with the same:

- * unique document (book/page) number
- * 1 grantor and 1 grantee entry per land record OR Full name per single-sided media (Birth, Military Discharges, Trade Names, etc)
- * File date
- * Index Type

But each image (page) would have an auto-incrementing numeric value in the image sequence index value:

- * 00001
- * 00002
- * 00003
- * 00004
- * 00005
- * 00006

Just to be clear the vendor would need to look at each of these pages and any other pages in the entire volume that has the same indexes and look at each image to make sure there is not more than one of them correct as the same index doesn't constitute a duplicate correct? **It is acceptable to submit a bid that does not include deleting the duplicates.**



Question #87

When you say in the addendum "An aperture card has one unique document, with 6 images (pages) contained on it. Each image would be indexed with the same:

- * unique document (book/page) number
- * 1 grantor and 1 grantee entry per land record OR Full name per single-sided media (Birth, Military Discharges, Trade Names, etc)
- * File date
- * Index Type

But each image (page) would have an auto-incrementing numeric value in the image sequence index value:

- * 00001
- * 00002
- * 00003
- * 00004
- * 00005
- * 00006

Just to be clear the vendor would need to look at each of these pages and any other pages in the entire volume that has the same indexes and look at each image to make sure there is not more than one of them correct as just the same index by itself doesn't constitute a duplicate correct?

See question/answer #86.

Question #88

what are the various instrument types

Answers

Affidavit & Power of Attorney, Articles of Incorporation, Ground Water Hazard Statement, Index to Liens, Land Records, Military, Plats, Trade Names, or UCC.

Question #89

When you say "1 grantor and 1 grantee entry per land record OR Full name per single-sided media (Birth, Military Discharges, Trade Names, etc)" If we are looking at lets say 6 pages that was on 1 aperture card will we need to look at each page first to see if there is a grantor and 1 grantee first before starting to gather the Birth, Military Discharges, Trade Names, etc? **Aperture cards have grantor/grantee or person's name typed on each card, along with index type, book/page and date.**

Question #90

"When you say "1 grantor and 1 grantee entry per land record OR Full name per single-sided media (Birth, Military Discharges, Trade Names, etc) What is a single sided media? **Referring to military discharges and trade names.**



Question #91

"When you say "1 grantor and 1 grantee entry per land record OR Full name per single-sided media (Birth, Military Discharges, Trade Names, etc) What is etc?,,,that seems unclear as your asking us to index something we do not know what you speak of. **Documents that are not land records. There may be documents in the files that do not fit into the index types listed; it is acceptable for the chosen vendor to communicate with the recorder's office to determine how they should be indexed.**



Question #92

"When you say "1 grantor and 1 grantee entry per land record OR Full name per single-sided media (Birth, Military Discharges, Trade Names, etc) Are you saying that after we look for a grantor or grantee and do not find one we are to look for an individuals name along with Birth, Military Discharges, Trade Names, etc to index? **Yes**

Question #93

"When you say "1 grantor and 1 grantee entry per land record OR Full name per single-sided media (Birth, Military Discharges, Trade Names, etc) When you say OR are you saying we chose which to index or are you saying if Grantor and Grantee dosent exist we move to gather this secondary information? **Military Discharges and Trade Names will not have grantor or grantee. So not all documents will have a grantor/grantee to index.**



Question #94

In regards to question number 93 where is this secondary information found on the documents? **This information is generally listed on the top of the document.**



Question #95

When you say "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. " Please give us a detailed description of what is on this listing? **We have a list of missing document numbers (book/page)**



Question #96

On Question #36 it is asked

Please provide us a complete example of the tab delimited csv file format for each different type? And you respond it will be given to the chosen vendor. If there is private info in this request could you please just make up a few fictitious examples for us to see for each type?

Answers

please see addendum #3



Question #97

When asked if the microfilm is simplex or duplex and the answer is unknown it is easy to find out. If you pullout a few feet or 2 of a handful of rolls you can see if there is one row or 2 rows of images on the film. Would you please take a look at this and let us know if it is simplex one row or duplex two rows of images on the film? **Simplex**



Question #98

When asked if the aperture cards are Hollerith you say unknown. Hollerith means there are little rectangular punch holes in the cards. This can greatly affect the price of the indexing. Would you take a look at a handful of the cards and let us know if there are punch holes in the cards please? **There are no punch holes in the aperture cards.**

Question #99

1. Regarding the Evaluation Criteria on page 9 of the RFP, will Scott County please provide guidance as to what information is required to support the evaluation of Customer References. . **If a prospective vendor has completed similar type work for another government agency, it would be beneficial to supply contact information for a customer reference. Alternatively, if the prospective vendor has a letter of recommendation from a prior customer, that may be submitted in lieu of a specific contact. Customer references are not required, but are desired and will be considered as part of the overall evaluation of the prospective vendor for this project. Any prospective vendors that do not have (or choose not to supply) a customer reference will not be immediately disqualified.**



Question #100

2. The RFP Section entitled Project Management/Communication Plan states that should "be regularly scheduled status meetings (remote or onsite) to identify anticipated issues that may affect budget, schedule, and/or deliverables throughout the project" and that "a finalized project management plan will be developed jointly between the selected vendor and Scott County." Does Scott County want us to provide a preliminary management plan, and if so, will you please provide some guidance regarding the desired contents and the location of the plan within the proposal? **Scott County anticipates a draft project management/communication plan be submitted by all prospective vendors. At minimum, the draft plan should include an anticipated timeline for the project. Additional items that could be incorporated (but that are not required) at this stage include suggested status meeting cadence; location (onsite, remote); anticipated resource(s) from the vendor side that will participate in the status meetings; anticipated vendor resource(s) for the project as a whole (including team members that may work on the project, but not participate in status meetings); issue resolution methodologies; and scope/cost change procedures.**

Question #101

Will Scott County provide visual examples of Acceptable and Unacceptable image quality?

Acceptable and unacceptable image quality will be determined during sample set conversion with the chosen vendor. At minimum, an acceptable image should be easily readable, no information missing, etc.



Question #102

Will each vendor be required to document their complete Quality Assurance process in regard to the RFP scope?

We don't need the complete Quality Assurance process; however we need at minimum the number of images that will be checked for quality.



Question #103

Will Scott County be evaluating image quality produced from microform sample sets from each vendor finalist PRIOR to vendor selection? No



Question #104

Does Scott County have a documented internal quality review process for validation of completed images? If so, what length of time from project completion? Procedures are currently being discussed and will be reviewed with chosen vendor. We estimate that the review period could take between 15 – 45 days depending on volume



Question #105

What is the time frame for the vendor to be liable to correct unacceptable images? 120 days after official acceptance of the project



Question #106

Are there related physical index books (Grantor/Grantee) that contain required index information for the scoped microfilm records?

Yes, there are physical index books; however they cannot leave the office



Question #107

Will index database be tab delimited OR comma separated value (csv)?

CSV, see addendum #3 for example



Question #108

Our Standard Operating Procedure for microform digitization is 400 dpi to 600 dpi for optimal quality. Can the Recorder software system accept higher resolution than 300 dpi?

See page 4 of RFP. 300dpi or better



Question #109

Will Scott County provide samples of file naming, folder structure and index file requirements from COTT for each unique Index Type identified in the RFP to vendors prior to RFP due date?

Yes, for the selected vendor, please see addendum 3 for sample index export file.



Question #110

Can the vendor out-source the destruction of the digitized media?

Yes, provided that the company is in the United States and they meet our media destruction guidelines on page 10 of RFP.

Will also need a brief vendor profile for the outsourcing company.



Question #111

What is Scott County's expected time frame from start of project to completion of imaging and indexing?

Our office is flexible, but anticipate starting in January 2019. We expect vendors to provide timeline.



Question #112

Is Scott County open to innovative methodologies & approaches that may improve quality of digital images and/or reduce indexing costs? Will verbal presentations from vendor finalists be requested?

Yes, innovative methodologies are acceptable. No presentations will be requested.

Question #113

Is Grantor and Grantee always a persons name?

No



Question #114

If Grantor and Grantee is not always a persons name please give us an idea of what they may be then?

If it's a satisfaction/release it is usually a bank name.

Question #115

When looking for index type how will these values be identified on a document?

Information is generally listed at the top of the document.



Question #116

Regarding question #115 if we have a Groundwater Hazard Statement will it say that on the document and will it be easily identified?

Yes, says "Ground Water Hazard Statement" at the top of the document



Question #117

Regarding question #115 if we have a Trade Name will it say that on the document and will it be easily identified?

Yes, says "Trade Name" at the top of the document

Question #118

So basically will each of these instrument types Affidavit & Power of Attorney, Articles of Incorporation, Ground Water Hazard Statement, Index to Liens, Land Records, Military, Plats, Trade Names, or UCC be easily identified by someone not used to looking at these on a regular basis like your staff and will they be clearly marked as such?

Yes, for the most part. Land Records can be a bit challenging, but we can provide a list of documents that would be considered Land Records. It is also acceptable to ask the Records Office if there is a document that cannot be identified