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DIVISION OF FINANCE
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ADDENDUM 2
RFI 22-2065
LEGACY DOCUMENT SCANNING SYSTEM

October 20, 2022

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the request for information for *Legacy Document Scanning System* for the *Register of Deeds.*

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized.*

1. **Can companies from outside USA can apply for this? (like from India or Canada)**

   Answer: Yes.

2. **Do we need to come over there for meetings**?

   Answer: It is possible that meetings could be held via video conference.

3. **Can we perform the tasks (related to RFP) outside USA? (like from India or Canada)**

   Answer: All scanning would need to be performed in the USA since the documents are historical and could not be shipped overseas.

4. **Can we submit the proposals via email?**

   Answer: Yes. Please submit responses to: Lee.barrier@sedgwick.gov.

5. **Are you looking for a service that is 100% outsourced or a system that can be operated by your employees? The RFI mentions both system and service.**

   Answer: We are primarily looking for something that is outsourced but are open to all options.

6. **What is the size of the largest document that would need to be scanned? This will determine what equipment is needed.**

Answer: Our books vary in sizes but these are most of their dimensions.

Dimensions	Qty
18 1/4 x 11 3/4	210
17 7/8 x 11 3/8	9
15 7/8 x 10 3/8	10
18 x 11 1/2	89
17 7/8 x 11 1/2	16
18 x 10 1/2	1
17 3/4 x 11 1/4	1
18 x 11 1/4	1
18 x 11 3/4	12
18 x 10 3/4	4
17 7/8 x 10 3/8	1
17 3/4 x 11 3/8	4
18 1/8 x 11 1/2	286
17 1/2 x 11 3/8	2
17 5/8 x 11 1/4	2
17 1/2 x 11 3/8	2
17 3/4 x 11 3/4	2
18 x 11 3/8	4
15 13/16 x 10 5/16	93
15 7/8 x 10 3/8	1
18 x 11 1/2	10
17 3/4 x 11 1/2	2
18 x 11	1
17 x 14	4
15 5/8 x 10 1/2	1
13 3/4 x 8 1/2	1
16 x 11 1/2	1
18 1/2 x 11 1/2	1
8 1/2 x 11	1
6 x 9	1
17 1/2 x 11 1/2	2
12 1/2 x 20	8

7. **Can those books be disassembled so that the documents can lie flat, and then reassembled?**

Answer: Yes, as long as everything is returned to its original state.

8. **Could you clarify under "Desirable Project Requirements" "Provide a warranty period for all work"? What would a desirable warranty period be acceptable?**

Answer: The expectation is that the vendor would offer a warranty period.

9. **Is the county looking to replace the current in-house land records management software that supports all your recording requirements?**
    a. **If yes, does the county want a system that has an integrated document management system to store, manage, and maintain all recordings and documents associated with the recorder's office?**

    Answer: The County Register of Deeds will be looking to purchase a records management solution in the near future and will be issuing a separate RFP.
    a. *The county will prefer to have an integrated document management system as part of the records management system.*

10. **The county currently provides images and indexes "Free" of charge through your online public access. Do you want to keep the same "Free" structure? Are your bulk records free as well? If not, what is your current fee basis for bulk record access?**

    Answer: The county is looking at the possibility of changing to a fee-based structure. Currently, we do not charge a fee for bulk records.

11. **What is the estimated number of "Register of Deed" books that will be scanned for this project?**

    Answer: There are approximately 800 books to be scanned.

12. **Have you established a project timeline for this project? i.e. desired project completion from start to finish.**

    Answer: A project timeline has not been established.

13. **If possible, please provide the following volume information:**

    a. **Approximate number of books bound with removable metal fasteners?**

       Answer: Approximately 700-800 books.

    b. **Please provide the measurements of the pages.**

       Answer: Grantor/Grantee Books 11"x18" The larger Deed books are close to this size as well.

    c. **Can the binding be cut or do you want to preserve the books?**

       Answer: The books must be preserved.

    d. **Approximate number of books that are stitch-bound?**

       Answer: Approximately 60-100 books.

    e. **Please provide the measurements of the book cover, as well as book pages**

       Answer: Cover 18 1/2 x12 and Pages are 18x11.

    f. **What is the approximate average number of pages per book?**

       Answer: Approximately 600 pages.

14. **Please provide an estimate as to how many of the books contain handwritten content (as opposed to machine-printed content)?**

    Answer: Around 100-150 books.

15. **Do the books contain a Table of Contents? If so, what percentage of books contain a Table of Contents?**

    Answer: No.

16. **How is the county looking to unitize the books for scanning?**

    Answer: We will need these scanned in by Book number, Book Type, each document and their book/page numbers and dates. They will be indexed by date recorded, Grantor/Grantee names, legal description, book and page/document number and document type.

    a. *Each book will be scanned as one multi-page file.*
    b. *The scanning of each book will be broken out by Tabbed Section so that each section that is tabbed will be scanned and indexed as one file.*
    c. *Each book will be scanned at the page level so that each page of a book will be scanned and indexed as one file.*
    d. *Other criteria, i.e. Parcel Number, Deed #, Book and Page, etc.*

    Answer: Each document will need to be its own file.

17. **Will all of the scanned pages from the Register of Deed books be made available to constituents or are there certain sections that contain confidential data?**

    Answer: Some documents contain sensitive information that may not be viewable to the public.

18. **For the books with inverted Black and White content (the background of the page is black and the content on the page is white) is the county looking to reverse the scanned images (so that the page background is white and the content is black)?**
    a.   **If the answer to the question is yes, then approximately how many of the books contain pages with inverted black and white page content?**

    Answer: Yes. Approximately 600 or more in office currently. We have scanned most of these deed books already.

19. **What are the required index values that will be used for each scanned document? i.e. Document Type, Address, Parcel#, Document ID, Book and Page, Date Recorded, Names, , etc.**

    Answer: We will need these scanned in by each document and their book/page numbers and dates. They will be searched by date recorded, Grantor/Grantee names, legal description, book and page/document number and document type.

20. **Where will the index values be located for each document? Such as book cover, table of contents for each section of the book, page number that appears on each page, etc.**

    Answer: The location of the index values depends on each individual document. Book numbers are on the cover or top of the page, page numbers are usually located in the top or bottom corners. Dates, names, and legal descriptions are found within the body of the document.

21. **Does the county have a database that contains an inventory of the books to be scanned and some or all the index values for each of the books?**

    Answer: We have an inventory of the book numbers, book types and date ranges of each book currently in the office.

22. **Are you looking for both hardware and software to perform the imaging and data capture yourself or are you also looking for prospective vendors to perform the work for you and simply provide output to you?**

    Answer: We are looking for prospective vendors to perform the work.

23. **OCR is referenced to capture data from the documents, will there be a barcode or OCR data line or is the requirement to lift various pieces of data in different text formats from different areas of the document**

    Answer: No barcode or OCR data line. Request is to image legacy documents and save images in a searchable PDF format.

24. **What types or number of data elements are required to be captured? Can samples be provided?**

    Answer: Request is to image legacy documents and save images in a searchable PDF format. Yes, samples can be provided.

25. **Are any validation methods available for the system to identify missing or incorrect data.**

    Answer: Visual checks by vendor and RoD staff comparing original document with scanned image for accuracy.

26. **Is a metadata file required to accompany the PDF/Tiff images and if so what would the format of the file be?**

    Answer: Depends on the solution presented and ability to be supported by RoD and County IT.

27. **Specific to Architecture and IT standards, are you referencing the system that the selected partner will be using to digitize, QC, Index and Deliver the images to your system or are requirements referring to the future system you are looking to implement for the records management?**

    Answer: The architecture and IT standards apply to any system or system licenses that the county purchases.

28. **You reference HIPAA, CJIS and PCI compliance requirements. Do any of the records to be digitized fall under HIPAA or CJIS compliance requirements. If so, please provide examples of such records.**

    Answer: The records do not fall under HIPAA or CJIS compliance requirements.

29. **Specific to User Training, please indicate if this question is related to the digitization project or to the Records Management solution you are looking to implement in the future. If it is related to the digitization project, please describe the type of training you are looking for.**

    Answer: It is anticipated that little to no user training would be required for the digitization project. User training will be required for the Records Management project.

30. **Can you provide the approved budget range for this project?**

    Answer: A budget for the project has not been set.

    a) **Both for initial implementation, as well as desired annual system maintenance ranges for the records management solution.**

    Answer: A budget has not been set.

31. **Have you seen solution demonstrations and/or worked with specific vendors to help prepare this RFI?**

    Answer: No.

32. **Are you open to meeting with vendors to discuss their project approach and available solutions as part of this RFI?**

    Answer: Yes, once RFI responses are received and reviewed.

Firms interested in submitting a response, must respond with complete information and **submit to:
 Lee.Barrier@sedgwick.gov** on or before 5:00 pm *CST, November 1, 2022.*

Lee Barrier

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Lee Barrier
Purchasing Agent

LB/lj