DIVISION OF FINANCE – PURCHASING DEPARTMENT

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ADDENDUM # 1
RFP # 25-0068
SEDGWICK COUNTY REGISTER OF DEEDS LEGACY DOCUMENT IMAGING &
BOOK SCANNING SOLUTION

September 5, 2025

The following is to ensure that vendors have complete information prior to submitting a ***Request for Proposal.*** Here are some clarifications regarding RFP # 25-0068 Sedgwick County Register of Deeds Legaqcy Document Imaging & Book Scanning Solution:

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

1. Is there any document preparation required before scanning (e.g., removal of staples, tape, binding)?

Preparation is required as described in the RFP. Loose page books may require gentle sorting and removal for scanning. Bound books, photostats, and books with laminated pages must not be unbound, cut, or otherwise altered unless authorized by the county. If staples, tape, or other fasteners are encountered, vendors should propose preparation methods. The county will address any special cases or fragile materials on a case-by-case basis. See "Mandatory Project Requirements: Book Handling; Book Inspection."

2. How are the documents/books currently stored (folders, boxes, bound volumes, flat files)?

Documents are stored as bound books, loose page books (in binders), books with laminated pages, and photostat books—typically on shelving in climate-controlled areas. See "Background" and "Mandatory Project Requirements."

3. What is the total volume of documents/books to be scanned?

Approximately 2,600–2,800 books, as stated in "Background" and "Scope of Work."

4. What is the average size and format of the books/documents (e.g., letter, legal, oversized)?

Varies; includes standard (letter/legal), oversized, and photostat volumes. Most are between 8.5x11" and up to 14x18". See "Scope of Work."

5. Do you require scanning in color, grayscale, or both?

Yes: Handwritten/typed pages are scanned in color JPEG, photostat pages in grayscale JPEG; all images must meet the 300 dpi and 85% JPEG compression specs. See "Mandatory Project Requirements."

6. Is there a preferred scanning resolution (e.g., 200 dpi, 300 dpi)?

300 dpi minimum, per "Mandatory Project Requirements."

7. Do you have a preference for specific scanning machines or technologies?

No vendor/model specified. Equipment must accommodate non-destructive capture of bound volumes, loose pages, and photostats at required resolution/quality. Book cradles required for bound/fragile volumes.

8. Is there a specific file format required for scanned documents (e.g., PDF, TIFF, JPEG)?

Yes: Color/grayscale JPEG (for originals); all JPEGs converted to black-and-white TIFF (single page, Group IV, 300 dpi). Both formats delivered. See "Mandatory Project Requirements."

9. Is there a standard naming/organizing convention required for the digital files?

Yes: Images must be sequentially numbered, zero-filled 8 digits, and stored in folders by Book Type and Book Number. See "Mandatory Project Requirements."

10. Will metadata be provided by the county, or should it be extracted from documents?

Vendors should extract book/page/document numbers as metadata during scanning, grouping, and file naming. Additional OCR and metadata extraction is expected as specified.

11. How many indexing fields are expected for each set of documents?

Indexing must include Book Type, Book Number, Document Number (where available), and Page Number. See "Mandatory Project Requirements: Group & Name."

12. Is there a standard format for tracking document inventory and indexing?

Yes: Maintain a detailed inventory report for each book and scanned image, including movement/labeling for in-place tracking. See "Mandatory Project Requirements: Inventory; Book Tracking."

13. What features are expected in the web-based portal (e.g., search, navigation, annotations, export, print)?

Portal must support search/retrieval by Book Type/Book Number; image viewing (color JPEG/B&W TIFF); fit-to-width/height, zoom, crop, deskew, redaction/mask, inversion; export/print as JPEG, TIFF, PDF; and temporary secure access by county. Annotations beyond redaction/mask not required. See "Mandatory Project Requirements: Search & Retrieval."

14. How many users are expected to access the portal concurrently?

Up to 10 county users at peak.

15. What is the estimated volume of monthly uploads/downloads?

Varies, but expect hundreds of images/MB per day as batches are reviewed. Exact volume may be clarified during project planning.

16. Are there specific security, compliance, or access control requirements for the portal?

Yes. Secure (HTTPS), authenticated access; limited to authorized county users. See Technical Standards.

17. Should the portal integrate with your existing systems (e.g., CRM, records management)?

No. The portal is a temporary, stand-alone solution until images are imported.

18. What features do you expect in the image management system (beyond the web portal)?

All functional requirements are in the "Search & Retrieval" section; no additional image management beyond portal and file delivery.

19. Should the image management system and web portal be integrated into a single solution, or kept separate?

A single web-based portal as described is sufficient for county review and download prior to import.

20. What is the expected total data size once documents are digitized?

Estimated 6–12TB. Vendors should confirm based on book sampling and compression.

21. Should the data be stored on county-owned servers, vendor-hosted servers, or in the cloud?

Long-term data must be delivered on physical encrypted USB drives to the county. The temporary portal may be vendor-hosted; no cloud storage after delivery.

22. Have the servers been defined, or will the vendor propose hosting options?

Temporary portal should be vendor-hosted; all final data will be stored on county infrastructure.

23. What is the expected timeframe for project completion?

See RFP timeline. Project start anticipated after award in October 2025; completion schedule negotiated during contract.

24. Is this a new initiative or a renewal of an existing contract? Who is the current incumbent?

This is a new, one-time legacy imaging project. No incumbent vendor.

25. Is this expected to be a one-time project, or annual/renewable?

One-time.

26. Do proposers need to be registered with the county before contract award?

Yes, registration is required before award.

27. Are out-of-state or international references acceptable?

Yes, as long as all project work is performed on-site at county locations and references are for comparable U.S. government work.

28. Do proposers need to be physically located within the state/county?

No, but all scanning/prep must be performed onsite.

29. Are you looking for monthly billing, milestone-based billing, or one-time payment?

Milestone-based or blended progress billing and final payment is preferred.

30. Should documents be returned in their original order and binding after scanning?

Yes. All records must be returned in original condition/order unless the county provides written authorization otherwise.

31. Is digital signature acceptable for official approvals, or do you require wet ink signatures?

Digital signatures for project documentation/contracts are acceptable; wet ink may be requested in specific legal cases.

32. Is online notary acceptable for notarized documents?

Yes, if compliant with Kansas law for procurement and contract purposes. No notarization of historic records is required.

33. Project Duration & Deadlines:

See RFP timeline. Preferred completion as soon as practical after kickoff (~October 2025); phased deliverables by book type or cohort are acceptable and may be proposed. Interim acceptance is allowed.

34. Book Condition & Fragility:

Of the 2,600–2,800 books, many are over 50 years old, and a portion are fragile. Cradle/planetary scanning is required for all bound/fragile volumes. A book condition survey will be performed at kickoff.
No books are to be unbound or cut unless county specifically authorizes it. Loose inserts or laminated pages may be separated with county approval.

35. Scanning Location:

All scanning, image processing, and prep must take place on-site at county offices or approved county facilities; off-site or hybrid approaches are not permitted due to chain of custody needs.

36. Integration with Recording System:

The county uses a vendor-based land records recording system. All file imports must be TIFF (300 dpi, Group IV) with matching JPEG backups, named per 8-digit convention, grouped and indexed per county instructions.
API/integration details are not provided; batch import via directory structure expected.

37. Temporary Web Portal:

The portal must enable secure, authenticated OCR search/retrieval, fit-to-feature navigation, export, and print as TIFF/JPEG/PDF. No markup/annotations required beyond masking/redaction for documents with multiple entries.

38. Dependencies & Scheduling:

No vendor-side dependencies expected for import; county will coordinate timing of import once images and data are delivered, but all scanning and prep should proceed per RFP schedule.

39.General Experience Requirement:

Vendors must have at least five (5) years of experience with similar large-scale, on-site government imaging/scanning projects, with at least two (2) comparable-size references within the past five (5) years (see new requirement added to the RFP).

40. Can books be brought to a central county location for scanning to minimize equipment moves?
Yes, Sedgwick County is open to allowing books to be temporarily relocated to a secure, central county-controlled location for scanning, provided that:

Chain of custody and book inventory is strictly maintained.
All materials are tracked and returned to their original shelving/location after scanning.
All work is still completed on county property, and books are moved by or under the supervision of authorized project staff.
This approach must be detailed in your implementation plan and approved by the county project manager prior to project start.

41. Is direct scanning to TIFF acceptable, or must all images be scanned as JPEG and then converted?
Scans must adhere to all quality and naming/storage requirements in the RFP. The county will accept direct scanning to TIFF Group IV (with JPEG compression where technically required) if and only if:

ALL resulting TIFF images meet or exceed the county's requirements for visual quality, file compression, OCR-readiness, and legibility,

ALL downstream use cases (including color/greyscale needs for certain pages) are satisfied without loss.
If your direct TIFF workflow matches or exceeds the quality and functionality of the two-step JPEG-to-TIFF process described in the RFP, please describe this in detail in your proposal. The county may request sample images for validation.

42. May latched books be disassembled, scanned, and then reassembled?

The county requires that no volumes be unbound, disassembled, or cut without express written county authorization. Some modern or easily reassembled books (e.g., with posts or simple latch mechanisms) may be allowed with written county approval, provided there is no risk and they are fully restored after scanning. All handling must be non-destructive and reversible. If you wish to pursue this, include it as an optional workflow with detail on safeguarding condition and restoration.

43. Must vendor equipment/software be installed on county workstations/networks, or is standalone acceptable?
The RFP allows for both approaches:

The county does not require installation of vendor software or hardware on county-managed workstations or networks. Vendors may operate via their own internal, closed network/hardware on the county's physical site, as long as the county can securely receive all final image and index data for import to county systems.
Your described method (self-contained, no county network access) is acceptable as long as County IT reviews and approves the transfer method for images/metadata. Include this detail explicitly in your proposal response.

44. Is internal (standalone) vendor network with handoff to County IT acceptable?

Yes, this is acceptable. Your internal, closed system/network onsite is permitted for the scanning effort, provided that security, chain of custody, and clear transfer/handover plans (and all deliverables) are maintained as described in your proposal and ultimately meet county import and review requirements.

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

The county does not publicly disclose an approved budget range for this procurement. Proposals will be evaluated based on value, quality, and compliance with all requirements.

46. Are you currently or have you recently (in the past 12 months) worked with a service provider for similar services? If so, please provide their name and a copy of the agreement.

No, this is a new procurement for the legacy collection. There is no incumbent or recent contract for similar services.

47. Have you worked with a third-party service provider to help prepare this RFP? If so, can you please share their information with us?

No. The county developed the RFP internally, and no third-party consultant or vendor was used for project planning or document development.

Firms interested in submitting a *Request for Proposal*, must respond with complete information and **deliver on or before 1:45 pm** *CDT, September 16, 2025.* Late responses will not be accepted and will not receive consideration for final award.

"PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE RFP RESPONSE PAGE."

Lee Barrier
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Lee Barrier, NIGP-CPP
Senior Purchasing Agent

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