

**County of El Paso Purchasing Department**

**800 E. Overland Room 300**

**El Paso, Texas 79901**

**(915) 546-2048 / Fax: (915) 546-8180**

**ADDENDUM 6**

**To: All Interested Bidders**

**From: Lucy Balderama, Inventory Bid Technician**

**Date: April 29, 2011**

**Subject: RFP # 11-014, RFP - Vital Records Back Scanning Project**

**The Purchasing Department received questions relating to the above referenced proposal; the following is the response to the questions:**

1. Does the County have an established Data Base with the indexing information that you can provide to us in an Excel or CSV File?

**What we have here are Marriage, Birth and Death Record.  We currently do have a database. Information is no viable and cannot be determined.**

2. Are there any existing databases which already have the information?

**Yes, however, reference points cannot be determined.**

3. Can you tell us what the average # of  images are per Document Type?  Marriage, Birth, Death Certificates?

**On average there is one per each one of those documents.  You might see more on Birth and Death where we have Amendments to the document and that will vary 1, 2, or 3 amendments.  Majority of the items that are out there are just one document per.**

4. If it is an “Amendment” document would you just key the fields listed under the Amendments or all fields associated with the document plus the Amendment fields?

**Re-enter all the data or index on those and at the end we would merit to the original document.**

5. What is the expected accuracy on the indexing?  Do all fields need to be keyed and verified if the accuracy rate is 99% or higher.%?

**We are looking for 99% to higher accuracy rate.**

6. What is the projected turnaround?  How often would we need to make a delivery?

**We will have the vendors in their solicitations (giving a good honest effort) tell us what the estimated time frame would be. How long do they project this project to take?**

7. What kind of imaging system are the images going into?

**It is call an A1C product call OTG.  However we are not asking for the vendor to migrate the data directly to the system.  We are just looking for index information to come back to us in some kind of a CSV format .**

8. Can any of the project be sent outside the US?

**NO.**

9. Does the county want each image indexed or only the new record on the film?

**All vendors should go into this assuming that they will be indexing each image.  Should we choose to tell them that some of the newer ones do not need it, then we can do it at that time and the price would be less cost, right?  Ok.**

10. Is the film blipped? If so is it blipped by file and page?

**Yes.  Blipped by page.**

11. How was the film created?

**Planetary cameras, in house, it varies.**

12. Planetary camera or rotary camera?

**Planetary.**

13. What reduction was the film created 24x, 45x?

**24x**

14. Is the film 100ft, 215ft or combo of both?

**100 ft.**

15. Is the film 16mm or 35mm?

**16mm**

16. Are the rolls original rolls or duplicates?

**Rolls are originals.  In the older rolls for whatever reason there may be 1 to 3 may be a duplicate.**

17. Is the film loaded into 3m type cartridges or open reels?

**Open reels.**

18. Are there duplex images involved?

**NO.**

19. Would you consider eliminate the bid bond?

**NO.**

20. Would you consider the bid bond from the top three vendors only?

**NO.  All vendors;**

**RFP $100,000.00 and over, the proposer shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract prices and execute with a surety company authorized to do business in the State of Texas.  The bid bond must be included with the bid at the time of the opening.**

21. Cap the bid bond at $3k?

**Please note question #20.**

22. Can the County allow the vendor to maintain a copy of these records or partial copy for public use? If yes, which subsets may be retained?

**No.  These are government records.**

23. Will the County be issuing certified birth certificates from the images or from an abstract of the data?

**We will be issuing certified copies.**

24. Pg 10. It is indicated that there are separate birth rolls, marriage rolls, and death rolls. Are any of the images intermixed between rolls? (i.e. ½ the roll is birth and the other half marriage?)

**Yes, especially the older ones.**

25. Pg 10. It is indicated that there are Death amendments and Birth amendments. Are these documents located directly following the Death or Birth Record? If not are they located on the same roll of film?

**Has already been answered on question #4.**

26. Pg 10. Will Death Records and Death amendments need to be electronically merged together to create a single composite death record?

**No.**

27. Pg 10What is the business indexing rule for any missing index field?

**The County Clerk’s Office has attached examples of the indexing rules involved in a search for records. It can be view on our website at** [**www.epcounty.com**](http://www.epcounty.com) **click Bids & More then on Attachment 1 for RFP #11-014.**

28. Pg 9-10. What is the business indexing rule for multiple last names?

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29. Pg 9-10. What is the business indexing rule for multiple middle names?

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30. Pg 9-10. What is the business-indexing rule for hyphenated last names?

**The County Clerk’s Office has attached examples of the indexing rules involved in a search for records. It can be view on our website at** [**www.epcounty.com**](http://www.epcounty.com) **click Bids & More then on Attachment 1 for RFP #11-014.**

31. Pg 9-10. What is the date range of the certificates to be imaged?

**All three categories start  around the 1800’s.**

32. Pg 9. How does the County want the format of the indexes to be delivered?

**Delimited Form**

33. Does the County have any preprinted indexes or electronic databases containing one or more of the required index fields? If yes, can the County provide an example?

**Yes, but information cannot be determined**

34. Pg 9-10. Are any of the documents handwritten? If so what portion?

**Yes , but cannot be determined.**

35. Pg 9-10. Where is the reel and frame number located on the film?

**Varies by location**

36. Pg 9-10. Is the microfilm blipped indicating start and stop locations of an instrument?

**No.**

1. What is the required accuracy of extracting the data fields? Is this to be measured at the document level or field level?

**Document level at 99%**

38. What is the size of the film? 16 or 35 mm roll film?

**Answered on question #15.**

39. Where the blank back sides of the certificates microfilmed?

**There might be because of the poor quality.**

40. Are the images negative or positive?

**Positive, but you will find a mix.**

41. Can the County accept grayscale images in the event of poor film or poor originals?

**Yes.**

42. Is the film original or will it be diazo duplicates?

**Most are originals, but there will be a few duplicates.**

43. Has the film been used before? Can the County comment on the film quality?

**Possibly. Some will be poor quality as mentioned before.**

44. Does the film have splices? If yes are these industry standard splices? What is the frequency of the splices

**No.**

45. Did the County ever re-film images for corrections? How did the County handle these re-scans?

**These are mostly amendments so they don’t pertain to Vitals.**

46. Pg 10. The County has indicated that there will be multiple shipments of original material and that the original material must be included with the drive. Pg 10 indicates that the drives will become property of the County thus they can not be re-used. How many shipments or bathes does the County wish to receive? Who will pay for the hard drives?

**We will receive shipments in flashdrive and the expense will be to the vendor to come up with the original flash/hard drive. Upon importing all this data we will return it back to you to reuse over and over.**

47. How many rolls of film will the County allow the vendor to process at any given time?

**The length of project and we will just split it evenly.**

48. Pg 18. Item #3 indicates a Government pricing breakdown as requested in this RFP. Does the County have a unified pricing sheet they would like us to use?

**Please view attachment 2 on our website at** [**www.epcounty.com**](http://www.epcounty.com) **click on Bids & More and insert the pricing sheet in your proposal between pages 2 and 3.**

49. How will the vendors be notified of addendums to this RFP?

**All Addendums will be posted on our website at** [**www.epcounty.com**](http://www.epcounty.com)**click Bids & More.  We will also fax to the vendors that are on our vendor list and all the vendors that showed up to the pre-bidders.**

50. To insure complete capture can we propose scanning in grayscale as an option?

**Yes as needed.**

51. In order for vendors to properly price indexing we need to know an estimated total number of characters or an average characters per document and average number of pages per document.

**Please view Attachment 3 on our website.**

52. Can vendors propose to scan on site?

**Yes.**

53. Does the county want one original and two copies?(Proposal)

**The Department is requesting three (3) Copies.  One original is for the Purchasing Department.**

54. Please estimate the number or percentage of birth and death amendments.

**Cannot be determined.**

55. Is each image a document?

**On the older images (Marriage), we may have two images for a record. Amendments are considered a record in itself with some additional index attached.**

56. Are there any photostats in the range? Reverse polarity (white text with black background) If so, how many?

**Yes, but cannot be determined.**

57. Does the county desire enhancement and clean up on problem images and a report of problem images?

**Yes**

58. P.9 references  back-scanning stats sheets, however none was attached.  Please make available.

**Referring to the highlighted area below. This also s formula.**

**Quantity**

The attached CLERK Back-Scanning Stats sheets describe the estimated quantity of documents to be scanned for this project. These figures bear a margin of error of roughly plus or minus fifteen percent. There are approximately 2000 to 3000 images per roll.

1. Birth Rolls 805

2. Marriage Rolls 1036

3. Death Rolls 1020

Total images 8,583,000 images.

59. Is all the film roll film?

**Yes.**

60. Is it all 16mm? If not how many 16mm and how many 35mm?

**Answered on question #15.**

61. Is the film all the original silver or is it a copy?

**Previously answered.**

62. Is the county interested in the best possible image, or the lowest cost?

**We want the best possible image at the lowest cost.**

63. Can we see sample rolls and or microfiche?

**Yes.**

64. Will the indexing be required to stay in the US?

**Yes.**

65. Does the county have a minimum accuracy rate for indexing?

**99%**

66. Will the county accept software or automated indexing?

**We will accept any method you want to use as long as we reach out accuracy rate.**

67. Does the county want manual or human keying?

**As long as accuracy rate is met.**

68. Does the county want single or double pass keying?

**As long as accuracy rate is met.**

69. Can the indexing be performed off shore or out of the US?

**No.**

70. Can the services be performed outside of the United States?

**No.**

71. Does the county have an electronic database with the index data that the selected vendor can use to index this collection?  If so, please elaborate on what you do and don’t have?  File format, data values, etc.

**Refer to question 1.**

72. There is variable index data needed by document type.  Can you provide quantities (# of images) by document type and can we suggest to price this by document type?  I.E.  a Marriage Record has a price, a Death Record has a price, etc. in lieu of a total job price.

**Aggregate cost.**

73. Why is a bid bond required?  These are typically for construction contracts.

**Bid bond is a surety to guarantee that you will honor your bid. On projects over one hundred thousand dollars; in the local government code it states that you will have a bid bond and it does not delineate because it is construction.**

74. Why is a performance bond required?  These are typically for construction contracts.

**A performance bond is a surety to guarantee that you will do the job. A performance bond is required once the bid has been awarded and the contract has been signed.**

75. On the Bid bond section it shows 2 different statements, “on projects over 100,000 a bond will be required”  then in a different section it says for “construction projects a bid bond is required”. Is the County requiring a bond for the scanning project? **Yes.**

**Please refer to question 73 & 74**

76. How many individual documents are in each of the following reels- Marriage, Birth, Death?

**Cannot determine.**

77. Are the vendors going to be given the opportunity to inspect the film?

**Yes**.

78. Who filmed the records that are going to be used to process this project?  Was there a combination of entities (County, other Companies, etc.)?

**Inhouse**

79. Are there originals or copies of the film?

**Previously answered**

80. Does each image/frame contain one record or were books containing multiple images filmed accounting for more that the 8583,000 images/indexes in the inventory provided?

**Yes.**

81. Does the County intend on double entry key and blind re-key verification for accuracy assurance?

**No.**

82. Are there going to be any samples required for evaluation purposes for this project before bid is awarded?

**Yes.**

83. Are there any estimated time frame expectations for completing this project?

**Answered on question # 6.**

84. What is the reasoning behind requiring a bid bond with proposal response?  Bonds aren’t usually required for serviced bids.

**Please refer to question # 73 & 74.**

85. Is there one image/page per certificate (Marriage, Death, Birth)?

**Previously answered.**

86. What is the estimated number of requests from microfilm per day of the microfilm that will be in the vendor’s facility?

**They can work of the copies so there will be no requirement to go back to what you are currently working on.**

87. Are there hard copies available of the certificates?

**No.**

88. Is it possible to get a sample of the documents to identify the index fields? One of each kind would be helpful.

**Yes. Vendor**

89. Is the microfilm single or double frame?

**Previously answered.**

90. Section 2 - page 10 - If a short enough turnaround time is given, is it possible to receive all of the microfilm at one time?

**Yes.**

91. Can the county estimate how many handwritten vs. type written certificates there are?

**No.**

92. How many different form types has the county used over the past century that will be presented on the certificates? Do you know how many certificates per form type?

**Many types, cannot give a number.**

93. Do affidavits and amendments follow immediately the original certificate on the film? If not where are they located on the film or within the microfilm population?

**Previously answered.**

94. Will the vendor be scanning an original never been used archival copy? Or will the vendor be using a working copy?

**Previously answered**.

95. Will the film that is being used for the conversion be used for daily retrievals?

**No.**

96. The number of copies the County requires differs on pg 1, 4, 12, and 35 of RFP. Please clarify the number of copies that are to be submitted with the proposal.

**Answered on #53** **- The Department is requesting three (3) Copies.  One original is for the Purchasing Department.**

97. In Section 1, RFP Requirements and Guidelines, Item 5, Page 6, “RFP Response Format”, states “It is intended that the technical and application data be presented separate from the cost data and that the cost data contain no technical data.” However, Page 12, states that “THIS MUST BE THE FIRST PAGE ON ALL BIDS”. The center of the page requires “Total Cost”. Does County require that cost be included on first page of the bid, or should cost be kept separate as Section F, OVERVIEW OF VENDOR PROPOSAL with PRICING?

**We will be providing a pricing sheet. First page is needed for vendor information.**

98. Section 1, RFP Requirements and Guidelines, Item 6, Page 6, “VENDOR REFERENCES, requires that vendors provide references for “entities that are currently utilizing the proposed equipment.” Since this RFP is for services, please clarify why references for equipment is required. Is the County interested in the past performance providing similar microfilm conversion and indexing services?

**No equipment. We want to know what people you have done this work for.**

99. Section 1, RFP Requirements and Guidelines, Item 12, Page 7, RPF AWARD. Please confirm that this should read, “RFP AWARD”

**Yes.  This is an RFP.**

100. Please provide estimated average number of pages per document, for each type of record:

a. Marriage Records

b. Death Records

c. Birth Records

d. Death Amendment

e. Birth Amendment

**Has already been answered**

101. Please estimate the percentage of amendments vs. percentage of original records to be scanned.

**Has already been answered**

102. Section C, VENDOR EXPERIENCE (Page 15).  The parameters listed appear to apply to the use and installation of equipment, rather than to the digital conversion of microfilm. Please clarify. Does the County require a description of vendor’s experience with microfilm conversion projects?

**Previously answered.**

103. Section D, VENDOR REFERENCES, Item 2, Page 16, Question 2, requires “Networking hardware/software”. Please advise if this is applicable.  Please also advise if the County requires references for past experience with microfilm conversion?

**Please view question # 98**.

104. Section F, OVERVIEW OF VENDOR PROPOSAL, Item 3, Page 18.  The RFP requires vendors to “Provide a Government pricing breakdown as requested in this RFP”. However, a description of the requested pricing breakdown is not found in the RFP. Does the County have a sample-pricing format that it prefers or does vendor provide its own?

**Previously answered. One will be provided.**

105. Has the County established a budget for this particular project?  If so what is the proposed budget for this?

**That is to be determined.**

106. Will the County Allow offshore data entry for these services?

**Previously Answered.**

107. How many individual documents are in each of the following reels – Marriage, Birth, and Death?

**Cannot be determined.**

108. Can the vendor use a subcontractor for part of the work to be completed as long as it stays in the United States?

**No.**

109. Do any of the following sets of microfilm rolls have multi-level blips?

* Birth Rolls **No.**
* Marriage Rolls **No.**
* Death Rolls **No.**

110. Does the County of El Paso have a master database for the following rolls of microfilm?

* Birth Rolls
* Marriage Rolls
* Death Rolls

**Cannot be determined.**

111. Is there a “Target Sheet” that identifies book number at the start of each book microfilmed?

**Yes, Cannot be determined.**

112. At the Bidders’ Conference, it was stated that the County has duplicate copies of all images and that there would be no need for the vendor to return images to the County after the images have been released to the vendor for processing.  However, this contradicts one of the requirements in the RFP.  On Page 10, Requirements & Guidelines, Delivery of Records for Processing and Return Requests, the RFP states the following:

“This project will require that a portion of the records involved be transferred to the facility in which indexing and scanning will occur; however, only a portion of these records can be transferred and held at the facility at a time, due to the fact that these records are needed at times by the CLERK’s office and other COUNTY staff. At times, there will be an instance in which a record is needed that has already been transferred to the facility, but has not yet undergone the indexing and scanning process. In these instances, a request will be issued requiring that the appropriate documents be located, imaged, and delivered electronically to COUNTY. Requests must be met within one business day. The timeliness of the response to these requests will be an important criterion in vendor selection.”

Please confirm that documents will not be needed for daily processing once the images have been released to the vendor.

**Still applicable to Marriage Records if needed due to extra ordinary situations.**

113.Can the County provide diazo duplicate sample rolls (from different decades if possible) to bidders?  When and how will these be available for shipment?  (Can these items be shipped by FedEx at the bidder’s expense?)

**Please view Addendum 5 on our website at** [**www.epcounty.com**](http://www.epcounty.com) **click Bids & More.**

114.APPENDIX A, - On Appendix A, Response Format for County of El Paso …, on page 11, Section H is worded, “Support and Maintenance”.  However, on page 20, the heading for Section “H” is entitled, “Support” .  The word “Maintenance is dropped”.  Additionally, Section “I” on the instructions on page 11, is worded as “Warranty”.  However, the heading for Section “I” on page 21 is,  “Warranty and Maintenance”.

**Please drop the word “Maintenance” on the highlighted specification in your proposal.**

* 1. Should the response to Section “H”, be labeled “Support & Maintenance” as is presently provided in the Appendix on page 11?  Should vendor then provide its support services including the vendor’s maintenance support it is proposing?
  2. Since this RFP is requesting proposals for services, not equipment, should Section “I” be removed from the RFP?  If not, what type of “warranty” would the County like to see in this section?

**Not applicable.**

115.Samples - Our firm would like to receive samples of the work to be performed.  Can we provide you with our FedEx account number for express shipping of samples?

**Please view Addendum 5 on our website at** [**www.epcounty.com**](http://www.epcounty.com) **click Bids & More.**

**The Purchasing Department received questions relating to the above referenced proposal during the pre-bidders conference on March 22, 2011; the following is the response to the questions:**

1. Are the answers going to be published then submitted?

**Answers to questions will be post on the website as an addendum and also faxed to the vendors and via email.**

1. If they have additional questions today and they have not asked. Can they still do that right now?

**Yes. The deadline for questions is April 5, 2011**

1. You said that indexing information was not complete. Do you mean the ones from way back –older ones?

**Yes. Older than 1700’s are unreliable (incomplete). We are looking for a complete re-indexing of everything that is out there.**

1. If there is an amendment is it generally right after the original image or is it in another reel?

**It maybe on another reel because the amendment could have take place fifteen years later or a mistake. So it can range. Death certificates are typically indexed slightly different to account for the amendment. There are two letter codes within the license number that is added.**

1. Are we to merge amendments with the originals or submit them as separate documents?

**Separate files.**

1. On that accuracy rate of 99% , is it based on the total amount of fields times the total amount of images – and that is how the 99% is calculated?

**I don’t think you are talking document . I think you are talking index at this point.**

1. If you have 100 index point and you miss one that is 99%. Is that acceptable as 99%?

**Yes.**

1. Does every image have a blip?

**Yes.**

1. What percentage is the original?

**Out of vitals, there is over three thousand rolls but only about 3 rolls are duplicates.**

1. Three rolls or 3 percent?

**Three rolls.**

1. Are they going to be grouped or intermixed?

**Intermixed.**

1. What is the percentage of intermixed rolls?

**Half.**

1. What do you think the image quality will be on that film?

**The older film from the 1800’s will be poor quality.**

1. What if we have some images that are just so poor that it cannot be done?

**This is a very important topic, but this is something we can hammer out after we award the bid. We will address this then.**

1. What is the image quality?

**The older images are poor.**

1. Do you want some in grey scale or all?

**We want black and white.**

1. If it is hand written, what are the index accuracy percentages?

**99%.**

1. If it is mixed , positive & negative, are we required to reveres the entire thing and make it original reading?

**Yes.**

1. Any idea what percentage are positive?

**Cannot be determined.**

1. Can we get samples to run test?

**Yes.**

**21**. Is a bid bond required by award?

**No. It must be with your proposal during the opening if your proposed price is one hundred thousand or more not after it has been awarded.**

**22.** Can you clarify if only selected vendors will do samples or multiple vendors?

**Once proposals are opened and evaluated then we will determine which is the best price and solution. Then we can go from there.**

**23.** Will we give samples for a required evaluations purpose?

**That is to be determined. If we are we will use it as part of our evaluation.**

**24**. Is there a possibility that you would have to go to the original?

**Not likely, but it is possible.**

**25.** Like copies of three years of financials; can we use a CD or provide a link to where those can be viewed as opposed to sending a stack of papers?

**Yes.**

**26.** Are you going to send responses as part of the addendum?

**Yes.**