To: All Interested Proposers  
From: Araceli Hernandez, Inventory Bid Technician  
Date: October 20, 2014  
Subject: RFP # 14-054, Digital Conversion of Microfilm Images Agenda and Minutes for the County Clerk

The Purchasing Department has received the following questions:

1. Will Out of State vendors be accepted?
   
   **Response: Yes**

2. Will Fed Ex or other common currier be an acceptable means of pick up and delivery?
   
   **Response: Yes**

3. Will the vendor be responsible for packing the rolls of microfilm to ship to the vendor location or will the County?
   
   **Response: Yes, the vendor will be responsible.**

4. How often will the vendor receive the microfilm rolls?
   
   **Response: Once the rolls can be sent at one time.**

5. Can the rolls be picked up all at one time?
   
   **Response: Yes.**

6. How many rolls will be provided to the vendor at one time?
   
   **Response: 435**

7. Can we use UPS shipping?
   
   **Response: Yes**
8. Can this project take place outside of TX?
   
   **Response:** Yes

9. Can we see samples of the source documents?
   
   **Response:** No

10. Do they have examples of final output?
    
   **Response:** No.

11. Metadata requirements?
    
   **Response:** No

12. Final output? Going into a system? File naming requirements, etc.
    
   **Response:** Yes, title and date

13. Is there a retrieval system that the images will be loaded into? If there is not a system, is the County interested in acquiring one via either onsite software or cloud hosting?
    
   **Response:** Yes, there is a retrieval system in place. It is an in house developed application called Tracknet.

14. What is the driving force for the need to digitize the microfilm at this time?
    
   **Response:** The County of El Paso is seeking proposals for the back scan conversion of microfilm for El Paso County Commissioner’s Court agenda and minute records to digital format.

15. What condition is the microfilm in?
    
   **Response:** Good working condition

16. Is there a budgeted amount set for this project?
    
   **Response:** Yes, however it is not disclosed at this time.

17. Would the County be interested in buying off the State Council on Competitive Government (CCG) Contract?
    
   **Response:** Proposers may submit the CCG Pricing.

18. Is there a database associated with the film? If so, can we see a sample of the data?
    
   **Response:** No, there is no database.

19. Is the film blipped?
    
   **Response:** Yes, Single page blips.
20. Does the County have the original rolls of film or will scanning be done on duplicate copies?
   Response: Original.

21. Will there be an opportunity to inspect the film prior to the due date?
   Response: Yes.

22. If work can be completed in 14 to 21 working days will the County consider releasing all rolls at one time if vendor can provide access to reports?
   Response: Yes.

23. What software will the County use to search/view the images?
   Response: In house developed application called Tracknet+

24. Are the books separated by blip?
   Response: Blips separate single page images only.

25. Are there splices on the film? If so how many?
   Response: None.

26. Can a sample of the rolls or images on the rolls be provided?
   Response: No.

27. What turnaround time will be requested?
   Response: The turnaround time would be anywhere from 6 months to 1 year.

28. How would you describe the quality of the film?
   Response: Good.

29. Will the vendor be receiving the duplicate or original rolls of film?
   Response: Original.

30. Are the images on the rolls consistent i.e. all light or all dark?
   Response: Contrast varies.

31. What percentage of the 435 rolls of film are good and what percentage is poor?
   Response: 100% Good.

32. Do you know how many total cases will need to be indexed?
   Response: Unknown (need to take the number of rolls of film and multiply by the number of documents imaged to get a rough estimate).
33. On page 7 Section III Par. D regarding indexing information, will the only indexing requirements for all the 435 rolls be:

- Title
- Date
- Item

Response: Yes.

34. What format is the indexing information required, i.e. Text file, CSV, etc.

Response: Fixed Delimited text file.

35. Are the images single page images

Response: Yes

36. Paragraph O – What percentage of the images are duplex?

Response: 0%.

37. Our Data center is not in El Paso but in another Texas location, is this allowed.

Response: Yes, this is allowed (as long as the vendor has an established reputation).

38. Is onsite scanning acceptable? Anticipated scanning time is 1 week at 300 DPI, (31X reduction ratio).

Response: Yes.

39. Would you accept scanning the film into the Virtual Film environment to fulfill the OCR requirements?

Response: No.

40. Is the film Simplex or Duplex?

Response: Simplex.

41. What are the Index Books and the Miscellaneous Books?

Response: Commissioner’s Court Agenda and Minutes information.