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### ADDENDUM 1

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

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#### **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 carrier 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.**