



Development Customer Services Department

The Village of Oak Park
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Addendum for

REQUEST FOR PROPOSALS (RFP)

Document Imaging Services for Development Customer Services

Issued May 1, 2017

Due Wednesday June 14th, 2017 at 4:00 PM

1. The indexing portion of the job includes seven indices. Is there a spreadsheet with any or all of this information which the vendor could use to match and merge with the data, rather than indexing each field manually? **No, normally indexed by address**
2. What is the average number of pages per permit? **Varies, from 3- 30**
3. Could we view a sampling of the permits in order for us to get a better idea of the demands and specifications of the job before submitting our response? **Yes, visit office**
4. The RFP refers to 150 documents of D & E sized engineering drawings. Does the term "document" in this case refer to one drawing, i.e. 150 drawings total; or are there 150 multiple-page sets of drawings, each considered their own document? **150 drawings total**
5. The RFP is asking for a unit price per document. Is there a static number of pages within each permit document, or can it vary? **Varies** And if it varies, each document could conceivably have a unique number of images, and require varying amounts of preparation. How would we be able to provide a per-document price if the documents vary in scope of work? **Understood, perhaps provide pricing per box or weight.** Would an alternate pricing matrix suffice? **Yes** Such as detailing the price per image, price per hour of preparation labor, price per index field, etc.? **yes**
6. May we inspect ourselves? **No**
7. How did they come up with 10 boxes a month, and why? **Estimate**
8. What are the sizes, dimensions, and composition of the contents in said 10 boxes? **letter/legal size boxes**
9. Can we have the opportunity to do a brief on site evaluation/assessment? **Yes any time during business hours**
10. Document pickup is mentioned. Could onsite scanning be an option? **No**
11. Approximately how many documents are to be scanned? **10 boxes a month**
12. How are the documents bound (staples, clips, folders, Binders etc). How frequently are they bound? **The majority is bound.**
13. Will the Village of Oak Park provide the tools to import into Paper Vision? **We expect discs provided by you**
14. Will the import to Paper Vision happen onsite at the Village of Oak Park? **Yes by our IT**
15. Are you open to the vendor being in Houston? **Yes**
16. Can you depict the volume? Page count, linear inches or box count etc? **About 50-100 boxes per year**
17. Is there any pre-bid registration requirement? **No, see bid paperwork.**
18. Whether companies from Outside USA can apply for this (like from India or Canada)? **Yes**
19. Whether we need to come over there for meetings? **Yes**
20. Can we perform the tasks (related to RFP) outside USA? **No**
21. Can we submit the proposals via email? **Yes**
22. Does the Village want both a PDF/A and a Paper Vision output? **Yes**
23. What percentage of the pages will need to have both sides scanned? **Approximately 30%**



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24. What is needed for the statement of credit/ability to perform based on financial resources requirement?
Anything from a banking institution will be accepted and reviewed.
25. Do you need Document level identification? **No, everything must be searchable by addresses.**