



Request for Proposal (RFP) for Digital Imaging Services

Questions Submitted by Potential Proposers

Below is the grid for submitting questions regarding the Digital Imaging Services RFP. Proposers can submit their questions, and the Village of Oak Park will provide responses in a timely manner. Please follow the format outlined below when submitting your inquiries.

#	Question Submitted by Proposer	Date Submitted	Response from Village of Oak Park	Date of Response
1.	Your estimate for the number of pages?	Sunday, 3/23/25	480,480	Monday, 3/24/25
2.	Your estimate for the number of microfilm reels (16mm) and average number of images per reel.	Sunday, 3/23/25	30 mixed 16mm and 35mm 100' rolls	Monday, 3/24/25
3.	Your estimate for the number of multi-page files (PDFs?) to be indexed?	Sunday, 3/23/25	Approximately 26,420	Monday, 3/24/25
4.	Will out of state vendors be considered for award of this RFP?	Tuesday, 3/25/25	Yes, out of state vendors will be considered.	Wednesday, 3/26/25
5.	Will the village be acceptable if the vendor coordinated shipping through a third-party courier for transportation of the items to the vendor location for scanning?	Tuesday, 3/25/25	Yes, a third-party vendor for shipping is acceptable.	Wednesday, 3/26/25
6.	Will the village be acceptable if the vendor coordinated Are the scans to only be in Black & White or are you requesting certain items to be in Greyscale and Color?	Friday, 3/28/25	Greyscale and Color	Wednesday, 4/2/25
7.	Files that have staples and clips removed etc – are you expecting those to be rebound before returning to the township or just ensure they are all kept together?	Friday, 3/28/25	Expected to be rebound prior to being returned to the Village	Wednesday, 4/2/25
8.	If One-Sided and Two-Sided documents are contained in the same file do you want the blank pages removed from the PDF document?	Friday, 3/28/25	All blank pages to be removed	Wednesday, 4/2/25



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9.	Scanned documents and microfilm shall be loaded into the Village's document imaging system by the Vendor and verified to be openable. – Will we be given direct access to your Laserfiche so we can upload files daily into the proper sections for indexing? Will this be done by VPN access?	Friday, 3/28/25	Yes, direct access will be provided by VPN access.	Wednesday, 4/2/25
10.	What is the volume of documents and microfilm to be scanned? Can you provide any file cabinet drawer counts, shelf space measurement, any volume?	Wednesday, 3/26/25	Blue Ordinances: 7 cabinets, 5 drawers, 24 in., 200 PPI Minutes & Transcripts: 1 cabinet, 5 drawers, 40 in., 180 PPI	Thursday, 4/3/25
11.	You mentioned the Village would box the documents up prior to pick up. Would the standard letter/legal size "storage/banker's boxes be roughly a 1.3 cubic foot box?	Wednesday, 3/26/25	Yes	Thursday, 4/3/25
12.	How many boxes do you anticipate needing?	Wednesday, 3/26/25	128 or more boxes Review response #2.	Thursday, 4/3/25
13.	What type of microfilm do you have? 16 mm or 35 mm? Roll film or microfiche. Can you provide a sample image of the film as the variations of microfiche vary greatly?	Wednesday, 3/26/25	We do not have the machine needed to provide the sample image.	Thursday, 4/3/25
14.	Is the microfilm stored separately or is it mixed with the paperwork?	Wednesday, 3/26/25	Separately	Thursday, 4/3/25
15.	We do not offer DVD or USB media, would a downloadable packet labeled accordingly be acceptable.	Wednesday, 3/26/25	This is negotiable, an additional back-up source may be required	Thursday, 4/3/25



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16.	Page 8, 6. Is it to be determined yet if the original files are to be destroyed or returned to you after scanning?	Wednesday, 3/26/25	To be determined by the State of Illinois	Thursday, 4/3/25
17.	How many Total Boxes should we expect?	Thursday, 3/27/25	Approximately 128	Thursday, 4/3/25
18.	How many pages in each Box should we expect?	Thursday, 3/27/25	Approximately 276,480	Thursday, 4/3/25
19.	How many Indexes in one box should we expect?	Thursday, 3/27/25	Unknown	Thursday, 4/3/25
20.	Are we expected to scan at 300dpi as B&W?	Thursday, 3/27/25	Scans are preferred in original color	Thursday, 4/3/25
21.	Are we expected to return the boxes, or do you want us to shred the documents?	Thursday, 3/27/25	To be determined by the State of Illinois	Thursday, 4/3/25
22.	How many images in each Microfilm should we expect?	Thursday, 3/27/25	To be determined	Thursday, 4/3/25
23.	Are we expected to Index Microfilm at each Image level or at each Microfilm level?	Thursday, 3/27/25	At each microfilm level	Thursday, 4/3/25
24.	Is any known vinegar syndrome of the film?	Thursday, 3/27/25	No vinegar syndrome has been detected.	Thursday, 4/3/25
25.	Do you think the microfilm will need repair before scanning can happen?	Thursday, 3/27/25	We do not think repair will be necessary before scanning the microfilm.	Thursday, 4/3/25
26.	Will the existing 26,420 (or so) PDF's be indexed with same fields mentioned in the RFP or are these part of a different document collection? If so- what index metadata fields do you require?	Wednesday, 4/2/25	Only Village Board approved documents are indexed as described on page 4, section 4. Document Indexing.	Thursday, 4/3/25
27.	The 35 mm film is 8.5 x 14, can you confirm if these are plats, blueprints, etc. and what is the index criteria?	Wednesday, 4/2/25	Several documents include archived Village Board meeting	Thursday, 4/3/25



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28.	What type of files are contained on the 16mm roll film and what are the index requirements?	Wednesday, 4/2/25	<p>agendas, minutes, agreements, ordinances and resolutions.</p> <p>Several documents include archived Village Board meeting agendas, minutes, agreements, ordinances and resolutions; documents are indexed as described on page 4, section 4. Document Indexing.</p>	Thursday, 4/3/25
29.	Would you please estimate the number of pages (on average) per file if possible?	Wednesday, 4/2/25	<p>The summary of standard size pages are 480,480.</p>	Thursday, 4/3/25
31.	DVD's are problematic with our security team, they would prefer we deliver encrypted hard drives, would that be acceptable? If DVD's are unnegotiable we can most likely provide them but at a higher price.	Wednesday, 4/2/25	Yes, encrypted hard drives are acceptable.	Thursday, 4/3/25

Instructions for Submitting Questions:

- **Deadline for Submission:** All questions must be submitted by Friday, April 11, 2025. Questions submitted after this date may not be answered.



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- **How to Submit:** Please send your questions to clerkwaters@oak-park.us with the subject line “RFP for Digital Imaging Services - Question Submission”.
- **Response Time:** The Village of Oak Park will respond to questions within 2 business days. Responses will be posted publicly on this page, <https://www.oak-park.us/Building-Business/Request-for-Proposals>.