



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

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.
- **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>.