



Village of Oak Park, Illinois

Addendum No. 2 – March 22, 2019

Request for Proposals:
RFP-DCS-2019-Document Imaging
Issue Date: March 5, 2019
Due Date: March 29, 2019 at 4:00pm Central Time

The following questions and inquiries are addressed as follows:

General:

- 1. Will the Village pack up the materials and ship them to the vendor?**
No; the Village will not pack nor ship the material. The Village will allow your shipping subcontractor to pack and transport the materials. These costs should be included in your bid.
- 2. “It is indicated in the RFP that: Service providers shall provide an affirmative statement indicating that the firm and all assigned key professional staff have any applicable licenses to provide service in the State of Illinois.” Please indicate to us specifically what licenses are applicable to ensure we are complete.**
The Village is not aware of any known licenses required for the State of Illinois; No applicable licenses are required for this project.
- 3. Would the Village consider a portable hard drive for final delivery rather than DVD copies?**
Yes; the Village will accept portable hard drives and thumb drives for final delivery, in lieu of DVD copies.
- 4. You indicate in the RFP on p.7 “Vendor shall box the materials and transport to their facility for scanning purposes. The documents shall be maintained by the vendor in a secure fashion and location at all times.” Would the Village consider boxing the materials (with our recommendation for packing) and shipping them through FedEx as an option?**
No; the Village will not pack nor ship the material. The Village will allow your shipping subcontractor to pack and transport the materials. These costs should be included in your bid.
- 5. The RFP requires a completed copy of the Professional Services Agreement with the submission. Shouldn’t that be completed after the vendor has been awarded the contract?**
The Village’s policy is that we require only the successful bidder (bidder awarded the contract)

to sign the agreement, and only after Board approval, the Village Manager will sign it, authorizing the contract.

6. Does the Village of Oak Park have an approved budget? If so, what is the designated budget for this project?

Yes, the Village has an FY 2019 Board approved budget. This project falls under the DCS Permit Processing External Support account. Note that this amount (\$1,210,479) includes various other projects and responsibilities. Also, this project falls under the Police Department External Support account. Note that this amount (\$175,292) includes various other projects and responsibilities. The budget, CAFR, and other pertinent statements can be viewed at the Village's website at <http://www.oak-park.us/your-government/finance-department>.

7. Can a courier or secure traceable shipping service be used to transport the documents?

Yes, the Village will allow a courier to pack and ship all materials to your location for processing.

8. Does the work have to be completed in IL?

No, the Village will allow materials to be packed and shipped within the continental United States, and will be maintained based on the requirements in the RFP.

9. How many DVDs do you anticipate will need to be created for this project? We estimate 255 GB of data are possible for this project. If each original DVD was loaded with 4 GB of data 64 DVDs would be created x 4 copies = 256 total DVDs. If DVDs have to be segregated by address with date ranges the total number of DVDS could grow exponentially. Is it possible to load these images to an external encrypted hard drive instead of DVDs?

Correct; the Village will allow external hard drives to be utilized for delivery in lieu of DVDs. The Village does not have an estimate for the number of required DVDs.

10. Page 10, 6. Reference vs. Page 16, Attachment III. Staff Reference Form – Is the purpose of the staff reference form to check references for any member of a vendor's staff who will work on this project by contacting references from other projects they have worked on or are currently working on for the Vendor?

The purpose of the Staff Reference Form (Attachment III) is to check with the references of the company submitting the RFP, for prior completed works only. This does not include each individual member of the company. The Village may communicate with the submitted reference names in order to verify quality of prior deliverables.

11. On Page 8, item 5.a. How will the vendor load documents into the Village's document management system and verify they are openable? This would require the vendor have access to your system.

The bidder will not have any access to the Village computer system. The bidder will work with the Village's IT, DCS, and PD Departments to verify contents of the deliverables.

12. On Page 10, items 1 and 3 refer to costs per roll, cost per card of microfiche and cost per document for microfiche. Is cost per image acceptable?

Yes, the Village will accept a cost per image.

13. Is there a specific requirement for the shredding of the documents? Are there any required certifications, standards, etc.?

Upon completion of the project, upon written approval from the Village's Finance Department and coordination with the State Local Records Commission office in which obtains permission from the Illinois Secretary of State, the Contractor shall shred all files. The Contractor shall intern provide the Village a certificate that the said documents have been professionally destroyed.

14. We believe Attachment III Staff Reference Form was included in the RFP in error. We will not be providing staffing for this project. Could you review the form on p. 16-17 of the RFP and confirm whether or not it is required?

The Village is requesting three (3) references for the bidder's company, in order to verify quality of prior deliverables.

15. Can we pick up all the Microfilm and fiche within single visit? If no, how many documents state will provide in each visit?

Yes, you may pick up all papers, microfiche cards, and microfilm rolls at one time.

Microfilm:

1. What is the average number of pages per multipage document?

The Village is unable to determine that estimation. Materials are available to view in person.

2. What is the indexing / file naming information found? (on the document, in a consistent place, in a database?)

The addresses can be found on the individual document images. Additionally, several have information labeled on the outside box containing each reel.

3. What is the average number of characters in the file name?

The Village is unable to determine that estimation. Materials are available to view in person.

4. How many fields are to be indexed in these records?

Document Indexing: Each scanned microfilm must be searchable by lookup indices as follows:

a. For DCS

- i. Unique Sequence Number
- ii. Street Address
- iii. Street Name Prefix
- iv. Street Name
- v. Unit Number
- vi. Document Date

b. For PD

- i. Unique Sequence Number
- ii. Case Number
- iii. Date
- iv. Year

5. Is the film master or duplicate?

The Village is unable to determine that for all materials; we understand that majority of the materials are master.

6. Is the film positive or negative?

The Village is unable to determine that estimation. Materials are available to view in person.

7. What is the content of the film?

The content includes, but is not limited to, building permits, police records, plot of surveys, construction documents, applications, etc.

8. Is the film blipped or targeted? Denoting the start of a new document.

The Village is unable to determine that estimation. Materials are available to view in person.

9. Do you need grayscale or bitonal images?

The Village only will require black and white (greyscale) images.

10. Is any content handwritten?

Yes, there are images with hand written content.

11. Will images from one microfilm roll ever be combined with images from another roll?

The Village is unable to determine that estimation. Materials are available to view in person.

12. Where are the microfilm indexing fields located? On the film case? One the first page of each document? On subsequent pages in a multipage document? Or a combination? If indexing fields are on the content pages, are they easily identified in a consistent format?

The indexing fields can be found on the individual document images. Additionally, several have information labeled on the outside box containing each reel. A various combination of location of indexing fields exists for each microfilm roll. The Village is unable to determine that estimation of consistent formatting.

13. What is the condition of the microfilm? Has any deterioration been noticed?

Old microfilm has some deterioration (for example from the 1930s).

Microfiche:

1. It appears that the fiche is jacketed, however confirming that this is all the type of microfiche, that shown in the pictures?

The Village has multiple versions of microfiche including jacketed and non-jacketed.

2. Is there only ever one multipage document per fiche, or could there be multiple documents per fiche?

The Village is unable to determine that estimation. Microfiche cards range in image count from 1 – 60.

3. Where is the indexing information found: always in the header? In the documents?

The Village notes that several microfiche cards are labeled across the top of the card. Additionally, information may be found in the document themselves.

4. What is the number of characters per index/file name?

The Village is unable to determine that estimation. Materials are available to view in person.

5. What percentage of the collection includes 35mm frames?

The Village is unable to determine that estimation. Materials are available to view in person.

6. Are the fiche ever intermixed with 16mm and 35mm frames in one fiche?

The Village is unable to determine that estimation. Materials are available to view in person.

7. How often are staples found in this collection?

Staples are only found in the two (2) banker's boxes of papers. There should be no staples in microfiche cards.

8. How often are case notes/envelopes found in this collection?

The Village notes that case notes and envelopes appear sporadically throughout.

9. What kind of microfiche: COM, Step and Repeat, Jackets?

The Village is unable to determine that estimation fully. The Village notes we have jacketed and non-jacketed microfiche. Materials are available to view in person.

10. If you don't know the kind, how many frames per fiche?

The Village is unable to determine that estimation. Microfiche cards range in image count from 1 – 60. Materials are available to view in person.

11. Is fiche master or duplicate?

The Village is unable to determine that for all materials; we understand that majority of the materials are master.

12. Is film all positive, all negative or mixed? Can you provide estimates?

The Village is unable to determine that estimation. Materials are available to view in person.

13. What is the content on the fiche?

The content includes, but is not limited to, building permits, police records, plot of surveys, construction documents, applications, etc.

14. Are there multiple documents per fiche, or is it one document that is multipage?

The Village is unable to determine that estimation. There is more than likely a combination of both instances. Materials are available to view in person.

15. Are all frames the same size? Or could the fiche include 16mm and 35mm frames?

The Village is unable to determine that estimation. There is more than likely a combination of both instances. Materials are available to view in person.

16. Do you need grayscale or bitonal images?

The Village only will require black and white (greyscale) images.

17. Is any content handwritten?

Yes, there are images with hand written content.

18. On Page 7, item 2.a. Does “verifying building address” refer to the index capture process to ensure the address is captured exactly how it appears on the document or something else?

The building address verification is to confirm that the correct address is labeled on the document(s). This does not refer to the method or process to which the bidder uses to verify the address.

19. Will images from multiple microfiche be combined into one PDF?

Imagines may only be combined into a single PDF file as it pertains to a single property address.

20. Where are the microfiche indexing fields located? On the title bar? On the first page of the document? On subsequent pages in a multipage document? Or a combination? If indexing fields are on the content pages, are they easily identified in a consistent format?

The indexing fields can be found on the individual document images. Additionally, several have information labeled on the outside drawer containing each card. A various combination of location of indexing fields exists for each microfiche. The Village is unable to determine that estimation of consistent formatting.

21. What is the condition of the microfiche? Has any deterioration been noticed? Has it been well used?

The Village is unable to determine estimation of deterioration for all material. As shown in the photos, microfiche cards are held in the large filing cabinet.

22. Is the microfiche archival/original fiche or duplicates?

The Village is unable to determine that for all materials; we understand that majority of the materials are archival and original.

Paper:

1. What is the indexing or file naming instruction?

Document Indexing: Each scanned paper must be searchable by lookup indices as follows:

a. For DCS

- i. Unique Sequence Number
- ii. Street Address
- iii. Street Name Prefix
- iv. Street Name
- v. Unit Number
- vi. Document Date

b. For PD

- i. Unique Sequence Number
- ii. Case Number
- iii. Date
- iv. Year

2. Where is this information found: on the file folder tab?

The indexing fields can sometimes be found on the individual documents, a folder tab, or label for a bundle of documents. A various combination of location of indexing fields exists for each paper and groups of papers within the banker's boxes.

3. How many characters/fields to be indexed?

The Village has not set the maximum number of characters, but should include all the indices listed in accordance with the RFP.

4. What is the condition of the microfilm and microfiche? Has any deterioration been noticed?

Old microfilm has begun to deteriorate (from the 1930s for example).

5. Do we need to provide the digitized documents in specific folder structure?

The Village requires only a digital format with the required labeled indices. They do not have to be grouped in subfolders.

6. What is the ratio of microfilm and microfiche?

The Village is unable to determine that estimation. Roughly over 800 microfilm rolls and roughly over 29,200 microfiche cards are located between Development Customer Service and Police Departments.

7. Can you please provide us a pricing format to enable us to give you pricing as per your requirement?

Pricing format can consist of costs per roll, cost per card of microfiche and cost per document for microfiche; the Village will also accept cost per image.

8. Is there any specific time frame is the conversion to completed?

There are various deliverable checkup dates with the Village throughout the term of the contract. The contract and agreement are also renewable for two additional years after being awarded the first.

9. Do we need to apply any naming convention to files?

Yes, please utilize the format as described in the RFP. Indexing requirements are similar to microfiche and microfilm standards.

10. Is this a new requirement? If not, can you please provide the name of the current Vendor, the current contract value and eligibility criteria to re-compete?

The Village does not currently have an approved vendor selected for this project. There is a new contract and agreement to be approved by the Village Board for one year with the option to renew for two (2) additional years.

11. Are papers sturdy and suitable for high speed auto-feed scanning (no onion skin, thin, brittle/fragile paper, all under 11x17)?

The Village is unable to determine that estimation. Materials are available to view in person.

12. Are any of the papers double sided?

There may be a couple of double sided papers. The papers in the boxes are mainly drawings and plans that are one sided.

13. Do the documents require prep, staples and clips removed?

Yes, as indicated, the bidder will be responsible for all activities required in processing the documents.

14. Do documents need to be reconstructed after scanning?

After document imaging services are complete, the bidder will be responsible for the deliverables and proper shredding of materials as in accordance with guidelines in the RFP. To include working with the Village's Finance Department, IT, and obtaining the State of Illinois certificate that all physical materials were properly destroyed.

15. What type of PDF/A is required (1a, 1b, 2a, etc.)?

The Village only requires regular PDF formats similar to the RFP and Addendum uploaded online.

16. Based on the pictures it appears that all of the paper documents are in file folders? Is that true? If not, will each page be one PDF?

Not all paper documents are in file folders. Some papers can be grouped together into one PDF file, if they are grouped by the same indexing requirements.

17. Where are the paper document indexing fields located? On the file tab? On the first page of the document? On subsequent pages in a multipage document? Or a combination? If indexing fields are on the content pages, are they easily identified in a consistent format?
A combination exists for the indexing fields locations. This also includes finding information on the content pages. Indices may not be identified in a consistent format.

18. Do any of the paper documents require color scanning?

The Village only requires black and white colors for the paper documents.

19. Will there be one index record per paper file folder?

There will be one index record per paper file folder if the contents all relate to the same address location.

Development Customer Services Department (DCS):

1. Do you have one banker's box of 4" roll format – which is typically 16mm microfilm? Can you confirm this is microfilm and not microfiche?

DCS has both 16mm and 35mm microfilm rolls. Additionally, DCS has roughly over 29,000 microfiche cards with images ranging from 2-60 images per card.

2. If microfilm, are the rolls 16mm or 35mm?

DCS has both 16mm and 45mm.

3. If yes, do you know how many rolls?

Roughly (x26) 35mm and (x63) 16mm rolls

4. What is the estimated number of images per roll?

The Village is unable to determine that estimation. Materials are available to view in person.

5. Do you have one filing cabinet of 4x6" microfiche cards?

Yes, as indicated in the photos.

6. Do you know how many microfiche cards total?

DCS estimates roughly over 29,200 microfiche cards.

7. How many images/card?

DCS estimates 1-60 fiche images per card of varying sizes.

8. If no to the quantity, what is the measurement of the file cabinet/number of drawers/depth of drawers so we can estimate?

DCS estimates roughly 10 drawers; roughly 750 cards per half column per drawer; total microfiche card count estimation is roughly over 29,200 cards.

9. Are the microfiche “jacket fiche”?

Yes, many microfiche cards are jacketed, but not all cards.

10. How many rolls are in the Banker's box

DCS estimates roughly (x26) 35mm and (x63) 16mm rolls.

11. Do you know the length of the rolls?

The Village is unable to determine that estimation. Materials are available to view in person.

12. Is it 16mm or 35mm film?

DCS has both 16mm and 35mm microfilm rolls.

13. How many microfiche are in the filing cabinet?

DCS estimates roughly over 29,200 microfiche cards.

14. The average number of images in a sheet of microfiche?

DCS estimates 1-60 fiche images per card of varying image sizes.

15. Is there one Sequence Number, Address, Unit and Date per microfiche. If not what is the average number?

Many of the microfiche cards have addresses across the top of the card. Some cards are grouped (for example 1 of 4 to 4 of 4). There sometimes exists a combination of microfiche sequence numbers, addresses, etc. per card to include, in the document contents.

16. If the files are on fiche, what is meant by removal of staples, pulling paper clips, segregation of documents excluded from scanning?

There should be no staples in microfiche cards. There is a possibility that several cards may be separated with blank cards with index labels for groupings.

17. Are there paper files to be digitized as part of this RFP?

Yes.

18. What is meant by verifying building address?

The building address verification is to confirm that the correct address is labeled on the document(s). This does not refer to the method or process to which the bidder uses to verify the address.

19. What is the Unique Sequence Number- where is it located on the fiche? Is it located on each document?

The unique sequence number is a combination of characters that display the index requirements. The location varies for each document.

20. Is the Street Address, Street Name Prefix, Street Name, unit number on the title strip of the fiche?

Many microfiche cards have indexing information across the top title strip.

21. Do all the images in a fiche or set of fiche (multiple fiche per address) go into a single file?

Separation of files should include the separation of addresses. Microfiche cards may contain various addresses for the images on a card.

22. If so, where do we find the date?

The date information can be found in a combination of places, not limited to: the title strip, in the document contents, or in blank separator cards between the microfiche cards.

23. Do we need to separate the images from the fiche into separate documents by date?

Separation is encouraged for separate address locations. Please see the indexing requirements for more information in the RFP.

24. How many rolls are in the Banker's box

DCS estimates roughly (x26) 35mm and (x63) 16mm rolls.

25. Do you know the length of the rolls?

The Village is unable to determine that estimation. Materials are available to view in person.

26. Do you know how many of the microfiche are 16 mm vs 35 mm for DCS?

The Village is unable to determine that estimation. DCS estimates roughly over 29,200 microfiche cards with various fiche imagine sizes ranging from 1-60 images per card. Materials are available to view in person.

27. On page 7-8, item 4.a. Define lengths and index field properties (i.e. alphanumeric, numeric only, etc.) for:

1. Unique Sequence Number for DCS
2. Street Address
3. Street Name Prefix
4. Street Name
5. Unit Number

Will there be one index record per microfiche? If not, what is the average number of images per index record? The format for index field properties can include alphanumeric characters. DCS has not set the maximum number of characters, but should include all the indices listed in accordance with the RFP.

Police Department (PD):

1. You describe that you have microfiche – 4" roll format, which is typically 16mm microfilm – can you confirm that it is microfilm, not microfiche?

This is microfilm; all on reels.

2. Do you know the number of rolls?

There are approximately 795 reels.

3. Do you know the length of rolls?

146 are simplex w/2K images/roll; 649 are duplex w/ 6K images/roll approximately 100 feet

4. Are the rolls 16mm or 35mm?

16mm

5. What is the estimated number of images per roll?

Simplex w/ 2K images/roll; duplex w/ 6K images/roll

6. How many rolls are there?

Approximately 795 reels at roughly 100ft/roll.

7. How many Sequence numbers / Case Numbers on average are on a roll?

146 are simplex (w/ 2K images per roll); 649 are duplex (w/ 6K images per roll).

8. If the files are on 16mm roll microfilm, what is meant by removal of staples, pulling paper clips, separating necessary roll packaging, segregation of documents excluded from scanning?

Only if paper is inside the box of the reel.

9. What is the Unique Sequence Number- where is it located on the 16mm film?

The sequence number is on the outside of the box of the microfilm.

10. Is it located at the beginning of each case?

No; it varies for every roll.

11. Does the Case Number appear in the same location on each file?

No; it varies for every roll.

12. Is it on the first page of each file?

No; it varies for every roll.

13. Does the Date and Year appear in the same location on each file?

No; it varies for every roll. The label is on the outside of the box for the reel.

14. How many rolls are there?

There are approximately 795 rolls.

15. How many Sequence numbers / Case Numbers on average are on a roll?

Varies greatly; can be anywhere from 1-80 cases on a roll.

16. On page 7-8, item 4.a. Define lengths and index field properties (i.e. alphanumeric, numeric only, etc.) for:

1. Unique Sequence Number for PD
2. Case Number

Will there be one index record per microfiche? If not, what is the average number of images per index record?

PD has microfilm rolls; approximately 2,000 for simplex rolls and roughly 6,000 for duplex rolls. The format for index field properties can include alphanumeric characters. PD has not set the maximum number of characters, but should include all the indices listed in accordance with the RFP.

17. How many average images are on each 16 mm roll of microfilm? Length of film (100 ft, 130 ft or 215ft)?

146 are simplex (w/ 2K images per roll); 649 are duplex (w/ 6K images per roll); average estimation 100 feet per roll.

18. How many average images are on each 35 mm roll of microfilm?

The Village is unable to determine that estimation. Materials are available to view in person.

19. Is the microfilm archival/original film or well used film?

Original microfilm; the old reels have begun to deteriorate.

20. Will there be one index record per microfilm? If not, what is the average number of images per index record?

No, there will be multiple index records of microfilm per roll. The number of cases are labeled on the outside of the reel box.