THE COUNTY OF GALVESTON

RUFUS CROWDER, CPPB
PURCHASING AGENT

722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

June 30, 2010

RE: ADDENDUM #1
RFP #B101061, Back-File Conversion Services for the District Clerk

Dear Proposers,

This Addendum #1 is issued to provide written response to questions raised regarding the above mentioned Request for Proposal.

As a result of the questions regarding RFP #B101061, Back-File Conversion Services for the District Clerk, the following information is being provided to aid in preparation of your proposal.

Question: ***Does the vendor need to provide the CIO form along with the bid or just prior to a potential award?***

Response: If the question is regarding the CIQ form, this needs to be filed with the Galveston County Clerk per the instructions on page 9 of the General Provisions, Section #37, Conflict of Interest Disclosure Reporting. Do not return this form to the Purchasing Agent. This was only given as a courtesy.

Question: ***What is the deadline for question submission? Will there be time for a second round of questions based upon the results of the first?***

Response: The deadline for questions is July 1, 2010 at 12:00 noon as stated on page 3.1 of the proposal. It is not anticipated that there will be time allotted for responses to questions.

Question: ***Can the process of seeking "qualified vendor status" be done after the initial intent to award and before the execution of the contract?***

Response: Yes, however it is recommended that all documents pertaining to vendor qualification be submitted with your initial proposal.

Question: ***Will it be required that all microfilm and paper be scanned on site at the County?***

Response: Yes, please see page 3.5, Section 3.4.2.7 of the RFP.

Question: ***How much space is available at the County and what are the operating times available?***

Response: Approximately 25 ft. x 40 ft. of space is available. Operating time is 8:00 a.m. - 5:00 p.m., Monday-Friday.

Question: ***Section 3.4.2 Will the County be inserting all of the required document separator sheets as outlined in the Taxonomy Schedule? Will the county just be identifying just document types or document class as well?***

Response: Yes, the County will be inserting all of the required document separator sheets. The County will identify both as provided in appendix "B".

Question: ***Will the vendor be required to physically import all images and indexes into the Tyler system or just have them formatted properly so that a County or Tyler employee will import them?***

Response: Vendor will perform this task.

Question: ***If the vendor is required to import them, what is the process from Tyler that will allow this to happen?***

Response: A meeting will be arranged between selected vendor and Tyler to identify the process.

Question: ***How will the County QA the project deliverables? Will this be done from within Odyssey?***

Response: Understanding QA means quality assurance, QA will be random review. Images will be randomly reviewed in Odyssey.

Question: ***Section 3.4.3 It indicated that the County will be responsible for "pre-preparation" of the files. What are all of the tasks the County will be providing?***

Response: County will organize case files into groups.

Question: ***Section 3.4.6. The County has indicated a 2 to 3 day turnaround criteria once files are in our possession. What is the entire timeline to completion of the project? How many files does the County feel it will be able to prepare on a daily basis?***

Response: See section 3.5.10. The county will prepare a very large number of documents to be scanned in advance of the project start date.

Question: ***Will the boxes be able to be re-used?***

Response: Yes.

Question: ***Section 3.4.12 item 3 indicate a TIFF 6.0 format for black and white documents and a compressed method for grayscale and color. What is the preferred or required format for the Odyssey application?***

Response: Section 3.4.12 identifies black and white format is TIFF 6.0 and compressed method for color documents.

Question: ***What document types are required to be scanned in color, grayscale, bitonal etc?***

Response: Document types to be scanned in color will be determined during project.

Question: ***Section 3.4.13 Indicates that all necessary indexes values will be bar coded onto the document sheets. Who will be responsible for creating the bar code sheet with the indexes? Is this information currently stored in a database that can be accessed? Will missing index fields need to be manually keyed or extracted?***

Response: The vendor will create the bar code sheet. No. All index values must be keyed.

Question: ***FILMED DOCUMENT SPECIFICATIONS:***

- ***What is the type and style of the microfilm?***
- ***Will the microfilm need to be document identified and indexed as the taxonomy business rules indicate. Please comment on indexing and document identification efforts.***

Response: For the type and style of microfilm, please refer to Appendix "A" located on page 3.14. Yes, the microfilm will need to be document identified and indexed as the taxonomy business rules indicate. Imaging of the microfilm is optional task, see Appendix "A" figure 1.

Question: ***Does the County have a preferred time frame to complete the scope of work?***

Response: We request the vendor to propose a time frame to complete the work.

Question: ***Does the County have a second set of film for this effort that could be taken off-site to digitize?***

Response: No.

Question: ***Please provide a list of the content fields or a sample of the MS Excel sheet mentioned in 3.4.4.2.***

Response: See page 3.16, Appendix B: District Clerk: Criminal & Family Records Taxonomy in the RFP document.

Question: ***Will the County be able to provide 300 - 600 square feet of air conditioned work space adjacent to the case files to be converted?***

Response: The County will provide an air conditioned space that is approximately 25 ft. x 40 ft.

Question: ***Will this on-site work space have ample power and internet access?***

Response: This space has six (6) internet and six (6) power outlets.

Question: ***Will the County files be delivered to the conversion vendor with a barcode?***

Response: No.

Question: ***Does the County have an electronic list of all files to be converted? And does the file contain all necessary index points to allow for automated indexing via a barcode?***

Response: No.

Question: ***What hours will the on-site county space be available for the vendors operation?***

Response: Monday through Friday, 8:00 a.m. – 5:00 p.m.

Question: ***Will the County entertain an alternative proposal where the documents are taken off site and they will remain within Texas less than 250 miles from Galveston?***

Response: No.

Question: ***In section 3.4.2.5 it is stated that the vendor will pick-up and transport the document to the scanning site. Is the site located in the District Clerk office(s), at another location close to the District Clerk office(s) or is this referring to the selected vendor's facility?***

Response: All work is expected to be done on site in a space that is approximately 25 ft. x 40 ft.

Question: ***In section 3.4.2.7 the vendor is to provide equipment and service on-site. Please clarify the location where services will be performed.***

Response: All vendor services are to be conducted at 600 59th Street, Third (3rd) floor, Galveston, Texas 77551.

Question: ***What are the dimensions (square feet) of the space that will be provided to the vendor for conversion, if on-site?***

Response: The space is 25 ft. x 40 ft.

Question: ***What are the hours of operation of the District Clerk office and what hours will the vendor be permitted access to the conversion site and documents in the RFP?***

Response: The hours of operation are 8:00 a.m. – 5:00 p.m. Monday – Friday.

Question: ***Must a representative of the District Clerk office remain with the documents during conversion to maintain chain of custody? Will the vendor be responsible with providing the custodian with a work area?***

Response: No, the vendor is expected to conduct all work at 600 59th Street, Suite 4001, Galveston, Texas 77551.

Question: ***In the event of a hurricane, will the vendor or the District Clerk's Office be responsible for securing the documents?***

Response: In accordance with District Clerk procedure documents shall be secured by District Clerk personnel.

Question: ***What is the average number of pages per (a) Civil Case, (b) Criminal Case and (c) Family Law Cases?***

Response: The individual page counts are not known at this time. Please see Appendix A, page 3.15 for document count information.

Question: ***What is the number of characters for the three most common index values and for:***
(a) Civil Case
Cause No.
Style
Date (10 digit or short date format)
(b) Criminal Case (if different)
Cause No.
Style
Date (10 digit or short date format)
(c) Family Law Cases (if different)
Cause No.
Style
Date (10 digit or short date format

Response: This information is not known.

Question: ***Is the index information on the forms typed, handwritten or a combination of both?***

Response: There is no index information on the forms.

Question: ***Is there a target completion date/timeframe for the project? (2, yrs, 1 yr, 6 months, etc)***

Response: No, we expect the vendor to offer a suggested time to complete the project.

Question: ***Is the film original or is it a silver duplicate or a diazo duplicate?***

Response: The film is an optional item and will not be part of this work.

Question: ***Is the numerical character on the image? If the numerical character is not on the image, does the County want the numerical characters in the deliverable?***

Response: This is optional work and will not be part of this project.

Question: ***Was this media filmed on a planetary or rotary camera?***

Response: This is optional work and will not be part of this project.

If you have any further questions regarding this RFP, please address them to Rufus Crowder, Purchasing Agent via e-mail at rufus.crowder@co.galveston.tx.us, via fax at (409) 621-7997, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

Rufus Crowder, CPPB
Purchasing Agent
Galveston County