

**Digitization RFP questions received prior to 5 p.m. on 4-13-12:**

1. Do you want microfilm images cropped to the frame?

*Yes, we prefer no borders when possible but the scale has to be part of the image when available.*

2. Can the sizes in one document vary?

*Yes, they can be anywhere from 11x17 to 36x48.*

3. When the vendor receives them they are intermingled?

*Yes.*

4. For Record Format 2 – Task #3 – What is the final document preparation?

*In record Format 2, DBI would like to get all of the documents back the same as when they were submitted to the vendor, in the same order and stapled back together. If they are sent over in a box, we would like the same records back in the same box.*

*In record Format 1, the vendor can discard current plans 90 calendar days after the Department approves the project. The plans are not returned to the Department.*

5. For Record Format 2 – Will DBI index the documents?

*DBI will do most of the indexing for the microfilm rolls, the documents are too old to have the permits in our current database and the vendor will not have enough information from the scanned documents to complete the indexing.*

6. Can you explain the HRC Requirement for the 35% Good Faith Efforts?

*If the proposer provides 35% more than the LBE subcontracting goal required, they do not have to show that they made a good faith effort to find LBE subcontractors. For example, if a proposer exceeds the 20% goal above by committing 27% to LBEs they are exempted from the Good Faith Effort requirements.*

7. Can you confirm LBE Contracting? 25% for Record Format 1 and 25% for Record Format 2 seems rather high.

*Yes, the LBE requirement is 20% for Record Format 1 and 10% for Record Format 2.*

8. What is the dpi and output (image type) for roll film?

*It is a minimum of 200, but could be up to 600 depending on the quality of the film.*

9. Are the frames on roll film 1 up or 2 up?

*The rolls are mixed.*

10. Is the roll film blipped?

*Some of them could be blipped. In addition, we have about 160 rolls that do not have frame separators.*

11. Is the roll film simplex or duplex?

*Both.*

12. What is the quality of the roll film?

*It varies, some of the older rolls are not very good quality.*

13. Does the roll film have target sheets on it that separates the documents?

*The newer rolls do, but the older rolls do not.*

14. How many rolls of each type of film does the Department have?

*1,200 rolls of 16mm microfilm and 3,500 rolls of 35mm microfilm.*

15. How complete is the database that will be supplied to the vendor?

*For Record Format 1, all of the records will be in the database.*

*For Record Format 2, most of the records will not be in the database.*

16. In RFP Attachment V, the prep is outlined but we would like to know what extent of prep is required for the paper docs – staple removal etc?

*For paper documents: some staple removal, taping, and reordering of documents may be required. The documents must also be stapled back together after scanning.*

*For rolls of films; return all film in corresponding labeled box.*

17. Are you planning to move your data into an online hosting review tool?

*There are no immediate plans to move the data.*

18. What file format do you want returned to you?

*In Record Format 1, PaperVision Format.*

*In Record Format 2, a TIF file, for indexing using PaperFlow and PaperVision for final input.*

19. What are the fields to capture (doc date, title, etc.)?

*There are lists in Attachments V and VI for both File Formats.*

20. Timeframe?

*In Format 1, we work on one month at a time.*

*In Record Format 2, it will depend on how the process is set up in the contract, we will want to receive and review documents on a regular basis.*

21. Are we using your FTP or do we provide one?

*Database is loaded into our FTP site for the vendor to retrieve.*

22. Are we scanning into PaperVision system?

*Yes, for Record Format 1. Indexing should be using PaperFlow software.*

*No, for Record Format 2. Final input will be PaperVision.*

23. If not, how do you want TIF images and metadata formatted for upload into the PaperVision system?

*A TIF image will allow the Department to do all of the required indexing before the files are uploaded into the PaperVision system.*

24. Are you doing the upload?

*Yes, the Department will do the upload.*

25. Can we do the scanning outside the Bay Area?

*Yes, provided the documents can be returned to the Department within a 24- 48 hour period if the Department needs the hard copies back before they are scanned and approved.*

26. Can we key off shore?

*Yes.*

27. What is "add scale to each 35 mm image as needed"?

*It is a ruler, a drawing scale, that is added to each plan image.*

28. Pickup delivery "as needed", can we schedule it as once a week pick up?

*The Department would like to leave it as needed, pickup will probably not be needed on a weekly basis.*

29. How long do we store documents after storage? Do you recycle?

*In Record Format 1, the documents need to be stored for 90 calendar days after the projects are approved, then can be discarded or recycled by the vendor.*

*In Record Format 2, all of the film and boxed paper documents need to be returned to the Department the same as when they were submitted to the vendor, in the same order, box, and format.*

30. Is the application number the primary index value?

*Yes*

31. How are we going to be able to separate the frames if there is no target sheet separating the frames?

*There should be an application number at the beginning of each set of documents on the rolls and there will be a notation of how many pages are in that document. The vendor may need to count the pages to ensure they have them all, and look for the next application number to see the next document.*

32. How do you want the paper documents returned to you?

*For Record Format 2, they need to be returned the same way, in the same order, that the vendor received them.*

33. We are a current and active vendor with the City. Are we required to submit documents currently on file? Specifically the forms listed in RFP Attachment III, such as IRS Form W-9; Business Tax Declaration; HRC Form 12B-101 (Declaration: Nondiscrimination in Contracts and Benefits); Minimum Compensation Ordinance Declaration; and the Health Card Accountability Ordinance Declaration?

*Current vendors in good standing are not required to submit documents that are already on file. Any vendors selected for a contract will need to provide a current proof of insurance.*

34. RFP Attachment II: LBE Forms instructs to submit two (2) copies of each Form (Form2A-HRC; Form 2B-HRC; Form 3-HRC; Form5-HRC) with each proposal. Does this mean submission of a total of 4 copies if we are responding to both Record Format 1 and Record Format 2 of the RFP?

*Yes, you should submit 2 copies for each Record Format that you are proposing to do the work.*

35. Per the RFP it appears that is not any indexing for the 250 boxes of paper nor the roll film other than naming at the box or roll number. Is this correct? If not, how are these to be indexed & where would we find this information?

*Most of those documents are not in our current database system and can not be indexed further than the application number on the first page of every document. The Department will do the rest of the indexing and upload the documents into our PaperVision system.*

36. In regards to the 250 boxes of documents:

a) Are the documents in folders or are they just loose in a box?

*They are loose in a box.*

b) How do you determine where one file ends and the next one starts?

*Files should be stapled together.*

c) If the documents are kept in the same order as received, do the pages need to be restapled? (this increases the cost considerably)

*Yes.*

d) Do you want the final output in single-page tiffs or multi-page tiffs? If multi-page, would the break be by document or by file?

*Multi-page TIFF file, the break will be by application number.*

37. In regards to the microfilm:

a) Are original rolls available or only used duplicate rolls?

*We have original silvers available, if needed.*

b) If you have original film, are there many splices?

*Unknown.*

c) What reduction ratio is the film?

*Unknown.*

d) How many rolls can the vendor take at one time?

*One storage box at a time.*