


ADDENDUM NO. 4

DATE: August 16, 2017

TO: All Potential Proposers 

FROM: Julie Smith Maxwell, Procurement Specialist

SUBJECT: Addendum No. 4 – Digital Processing of Microforms

BIDS TO BE OPENED: August 25, 2017, at 11:00:00 a.m. Eastern Time

This addendum is being published to respond to questions asked by potential proposers regarding the above-referenced Request for Proposals. This addendum becomes a part of the Contract Document and modifies the original specifications as noted.

Question 1: Page 1, II. RFP Timeline – The deadline for questions is Friday August 18th and Proposals must be delivered by 11 AM on August 25th.

- a. How quickly will responses be available to everyone?
- b. Is it possible that the proposal deadline could be extended?

Response:

- a. Generally addenda are posted within 48 business hours after questions have been reviewed. Depending on the complexity of the questions, this may take more or less time.
- b. No. The City does not intend to extend the deadline for proposals.

Question 2: Page 5, V. Scope of Service – The indexing example provided for the aperture cards contained an 88 character “working title” which included a date created.

- a. Are indexes only used to rename the .PDF file?
- b. If a separate file is required, what is the file format?
- c. What are the minimum/maximum/average sizes of indexed fields?
- d. Do original aperture cards contain punched data?
- e. Does the index information currently exist in any electronic form?

Response: If there is a character limit, please add a truncated or condensed version of the “description” field into the file name. The working title order has been revised. Please see the

attached card indexing guide, which places the “master file no.” and the “index card no.” first in the file name, with the “description” field last since that data is most critical in the file name. A summarized description field is acceptable to keep characters to a minimum.

- a. The renamed pdf files should be named according to which drawer they are contained , division tabs or subcategory within the folder, and by card or jacket name. The index will be taken directly from the physical filing cabinet, subcategories within, and the actual card or jacket information. Please see revised indexing examples.
- b. No separate files are required. The City only requires one (1) pdf file per record image.
- c. Most, if not all, aperture cards contain 35mm sized images consisting of original camera captures of letter and legal size paper documents and maps up to 24 x 36 inch size.
- d. There is no punched data on any records.
- e. No. Please see revised indexing example for cards and microfiche.

Question 3: Page 5, V. Scope of Service – The indexing example provided for the aperture cards did not appear to be a punched card.

- a. Do some or all of the original aperture cards contain punched data?
- b. Does the condition of the cards allow this data to be read?
- c. What information was captured?

Response:

- a. There is no punched data on any records.
- b. Yes. The cards have been well-maintained.
- c. Information captured are legal documents typically including maps, plans sheets, and other engineering, surveying, or architectural style drawings.

Question 4: Page 5, V. Scope of Service – The indexing of records is to be modeled after the City’s current indexing system, but no example was provided for microfilm/microfiche.

- a. Can an example be provided for all microform types?
- b. How many indexes are required per filmstrip or jacket?
- c. What are the field contents and minimum/maximum/average sizes?
- d. Does the index information currently exist in any electronic form?

Response:

- a. Yes. The City will provide an example.
- b. One (1) index per filmstrip jacket.
- c. Microfiche contain 16 mm and 35 mm sized images consisting of original camera captures of letter and legal size paper documents and maps up to 24 x 36 inch size. The microfiche jackets are approximately 4 x 6 inch size and can contain up to 60 separate images per jacket.

- d. No. Please see revised indexing example for cards and microfiche.

Question 5: Page 5, V. Scope of Service – Addendum 2 indicates that there are approximately 800 jackets of removable microfilm and that the filmstrips have a variable number of images.

- a. What is the total number of filmstrips?
- b. What is the mix of 16mm and 35mm microfiche cards?
- c. How many indexes are required per filmstrip or jacket?

Response:

- a. After re-evaluating these particular jackets, it appears they may be handled in the same manner as all other microfiche jackets. It was originally thought that they would need to be taken apart, but that does not seem to be the case.
- b. The overall collection of all microfiche can contain a mixture of both 16 mm and 35 mm images contained within one jacket. There is not an accurate count of 16 mm or 35 mm images.
- c. One (1) index per jacket with the images numbered sequentially from top to bottom and left to right. See microfiche indexing example.

Question 6: Page 14, 7.2 – Submission Information.

- a. Can the proposal package be hand delivered by the proposer?
- b. If so, what is the procedure to access the building/office?
- c. Can the City provide a confirmation receipt for hand delivered packages?

Response:

- a. Yes.
- b. The City County Building is a public access building located at 400 W. Main Street; Knoxville, Tn. Proposers hand delivering submissions are encouraged to account for parking and security delays. No late submissions will be accepted.
- c. Yes.

Question 7: Page 16, VIII. – Evaluation Criteria. How will the following be weighted when factored into the evaluation criteria?

- a. “It is the City’s preference that on-site scanning be used”
- b. Status as of:
 - Diversity Business Enterprise (DBE)
 - Minority-owned (MOB)
 - Women-owned (WOB)
 - Service-disabled veteran-owned (SDVO)
 - Small businesses (SB)

Response:

- a. Per page 16 of the RFP, this will be involved in the evaluation criteria noted as “Proposed Solution for Security of Records- 20 points: Please include proposed location for services provided.”
- b. Per the State of Tennessee Office of the Attorney General (No. 13-92), the City is not permitted to give preferences based on these factors. Therefore, they have no consideration in the evaluation of proposals.

END OF ADDENDUM NO. 4

Indexing Example

Current records are physical aperture cards and microfiche jackets. We have these stored in filing cabinets organized by record type.

The City will need the new digital files indexed digitally in a digital file folder that replicates the organization of the physical filing cabinets and subcategories therein.

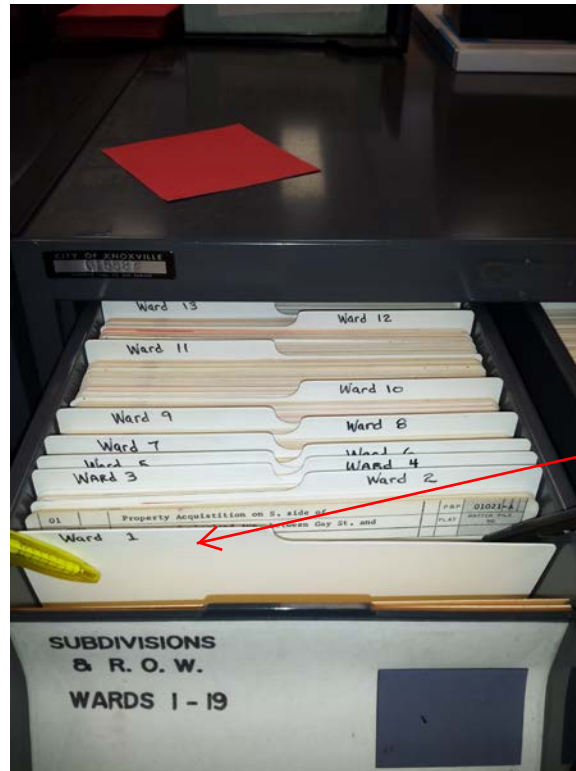
In one example, a filing cabinet contains drawers with aperture cards of subdivision survey maps within the City. This cabinet is named "Subdivisions and R.O.W.". The individual 7 drawers of this cabinet are named with the corresponding City Ward Number range, i.e. 1-19, 20-29, etc. Within each drawer, the record cards are further subcategorized and divided by individual Ward Number tab dividers. Each card being within the dividers is organized by a map number. The cards also have a working title listed on them and a card number. The card number is for when there are multiple cards of the same map, i.e. 01, 02, 03, etc. which is akin to page 1 of 3, page 2 of 3, page 3 of 3, etc.

See pictures below:

Cabinet



Drawer Subdivisions and R.O.W. Wards 1-19 and Ward Division Tabs within



dividing tab

Aperture Card within the Subdivisions and R.O.W. Wards 1-19, Ward 1 Division Tab, Card with Map No. 01021-A.

Index card no.

Description

Master file no.

01	Property Acquisition on S. side of			P&P	01021-A
INDEX CARD NO.	DESCRIPTION Cumberland Ave. between Gay St. and			PLAT	MASTER FILE NO.
SUB-DIV		RED	REVISION	State Street	
R/W	RED	NO	DATE	Traced 12-2-77	
STREET	GREY				
SANITARY	BROWN				
STORM	BLUE				
AIRPORTS	GREEN				
CONSTR.					
SPECS/STDS					
BLDG. PER.					
DOCUMENTS					
MISC.					
OFIC. FILE	SALMON				

DO NOT REFILE THIS CARD
PLACE IN FILE TRAY

7777 FILMSORT® Brand Aperture & Camera Cards and DUPLICARD® Brand Copy Cards - Product of S.M. Company, St. Paul, Minn.

Digital Archiving Example from Above Cabinet

Subdivisions and R.O.W	3/10/2017 2:49 PM	File folder
Wards 1-19	3/10/2017 2:50 PM	File folder
Ward 1	3/10/2017 2:49 PM	File folder
01021-A_01_Property Acquisition of S. side of Cumberland Ave between Gay St and State St.pdf		
Wards 20-29	3/10/2017 1:44 PM	File folder
Wards 30-35	3/10/2017 1:44 PM	File folder
Wards 36-39	3/10/2017 1:44 PM	File folder
Wards 40-45	3/10/2017 1:44 PM	File folder
Wards 46-49	3/10/2017 1:45 PM	File folder
Wards 50-51	3/10/2017 1:45 PM	File folder

master file
no.

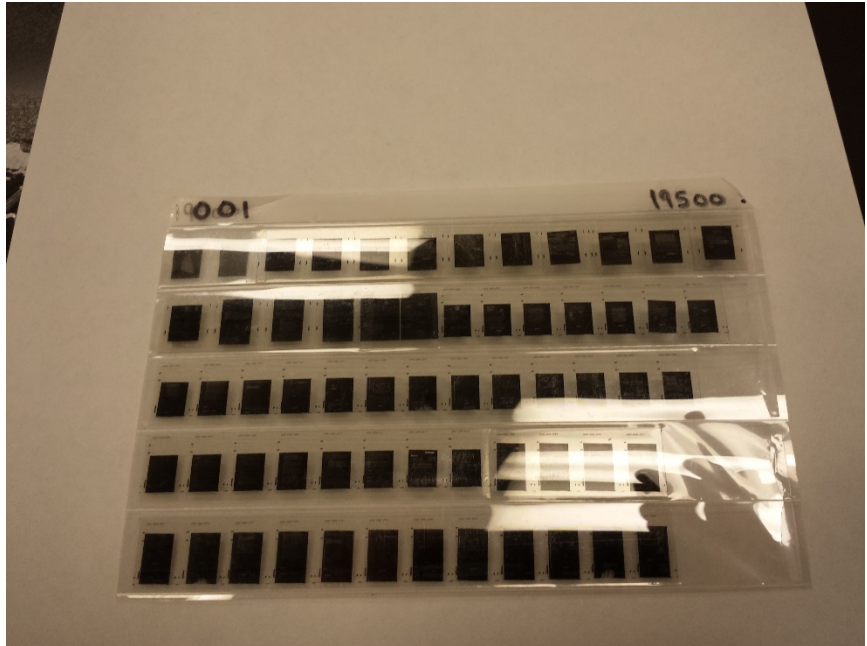
index card
no.

Description

Indexing Example
Microfiche

Current microfiche are stored in boxes. Please see below pictures and instructions for indexing example.





In the above example a sample digital indexed file would be as follows:

19500-19599		8/16/2017 9:43 AM	File folder
19500_001		8/16/2017 9:43 AM	File folder
19500_001_1.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_2.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_3.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_4.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_5.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_6.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_7.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_8.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_9.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_10.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_11.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_12.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_13.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_14.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_15.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_16.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_17.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_18.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_19.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB
19500_001_20.pdf		8/11/2017 9:43 AM	Adobe Acrobat D... 648 KB

19500_002	8/16/2017 9:23 AM	File folder
19500_003	8/16/2017 9:24 AM	File folder
19500_Bldg Permits_001	8/16/2017 9:24 AM	File folder
19500_Bldg Permits_002	8/16/2017 9:24 AM	File folder

File naming schematic: Vendor note, we hope that the prefix information such as “19500_001” and “19500_Bldg Permits_001” can have some level of automation with the ending number that corresponds to the image being added automatically as the images are scanned and added to the folder. If this is not the case and each image requires full manual naming, the City may be able to accept just numbering each image within the named folders. Maybe consider pricing both methods in the bids.

19500_001_1.pdf	8/11/2017 9:43 AM	Adobe Acrobat D...	648 KB
19500_Bldg Permits_001_1.pdf	8/11/2017 9:43 AM	Adobe Acrobat D...	648 KB

city block name from jacket

jacket number 001. Particular City Blocks may contain multiple jackets

image number (1) within the jacket. These images are in sequential order beginning at top and going left to right and down like we read.

description, if any. Most jackets do not have this description so omit any entry for those like shown in the 19500_001_1.pdf example.