

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VIRGINIA 22201

CONTRACT RENEWAL

TO: SCANSAMERICA	ORIGINAL DATE ISSUED:	APRIL 1, 2016
3413 NORTH ARMISTEAD	CONTRACT NO:	16-187-ITB
HAMPTON, VA 23666	CONTRACT TITLE:	RECORD IMAGING AND CONVERSION SERVICE ON AS-NEEDED BASIS

THIS IS A NOTICE OF RENEWAL AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

The contract documents consist of the terms and conditions of AGREEMENT No. 16-187-ITB including any attachments or amendments thereto.

EFFECTIVE DATE: MAY 1, 2023

EXPIRES: MARCH 31, 2024

RENEWALS: TWO 12-MONTH RENEWAL OPTION REMAIN FROM APRIL 1, 2024 TO MARCH 31, 2026

COMMODITY CODE(S): 96165

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: CHRISTINA ALESSIO VENDOR TEL. NO.: (757) 810-3603

EMAIL ADDRESS: CHRISTINA.ALESSIO@SCANAMERICA.COM

COUNTY CONTACT: ISHAI TRANI (DTS AND TECHNOLOGY) COUNTY TEL. NO.: (703) 228-3408

COUNTY CONTACT EMAIL: ITRANI@ARLINGTONVA.US

CONTRACT AUTHORIZATION

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

SCANSAMERICA

PRINT: SY GEZACHEW
DocuSigned by:
SIGNATURE: Sy Gezachev
TITLE: PROCUREMENT OFFICER
DATE: 4/21/2023

PRINT: Eric Benoit
DocuSigned by:
SIGNATURE: Eric Benoit
TITLE: Business Development Manager
DATE: 4/21/2023

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

INVITATION TO BID NO. 16-187

**BID FORM
PAGE 1 OF 6**

SUBMIT TWO (2) FULLY-COMPLETED AND SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

SEALED BIDS MUST BE RECEIVED BY 3:00 P.M. ON THE 22ND DAY OF JANUARY 2015

FOR PROVIDING AN **RECORD IMAGING AND CONVERSION SERVICES** PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION.

TABLE 1: PRICE PER UNIT OF RECORD IMAGING AND CONVERSION SERVICES PER CATEGORY LOCATED BELOW

Categories of Record Imaging and Conversion (includes at no cost: correction of conversion errors, requirements analysis and process design, light preparation, removing staples, unfolding documents, colored scanning, OCR for full-text search, redaction of personally identifiable information, 300dpi resolution, 10% image quality check, document indexing (up to 20 characters), and OnBase ready)	Unit	Rate
Photographs and Small Pictorial and Graphic Materials Conversion	Per Image	\$.128
Audio/Video Conversion – VHS, Cassette, CD/DVD	Per Hour	\$20
Large Graphic Materials Conversion – Maps, posters, architectural and engineering drawings, unbound manuscripts, and charts	Per Image	\$1.046
Bound Materials Conversion – Atlas, folios, bound newspapers, books, and manuals	Per Image	\$0.08
Paper Materials Conversion - Scanning assumes that the paper is in good condition. Docket materials, meeting minutes, agendas, land records, legal instruments, medical records, and any text paper record		
Standard size paper materials 8.5 x 11, 8.5 x 14, 11 x 14, or smaller	Per Image	\$.128
Large format paper materials above 11 x 14	Per Image	\$1.046
Transparencies and Negatives Conversion - Mylar and x-rays	Per Image	\$1.046
Microfilm Conversion – 35 mm, 16 mm and Microfiche	Per Frame	\$0.16
Image Review - Above the 10% image quality check threshold	Per 10% Increase	\$.0075
Document Reassembly	Per Document	\$.20
Indexing (over 20 characters)		
Handwritten data	Per Keystroke	\$.01
Machine print data	Per Keystroke	\$.002
Record Prep – Medium to Heavy Preparation	Per Hour	\$20
Pickup and Delivery – under 10 boxes	Per Trip	\$50
Pickup and Delivery – over 10 boxes	Per Trip	\$0

BIDDERS MUST BE ABLE TO PROVIDE ALL SERVICES LISTED ABOVE. THE PRICES ABOVE INCLUDE ALL TASKS IN THE SCOPE OF WORK. NO ADDITIONAL ITEMS CAN BE BILLED. FAILURE TO SUBMIT A COMPLETED BID FORM WILL RESULT IN REJECTION OF BID. MODIFYING THE BID FORM WILL RESULT IN REJECTION OF THE BID.

BY SUBMITTING A BID, BIDDERS ACKNOWLEDGE AND ACCEPT ALL TERMS AND CONDITIONS INCLUDED IN THIS SOLICITATION. ANY ADDITIONAL TERMS AND CONDITIONS PROVIDED BY BIDDERS WILL NOT BE CONSIDERED AND MAY RESULT IN THE REJECTION OF THE BID.

II. SCOPE OF SERVICES

Detailed specifications are included herein and in the Bid Form.

Arlington County ("County") is seeking to procure Offsite Record Imaging and Conversion services. The County anticipates the need to scan and convert up to two (2) million records annually until the County completes the transition from paper to electronic records storage. The County expects conversion volume to vary from year-to-year with a potential significant decline after five (5) years. County records shall be converted according to the requirements of the Library of Virginia Digital Imaging Guidelines, Copies of Originals as Evidence Section of the Code of Virginia 8.01-391, and the Virginia Public Records Act (VPRA) Section 42.1-76 ET SEQ and guidance issued by the Library of Virginia. County records shall be imaged, or reformatted, and prepared for entry into the County's Electronic Records Management System (Hyland Software's OnBase version 13+). After imaging, records will be returned to the County in their original condition.

Record Imaging and Conversion refers to the capability to capture and index a digital representation from any record type and format into an electronic format. Examples of record types are correspondence, meeting minutes, agendas and materials, manuals, bound books, land records, charts, engineering drawings, legal instruments, medical records, and photographs. Examples of record formats are paper, microfiche, microfilm, mylar, x-rays, audio/video tapes and roll film. Examples of electronic formats are raster, ASCII, SGML, PDF, TIFF, WAV and MP4.

Converted records are defined as accurate copies of original records (including color). The vendor shall have a quality control process in place to certify that imaged and converted records are visually inspected for legibility and integrity, as well as indexed to allow for access and retrieval. Customized indexing, a description of the record for an electronic research search, is part of the document conversion process for import into OnBase. Converted documents shall be made available to the County through a secure site provided by the vendor. Upon the County's request, the vendor shall also be capable of providing electronic records on physical media (storage drives, flash drives, DVDs, etc.). The County will have thirty (30) business days (or an agreed-upon time between the County and the vendor) to review imaged or converted records and all identified errors will be remediated by the vendor within at least thirty (30) business days. Record imaging and conversion services include:

- Requirements analysis and process design (as defined in the Library of Virginia Digital Imaging Guidelines)
- Record preparation and handling
- Scanning with Optical Character Recognition (OCR) for full-text search
- Record indexing
- Redaction of personally identifiable information
- Image quality check and quality control
- Preparation of converted records for import into OnBase
- Record pickup (from place of rest) and inside delivery (including chain of custody with barcode inventory scanning)

Record Imaging and Conversion services are coordinated by the County's Project Officer. The requirements analysis and process design should be coordinated within five (5) business days of notification from the County Project Officer. Services that require County staff assistance are to be provided during the County standard business hours (between 8:00 AM and 5:00 PM EST). The vendor shall work onsite with the Project Officer to design a process for individual County departments utilizing these services. Large-scale conversion processes involving over 100,000 images may require up to one month of planning with a combination of on-site and off-site requirements analysis and process design. The vendor shall have a process to remediate any conversion errors. The County Project Officer will approve the process design and remediation for large-scale projects before work commences.

All record pickups (from place of rest) and inside deliveries (to County's desired place of rest) will be physically retrieved from and returned to County facilities. At every record handoff, an inventory of records shall be provided by the vendor. The County expects that the majority of record pickup/deliveries to be part of a defined process. All records should be returned to the County within two (2) weeks of completing a conversion project. The County will periodically request small batch/individual records to be retrieved/returned and converted outside of a defined process.