



**REQUEST FOR PROPOSAL PS-#1126
SCANNING OF MICROFICHE DOCUMENTS**

QUESTIONS AND ANSWERS

Last Updated: May 5, 2011

1. How many characters are on the fiche header label that we will be using for indexing?
It varies, potentially could have up to 50 characters
2. What percentage of the property records are > 1 fiche?
Unable to determine, each fiche sheet could potentially be one scanned sheet
3. Is it always a minimum of one 16mm and one 35mm fiche per property or will some properties be missing one or the other type of fiche?
Some properties could be missing one or the other, some properties will have multiple of each size.
4. On page 8, item c, indicates that the vendor must pickup bi-weekly but the turnaround time is one month from pickup. As an alternative, can the vendor pickup once per month? Making larger bulk pickups will help to keep the costs down.
This can be considered.
5. Also, since the vendor is scanning the master and duplicates are available for use, can the vendor pickup larger batches at one time and hold them for a longer period of time, yet return images on a frequent basis?
This can be considered, however the cost of lost sheets are to be reimbursed.
6. Will there be a detail manifest of the fiche provided by the County?
Yes, a list of the sheet headers will be provided with each batch.
7. Will the County box the microfiche?
The fiche sheets will be in a container.
8. Page 8-9, item III Usage section A states that there are up to 25 images per 16mm fiche and up to 5 images per 35mm fiche, what are the average number of images per each type of fiche?
It varies, most sheets are full.
9. Does the County have viewing software that the images will be loaded into for viewing purposes?
The file output is a PDF. This can be viewed in our system.
10. Would the County be open to providing the images back on a set of DVDs that contain viewing software where the user can pull up the images by the index information?
No. No viewing software required.
11. Would the County be interested in a WEB based viewing system to view the images?
No.
12. The bid does not contain a pricing sheet so that all vendors are providing the same quote line items for comparison – will one be provided?
No pricing sheet will be provided. Approximate usage is provided in item III, a & b.
13. Section III, part A describes the 16 mm fiche as having up to 25 images per fiche and the 35 mm fiche as having up to 5 images per fiche—can you tell me the average number of images on the 16mm fiche and the average number of images on the 35mm fiche?
Unable to determine.

14. Section II, part D states, "Discs must be permanently engraved with the microfiche sheet headers the disc contains and the date the disc was created." Can you please clarify what is meant by "engraving the sheet headers" on the disc?
Use of technology reference light scribe or something similar that will permanently inscribe on the disc.
15. Can a commercial shipping company like Fedex be used to pickup and return the fiche?
This option will be considered, but prefer pickup and return.