

CHATHAM COUNTY PURCHASING DEPARTMENT
ADDENDUM NO. 2 to Bid 19-0018-3

FOR: SCANNING AND IMAGING PROCESS FOR CHATHAM COUNTY PROBATE COURT.

=====

PLEASE NOTE THE FOLLOWING ADDITIONS CLARIFICATIONS AND/OR CHANGES:

1. Question: Is it your goal to import all of the records into the existing Odyssey case management system?

Answer: YES. "The goal is to receive searchable PDFs and **CSV files** of all indexed metadata. The CSV files will be used to import the scanned records into a record system at a later date".

2. Question: Do the documents need to be re-stapled after scanning?

Answer: If Documents were stapled originally, they shall be re-stapled.

3. Question: What is the delivery time frame for this project?

Answer: Project shall be completed within Six (6) months of notice to proceed.

4. Question: Will the County accept progress billing as images are completed and sent on media?

Answer: Yes, we would accept progress billing within reason, bi-monthly or monthly.

5. Question: For several of the document types, the page count is far exceeded by the number of documents to be indexed. Would you mind explaining how 28,800 pages is related to 115K indexes?

Answer: One page may have multiple marriage certificates on it thus needing to be indexed multiple times.

6. Question: Can bound material be cut or does it have to be returned in the original binding?

Answer: Documents cannot be cut and shall be returned in original binding.

7. Question: How many locations are there that need scanning?

Answer: Everything is in one location.

8. Question: Fidelity Bond/Professional Liability: \$3,000,000 Covers lost due to crime or dishonesty by employee of/or the CONTRACTOR. Can we provide this if we are awarded the contract?

Answer: Chatham County will need a COI showing proof of insurance before project can be awarded.

9. Contractor will pick up the loaded, labeled and indexed boxes from various court locations. Please list these locations.

Answer: All documents are at one location, Probate Court Chatham County, 133 Montgomery Street, Savannah, Georgia 31401

10. Contractor will store all of the documents at its production facility in a secured area. Work will be performed in a secure area away from the general public. How long does the vendor need to store the records or do we return them with the images?

Answer: Documents shall be returned once the vendor has finished each phase.

11. Change: Section 3.3

SELECTION METHODOLOGY: Proposals will be evaluated according to the following criteria at minimum:

Experience and Qualifications: Experience with projects of a similar nature. Provide client and contact name (10 points)

Project Methodology: Vendors methodology in providing scanning services in accordance with the needs of Probate Court i.e., number of books vendor will remove from the County location and ability to provide look up services for the period of time that Probate Court does not have access to the records. Vendor shall detail their plan for scanning and return of records. (20 points)

MBE/WBE: Provide detail on form provided of any utilization of minority and woman owned business. (15 points)

Technology: Vendor shall provide detail on their proposed equipment and indexing capability. (20 points)

Cost proposal: As outlined on cost proposal page. (35 points)

12. Question: How many request for documents a day should a vendor expect to receive while documents are in their possession.

Answer: Vendor may receive up to but not limited to 4 requests a day.

13. Question: What are the indexing requirements for the marriage records and applications? It appears there might be four marriages per page.

- a. Are we to index the party names?
- b. What other data, if any, needs to be captured?

Answer:

Metadata Name	Example
File Path and Name	D:\Marriage_Import \<Book>\<CertNum> - <DateFiled>.PDF
Certificate Number	14033
Party 1 Last Name	DOE
Party 1 First Name	JOHN
Party 1 Middle Name	A
Party 2 Last Name	DOE
Party 2 First Name	JANE
Party 2 Middle	A
Date Filed	20140818
Marriage Date	20141003
Date Scanned	20190103
Book	10
Page	78


PLEASE USE REVISED FEE PROPOSAL PAGE ATTACHED.

This is all of the work Chatham County is contemplating at this time.

**PROPOSAL DUE DATE IS SCHEDULED FOR MARCH 21, 2019 AT
5:00 PM**

March 12, 2019

DATE


MARGARET H. JOYNER
PURCHASING DIRECTOR
CHATHAM COUNTY

SECTION V
UPDATED FEE PROPOSAL

Description	Handwritten or Typed	No. of Books	No. of Pages	Total Pages	Scan Price	Scan Total	Pages x2		Index Price	Index Total	Scan + Index Total
							No of Certificates				
Bound ML Book	Handwritten	48	590	28320	\$	\$		56640	\$	\$	\$
Loose Leaf ML Book	Handwritten	9	590	5310	\$	\$		10620	\$	\$	\$
Loose Leaf ML Book	Typed	71	412	29252	\$	\$		58504	\$	\$	\$
Loose Leaf ML Book	Typed	3	330	990	\$	\$		1980	\$	\$	\$
Loose Leaf ML Book	Typed	47	510	23970	\$	\$		47940	\$	\$	\$
Loose Leaf ML Book	Typed	4	600	2400	\$	\$		4800	\$	\$	\$
Loose Leaf ML Book	Typed	2	700	1400	\$	\$		2800	\$	\$	\$
Loose Leaf ML Book	Typed	6	510	3060	\$	\$		6120	\$	\$	\$
Loose Leaf ML Book	Typed	1	450	450	\$	\$		900	\$	\$	\$
Total Price										\$	

NAME/TITLE

COMPANY NAME

ADDRESS

CITY/STATE.ZIP

PHONE NUMBER/FAX