



**Capital Projects & Purchasing Department
113 Mable T. Willis Blvd.
Walterboro, SC 29488
843.539.1968**

**RFP: PC-01
Scanning Services for
Colleton County Probate
DUE: Thursday, May 19, 2016 @ 11:00am**

Addendum #1

This addendum is dated May 16, 2016
Answers to questions

1. Can you tell us an approximate number of pages per document for your files? Quantity varies; most documents are between 1 and 10 pages in length.
2. Can you tell us what indexes will need to be captured for each file? Files will need to be identified by file number, using the numbering system currently used by the Court.
3. Do the files include any sort of unique id that may be associated with other required index fields in an existing database (spreadsheet or text file) that the county could share with the selected vendor? No
4. Is a site visit to view sample files a possibility prior to submission deadline? Yes
5. If files are to be loaded to the existing document management system, can you share sample formatting for a naming convention or a load file that could be used for batch imports? While importing the files into our existing system would be ideal, it is not necessary. If that is a service that is available, however, we will be happy to provide whatever is necessary.
6. Can the records be shipped out of state? No
7. For Record Accessibility, may a scanned image of a retrieval requested document be emailed or Ftp'd to Colleton County? Yes, that would likely be adequate.
8. For Preparation Requirements, do you require the documents be re-stapled and re-paper clipped when returned? No
9. What do you require for the naming convention? How many fields? The naming convention would be a file number only (e.g., Box 1, File 1). Adding a name may be of interest as well (e.g., John Doe)

10. Where do we get the information for the file name? Do you have a data base available to use for the index? We will provide the information. All files are individually labeled with file numbers.
11. How many page per file? As many as are there. Files vary in size.
12. Will there be a project meeting, is this mandatory? To be determined.
13. Can the documents be inspected by a potential vendor? Yes
14. B. SCOPE OF SERVICES / 1. Handling and Receiving Requirements /b. Tracking and Inventory of County Documents: /The Firm will inventory and acknowledge the receipt of all items received.
 - Question: What level of inventory is requested, Carton, (range or number value) and / or File Folder level detail? Box number and number of files.
 - Can the County provide a current sample? Yes.
15. C. Pick-up and Turnaround Time:
 - How many locations will documents need to be picked up from? One
16. Item 3 Quality, Production and Pricing Requirements
 - Can you clarify Item J: Inspect film intermediates for quality and consistency? Perform a final quality control step ensuring every estate document has been digitized and indexed.
17. What image format does the County request for final Delivery? TIF
18. Under Technical Proposal, Item 20 Can the County clarify the reason for this question? Is the system able to provide images with the quality of a TIF but have the compression capabilities of JPEG? Please answer this question yes or no.
19. The Pricing matrix seems to infer an all-inclusive price point for each image based upon the threshold achieved, is this to be interpreted as the only price points to be submitted? Yes
20. Does the County anticipate and welcome additional line items for Costs incurred for the following typical project costs? No
21. If other line items are allowed with the response will the county be seeking similar," Apples to Apples "comparison price points from all parties responding? See question 20.
22. The RFP states that "The county's plan is for weekly pickups" (p. 3). Is this one-week turnaround flexible or is it firm? Flexible.
23. We understand that the number 7,000 is used for example purposes (p.6), but would it be acceptable to pick up 50,000 - 100,000 documents at a time? We will consider that.