

**Invitation to Bid**  
**Felony Records Scanning/Digitizing Paper Records Project**  
**Paducah Police Department**

**Questions & Answers**

1. Is the PPD wanting the records converted to Microfilm?

No

2. How do we arrange for examination of the records?

Call Amy Travis, Paducah Police Department Records Manager, 270-444-8547, to schedule an appointment

3. Items 1-7 on Attachment A appear specific to micrographics. Do any of these requirements apply to the paper scanning / digitization project?

Item 1-2, 4-7 all refer to microfilming projects. Item 3 relates to scanning/digitizing projects and explicitly applies to this bid/project.

4. Item 8 states 'Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.' Is this also a requirement for the paper scanning / digitization project?

Item 8 explicitly states that an "on-site examination" is a "must".

5. Are there any geographic restrictions to where the work is performed as long as it is within the USA?

Where records are taken will be considered when evaluating one bid against another bid, just as cost is a consideration in choosing a vender.

6. Are there any restrictions on transportation (as long as insured and transported by bonded carrier)?

The vender, and only the vender, will transport all records to and from the facility. A 3rd party will be forbidden on handling records.

7. Are the documents to be scanned typed or handwritten since only typed records can be OCR?

If the question is does the project include performing OCR on these images? The answer is YES. Any notes, photos and other non-typed records will not be searchable, this you/we are aware.

8. What is the condition of the documents and what is the estimate percentage that needs staples, fasteners or post-it notes (re)moved?

This is a question that is answered by the bidder during the on-site examination of the records. This is the WHY we require an on-site visit.

9. What is the completion date of the project?

Several factors will determine the exact completion date for the project. This project is contingent on grant funding. The expected date of award for the grant is Jan 2019. A "Vendor Obligation Statement" would need to be executed after the grant is awarded to Paducah. A mutually acceptable completion date would then be determined. The vendor would be expected to start the project within 1 month of final execution of Vendor Obligation Statement and would finish the project within 6-9 months.

10. Do all the documents need to be taken at one time or can we pick up several boxes at a time and return them as we finish scanning.

All documents need to be taken at one time and returned at one time.

11. I understand that all cases in a box are to be foldered within a directory named with the box number but how would you like the case files within that box to be named? i.e. by case number only (example- "99-99-99999.pdf") or maybe by case number and offender name (example- "99-99-99999\_SMITH BOB.pdf").

In the specs it states to name the sub folders the same as the folders. If the offender's name as well as the case number are on the folder, yes, include both.

12. Is it a correct assumption that photos are to be scanned in color?

Yes

13. The closest I can find to a 1 cubic foot archival quality storage box is actually 1.2 cubic feet. Is this acceptable? [http://www.conservationresources.com/Main/section\\_1/1\\_15.htm](http://www.conservationresources.com/Main/section_1/1_15.htm)

A good example is Cardinal Office Supply cubic foot boxes. The part number is CAR 151210.

14. How many times monthly do you expect the PPD to require physical access to the documents during the conversion?

There is no way to determine this. They are accessed as needed.

15. Are documents to be reassembled exactly as they are originally received? i.e. re-stapled, put back on prongs, etc?

Within reason, yes. Example: photo clipped to document. 2 documents stapled, etc.

16. Is one multi-page searchable PDF per case file an acceptable output?

Yes, that's really what the specs say.

17. Of the 43 Boxes how many are Standard Size and how many are the Large Banker Style Boxes?

The size of the boxes does not determine how many documents are actually in them so that should not affect the bid. The majority are large banker boxes. That can be established during the onsite visit.

18. Pictures do they need to be scanned and if so in Color? Yes

19. Folder Covers containing information will those need to be captured? Yes