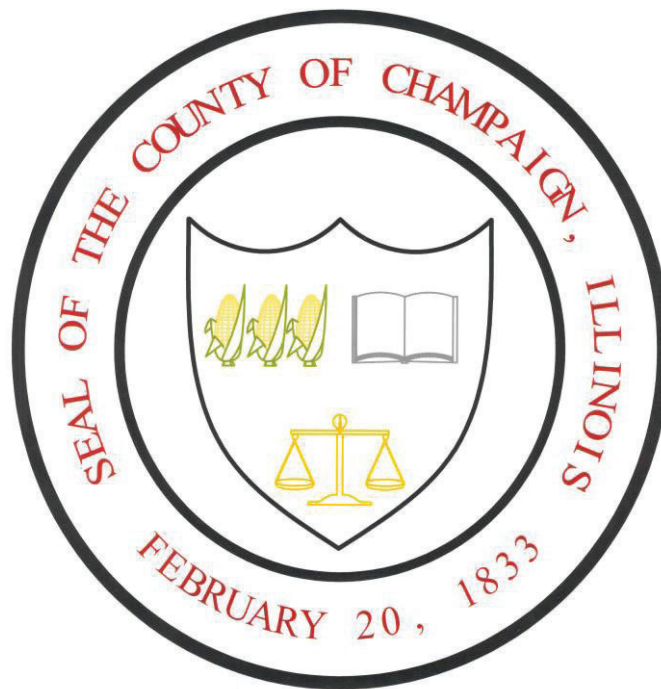


Request for Proposals

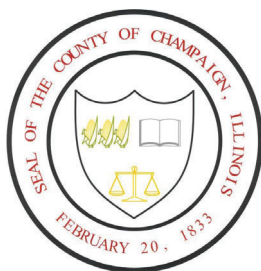
Champaign County Record Imaging and Digitization Services



RFP 2022-004

Issued Date: March 14, 2022

Sealed Proposal Due Date: Monday, April 4, 2022 – 1:30 p.m.



REQUEST FOR PROPOSALS (RFP 2022-004)

Champaign County Record Imaging and Digitization Services

March 14, 2022

The County of Champaign invites you to submit proposals in accordance with the general requirements and proposal format as documented within this Request for Proposal ("RFP"). Carefully read the attached information and follow the procedures as outlined to be considered for evaluation and selection.

TABLE OF CONTENTS

PURPOSE	4
PROPOSAL PREPARATION INSTRUCTIONS.....	4
PROPOSAL FORMAT.....	5
SCOPE OF SERVICES	6
PROJECT #1 LAND IMAGE AND VITAL RECORDS PROJECT SPECIFICATIONS.....	6
ADDITIONAL PROJECTS	7
Project #2 Planning and Zoning Records.....	8
Project #3 Facility Plans and Manuals.....	8
Project #4 Coroner Records	8
Project #5 Contracts and Meeting Minutes	8
Project #6 Treasurer’s Office Records.....	8
SELECTION PROCESS	8
SCHEDULE OF EVENTS.....	9
TERMS AND CONDITIONS	9

PURPOSE

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply a document digitizing service for the County of Champaign. The Champaign County Clerk and Recorder's Office requires digitizing services for land images and vital records to be imported into Fidlar Technologies' Records Management Software.

Champaign County may also require additional digitizing services for microfilm records, facility plans and manuals, coroner records, accounting records and meeting minutes for other county departments that are required to document the county's governance and administration history.

PROPOSAL PREPARATION INSTRUCTIONS

1. All questions regarding the proposal shall be directed in writing to (e-mail accepted):

M.C. Neal, Chief Information Officer
Champaign County Administrative Services
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802
mcneal@co.champaign.il.us

2. All Proposals must be submitted to:

M.C. Neal, Chief Information Officer
Champaign County Administrative Services
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

3. All responses to this RFP must be delivered in a sealed envelope clearly labeled "**SEALED PROPOSAL – RFP 2022-004 – County Record Imaging and Digitization Services**". Sealed proposals are due and must be received by 1:30 p.m. (central time) on or before Monday, April 4, 2022. One (1) original and six (6) hard copies of your response, and one digital/electronic copy of your response to this RFP must be submitted. Proposals will not be accepted after the deadline.
4. Proposals should be prepared simply and economically, providing a straight-forward, concise description of provider capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content
5. Any restrictions on the use of data contained within a proposal and all confidential information must be clearly stated at the top and bottom of each page of the proposal. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with applicable Illinois statutes.

6. To the extent permitted by law, it is the intention of Champaign County to withhold the contents of the proposals from public view until such time as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Champaign County. At that time, all proposals will be available for review in accordance with the Illinois Freedom of Information Act.
7. An authorized representative of the vendor must complete and sign the proposal.
8. The Chief Information Officer, or representative, will notify appropriate agents if the County wishes to interview them and will establish the timeline for those interviews.
9. Failure to comply with any part of this RFP may result in rejection of the proposal as non-responsive.
10. Champaign County reserves the right to amend, modify or cancel this RFP at any time. An addendum to the RFP and any additional information will be posted at:
<http://www.co.champaign.il.us/bids>

PROPOSAL FORMAT

The proposal must be presented in the order as requested. To be considered substantive, the proposal must respond to all requirements of this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

1. **Cover Letter** – The cover letter shall be signed by an officer of the firm or joint venture or by another person with authority to act on behalf of and bind the entity. Indicate contact person for the project.
2. **Table of Contents**
3. **Executive Summary** – Provide a summary of the proposal.
4. **Scope of Services** – A response to each item as set forth in the “Scope of Services” contained herein and how your firm will approach delivery of those services.
5. **Document and Data Management Process** – Provide a step-by-step work plan of the company’s digitizing process including on-site work, inventory reports, storage, preparation, tracking scanning, data capture, data indexing, quality control, image enhancements, formatting and security. Describe the workflow for applying optical character recognition (OCR) against the stored image documents to support full text search.
6. **Proposed Innovations** – The proposer may suggest technical or procedural innovations that have been used successfully on other similar projects that may provide the County with better service delivery. Discuss any ideas, innovative approaches or specific new concepts included in the proposal that would benefit the County.
7. **Company’s Relevant Qualifications** – Include a narrative statement articulating the company’s key features and structures.
8. **Key Team Members** – Include a description of the key members of the firm and the organizational structure.
9. **Project Schedule** – This should be milestone schedule for the entire project from authorization through all stages.

10. **Project Cost** – Include an itemized cost schedule that includes the task, job title of the individual expected to complete the task, the estimated number of hours per task, and the total cost per task.
11. **Fee Schedule** – Include a fee schedule for each member of the project team that will perform the work as outlined in this RFP. Provide itemized pricing for additional handling, if any, for color or grayscale scanning, and for any other non-standard preparation or scanning requirements.
12. **References** – Provide a list of local government agencies for which similar services have been provided

SCOPE OF SERVICES

PROJECT #1 | LAND IMAGE AND VITAL RECORDS PROJECT SPECIFICATIONS

On-Site Scanning – The vendor will provide all necessary hardware, software and staff to perform scanning onsite. Onsite scanning is mandatory; 24-hour access will be permitted, and the media must be scanned by qualified staff who have passed a County approved background check.

On-Site Content Inspection – The vendor will provide necessary services to ensure that all pages scanned must be accounted for and any missed scans be captured prior to the onsite scan team leaving the County Offices.

Inventory Report – The vendor will inventory the vital records and create an inventory report. Vendor staff will input their employee number and the quantity of images after completing each step: scanning cropping, inspecting, indexing, enhancing, formatting, and shipping.

Book Tracking – The vendor will apply labels to the County’s shelving units to identify the location where books are to be returned after scanning. Labels will be removed once scanning is complete.

Book Handling – Books will be removed from shelves in sequential order. Pages will not be cut from binders (if applicable). Pages in removable binders may be removed for scanning but must be returned in sequential page order. All books will be returned onto the shelves in their original order.

Book Scanning – The County Clerk’s Office has approximately 68 shelves of documents (Birth certificates, Death Certificates, and Marriage Licenses) to be digitized. The vendor must scan all books at 300 dpi in color and save in industry standard JPEG format with 85% quality compression. All JPEG images will be converted to 300 dpi single page black and white TIFF images with Group IV compression.

Automatic Image Enhancement – The vendor will automatically de-skew and remove solid black borders on each TIFF image for optimum file compression. In cases where there may be black images with white text (if applicable) the vendor will automatically reverse any TIFF image, so they become white images with black text. There could also possibly be some pages which have marginal notations and dual polarity, where additional processing may be required during physical image enhancements.

County Review & Pilot Approval – The vendor must produce a pilot from each book type that will be cropped, enhanced, grouped as documents, indexed by book page or document number and saved as multi-page TIFF’s that can be easily viewed by any imaging viewer.

Image Inspection & Poor-Quality Reporting – The vendor will visually inspect 100% of the TIFF images for poor quality by comparing the black and white TIFF images to the color JPEG images. If illegible data is identified on the TIFF image that is present on the JPEG image, the TIFF will be “flagged” for poor quality and reported to the County in a CSV file. The vendor must provide the County with software utility to easily sort, inspect and approve poor quality images.

Double Image Inspection & Verification (optional) – The vendor must provide the option to have a second inspection on images, whereby 100% of the images must be inspected by a second inspector and the images must be compared electronically and any mismatches be determined by a third inspector.

Excess Border Removal – The vendor will provide manual cropping to provide a more accurate original page size, fewer bytes per image and better performance of the system and overall appearance of every image. No data or marginal notations will be removed from the image during this process.

Manually Group & Index – The vendor’s experienced staff, with thorough vital records knowledge, must group individual pages together for each document and index each document by either the book page or document number of the first page of each new document.

Double Group, Index & Verify (optional) – The vendor must provide the option to have a second grouping/indexing service, whereby the vendor must group and index a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer must be compared electronically and any mismatches must be inspected, verified, and corrected by a third indexer.

Image Enhancement – The vendor must have the ability to adjust the poor contrast of an entire page or any specific area on a page (without degrading the quality of the rest of the page) to provide the most legible images possible. If the County is not satisfied with the legibility of any image, at any time, the vendor will enhance the TIFF image from the JPEG backup image without having to physically rescan the original media.

Page Duplication – Some books may have pages that contain multiple documents on a single page. These pages must be electronically duplicated so that each grouped document has its own set of images.

Double Page Duplication (optional) – The vendor must provide the option to have a second page duplication service, whereby the vendor must create a second set of duplicated images and electronically compare them against the first set of duplicated images and any mismatches must be corrected by a third operator.

Masking (optional) – The vendor must provide an option to mask multiple documents on a page. Page numbers, page margins and overall format of the page must not be changed.

Marginal Notations – Some pages could possibly contain a white border around a black page. Book-page number, reference book-page number, and release information is commonly located in this white border (typically known as marginal notations). The vendor must have the ability to include these notations in the image and make all the background white and all the text handwriting black.

Dual Polarity Correction – Some pages could possibly contain a mix of black text on white background and white text on black background. Should these pages be encountered, the vendor must have the ability to correct this issue, when applicable, and adjust the background polarity so the entire page contains white background with black writing.

Formatting – The vendor will format the images and indexes to the requirements provided by Fidar Technologies. This format includes providing images as black and white TIFF, 300 dpi, and Group IV compression images with an accompanying index file that defines the book-page or document number name and file location of each image.

USB Hard Drives – At the completion of the project, the vendor will provide all single page, raw, JPEG and TIFF images as well as all formatted images on external USB hard drives. One set will be shipped to the County for import and onsite backup. One set will be stored at the vendor’s facility for offsite backup.

ADDITIONAL PROJECTS

Champaign County has several other offices that require digitization services for their records, for which we are requesting incremental bids by project.

Project #2 | Planning and Zoning Records

The Champaign County Planning and Zoning Department has approximately 119,000 images on 35 reels of 16mm microfilm and 9,900 files to be indexed from microfilm. The microfilm shall be scanned into an electronic format at a resolution that supports full text search and is clearly legible.

Project #3 | Facility Plans and Manuals

The Champaign County Physical Plant maintains county facility plans and manuals. These documents are varying sizes, with some architectural drawings up to 3'x4' in size. While more recent documents are electronic, the library of approximately 100 older documents (primarily drawings and maps) requires scanning and indexing into an electronic format that is clearly legible, including handwritten notes in margins.

Project #4 | Coroner Records

The Champaign County Coroner has 16 record books, 32 file cabinet drawers, 40 copy paper boxes of records, and 130 reels of microfilm to be scanned and indexed. Scanned files should be provided in a high-quality PDF electronic format that supports full text search and is clearly legible. Off-site scanning of records at the vendor's facility is permissible.

Project #5 | Contracts and Meeting Minutes

Champaign County Administrative Services Department has approximately 400 contracts and more than ten years of historical committee meeting minutes (10 file boxes) to be scanned and indexed.

Project #6 | Treasurer's Office Records

The Treasurer's/Collector's office maintains records related to drainage accounts within the County. These documents are varying numbers of pages and the office has roughly 30-40 boxes of drainage related documentation that requires scanning and indexing to support ease of search as required. While there is no required file type, the scanned files should be in a format that requires the least amount of storage space to maintain clear readability.

SELECTION PROCESS

Proposals are sought from all qualified vendors, and firms owned by women and minorities are encouraged to apply. Local businesses and businesses that use local workers will be given preference in scoring. An evaluation team will review the proposals submitted and rank each firm's proposal by evaluating each firm's qualifications, experience and price for the scope of work outlined in the RFP. Based on this evaluation, the County may choose to invite up to three (3) firms to participate in an interview/ presentation session. The selected firms will be allowed thirty (30) minutes to present their firm experience, project approach and ask questions.

At the conclusion of the evaluation process, the evaluation team will make a recommendation to the County Executive for negotiation of a contract.

SCHEDULE OF EVENTS

The County has established the following timetable which should result in the award of contract for digitization services no later than May 1, 2022. The following schedule is tentative and is subject to revision during the process of review and selection by the County.

Event	Date
Request for Proposals issued	March 14, 2022
Proposals due	April 4, 2022 – 1:30 p.m.
Proposals opened <i>Shields-Carter Meeting Room, Brookens Administrative Center, 1776 E. Washington St., Urbana, IL</i>	April 4, 2022 – 2:00 p.m.
Interview and demos	Week of April 18, 2022
Select top-ranked vendor	April 21, 2022
Contract negotiations	April 21 – 22, 2022
Award of contract	April 26, 2022

TERMS AND CONDITIONS

1. Champaign County reserves the right, at its sole discretion, to terminate this process at any time, or reject any or all proposals without penalty, prior to the execution of a contract acceptable to the County. Final selection will be based on the proposal which best meets the requirements set forth in the RFP and is in the best interest of Champaign County.
2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the County the services set forth in the attached specifications, or until one or more of the proposals have been approved.
4. Champaign County reserves the right to enter into discussions and/or negotiations with one or more qualified bidders at the same time. Firms whose proposals are not accepted will be notified as soon as the awarded contract has been approved.
5. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied or approved by the County and shall contain, as a minimum, all applicable provisions of the RFP. The County reserves the right to reject any agreement that does not conform to the RFP and any County requirements for agreements and contracts.
6. The County is not liable for any costs incurred in preparing, submitting, or presenting a response to this RFP.

7. The successful proposer will be required to provide evidence of insurance for General Liability, Employer's Liability, and Errors and Omissions Insurance. The vendor will also be required to provide Workers' Compensation Insurance in accordance with Illinois State Law.
8. The County is exempt from all federal, state and local taxes.