



CHAMPAIGN COUNTY
RFP 2022-004 Record imaging and Digitization Services

Response to Vendor Questions

Closing Date April 4, 2022 at 1:30 p.m.

Question	Response
With regards to the Sealed Proposal Due Date of Monday, April 4, 2022 at 1:30 p.m., would the County consider extending this due date to Monday, April 11 th ?	The County is not considering an extension of the deadline. However, if you can provide an electronic version of your proposal (e-mail a PDF) by the deadline with confirmation that the physical copies are enroute (e.g., tracking number), we would consider that submission.
Is there an option to come on-site to review the documents?	Yes, there is. Contact M.C. Neal to schedule a day/time. As a potential alternative, please review the attachment titled "supplemental information" which contains images and descriptions of the documents.
Is there any option for discussion to be able to perform these services requested in the RFP off-site?	Project #1 would need to be performed onsite. The County would allow offsite scanning for Projects #2 - #6.
Does a city or county department have equipment on-site that can be utilized by the vendor for this request? For example, is there an existing wide format unit, microfilm machine and standalone production scanner that can be utilized to do the scanning?	No, no such equipment is available.
You ask for scanning at 300 dpi color JPEG with 85% compression, then create bitonal derivative. We would recommend scanning at 300 dpi uncompressed TIFF. Would the County consider this?	Project #1 would need to retain the specifications outlined in the RFP. For other projects, we would consider vendor recommendations.

<p>Please define “masking” as we may use a different term. Does this refer to redacting portions of a document?</p>	<p>Correct; our use of “masking” does refer to the redacting of portions of a document.</p>
<p>How long is your intent for the vendor to store offsite at our facility a USB hard drive set for back up?</p>	<p>The hope is that this is something that can be renewed/reviewed annually and wouldn’t have a set end date, if at all possible. To clarify, this request is just for Project #1/our County Clerk’s Office.</p>
<p>Regarding microfilm, is the indexing to be done at the reel level or to the individual documents on each reel?</p>	<p>Individual documents.</p>
<p>For project #4, is the microfilm 16mm or 35mm?</p>	<p>16mm.</p>
<p>After awarding the winning proposal, what timeframe are you looking to have everything complete?</p>	<p>While the County hopes to have the project completed as soon as possible, no definitive date/timeframe for completion has been set and we will provide some flexible in this regard with the chosen vendor.</p>
<p>What onsite space is available? Looking for square footage to estimate for equipment and production area.</p>	<p>Approximately 500 sq ft of space would be made available for onsite scanning.</p>