



**JEFFERSON COUNTY, TEXAS  
PURCHASING DEPARTMENT**

1149 Pearl Street – First Floor  
Beaumont, Texas 77701  
409-835-8593

**ADDENDUM TO RFP**

RFP Number: 11-044/KJS  
RFP Title: Digital Conversion of Microfilm Images and Indexing of Official Public Records for the Jefferson County Clerk  
RFP Due: **August 30, 2011**  
Addendum No.: 1  
Issued (Date): August 17, 2011

**TO OFFEROR:** This Addendum is an integral part of the RFP package under consideration by you as an Offeror in connection with the subject matter herein identified. Jefferson County deems all sealed proposals to have been proffered in recognition and consideration of the entire RFP package – **including all addenda**. For purposes of clarification, **receipt of this present Addendum by an Offeror should be evidenced by returning it (signed) as part of the Offeror's sealed proposal**. If the Proposal has already been received by the Jefferson County Purchasing Department, Offeror should return this addendum in a separate sealed envelope, clearly marked with the RFP Title, RFP Number, and Opening Date and Time, as stated above.

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Reason for Issuance of this addendum:

**Response to vendor questions, issue the Public Records Back-file Inventory spreadsheet, Issue Exhibit "B", and issue updated Appendix A, Cost Proposal.**

**Additionally-Notify all proposers that a performance bond will no longer be required with this proposal. Your companies insurance will be used instead of a performance bond. If your company is awarded this contract we will require proof of insurance with Jefferson County named as an "additional insured" within 10 days of the award.**

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**The information included herein is hereby incorporated into the documents of this present Bid matter and supersedes any conflicting documents or portion thereof previously issued.**

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Receipt of this Addendum is hereby acknowledged by the undersigned Offeror:

ATTEST:

\_\_\_\_\_  
Authorized Signature (Offeror)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title of Person Signing Above

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Typed Name of Business or Individual

Approved by \_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Address

VENDOR QUESTIONS RELATING TO  
DIGITAL CONVERSION OF MICROFILM IMAGES AND INDEXING OF OFFICIAL PUBLIC RECORDS  
FOR THE JEFFERSON COUNTY CLERK  
RFP 11-044/KJS

- 1) Is there a deadline for submitting questions? [The deadline for submitting questions is Tuesday, August 23, 2011.](#)
- 2) Concerning Section 4.2.1 Photostat images:
  - (a) Do you expect the 99% of indexing accuracy in 4.4.2B to apply to Photostat images as well? [Yes, the accuracy rate of 99% applies.](#)
  - (b) The rolls that are Photostats – is every image on the roll a Photostat or are they spread throughout? [Every image on the rolls designated as Photostats is a Photostat. The Photostat images do not alternate or skip around in the roll.](#)
- 3) Please provide the year range for the books A – Z. [See attached Exhibit “A”](#)
- 4) Please specify the number of microfilm rolls. [See attached Exhibit “A”.](#)
- 5) How many rolls of microfilm can be taken by the vendor at one time? [The vendor may take up to one half of the rolls needed to complete the project for the calendar year.](#)
- 6) Will the County be interested in an alternative cost saving “historic search” approach where old documents can be retrieved by book type, book and page without full index? [No, the County Clerk wishes to import the converted images and index into her existing imaging system.](#)
- 7) Will the County approve FedEx Custom Critical’s Point-to-Point shipment for microfilm which includes dedicated ground fleet for pick-up and delivery, time specific, to the minute, and proactive communications on exceptions? [Yes, the County Clerk may approve this method of third-party shipping if certain requirements are met, such as proper climate controlled trucks and security of microfilm where shipments are never left unattended. Section 4.6A requires the vendor to inventory and pack microfilm for shipment.](#)
- 8) Can you provide more information about what type of image enhancement will be required for the microfilm? [For example, some of the microfilm pages may have been exposed slightly darker or lighter than others on the same roll. Converting these images to a readable image may require de-speckling, de-skewing, or adjustments to contrast, brightness and gamma controls for a part of or the entire image.](#)

- 9) In section 4.2.1B, you state some images were filmed in comic-duplex. Can the County provide an estimate as to the percentage of rolls filmed this way? **The county has not visually inspected every roll, so percentages filmed in a certain format are not available. However, no rolls of duplex mode film have yet been identified as part of this project, but that does not mean they do not exist.**
- 10) For index requirements, can the County provide an estimated number of documents for index or estimated number of images per document? **See attached Exhibit "A".**
- 11) Section 4.2.1 – there is a reference to a sheet of microfilm. Does this mean that some of the microfilm is in fiche format? If not, what does "sheet" mean? **All of the microfilm is in a roll format. There is no microfiche. The reference to "sheet" in Section 4.2.1 is to the "Pricing Sheet" included in Appendix "A".**
- 12) Section 4.2.2 Indexing
- (a) What percentage, if any, of the 423,000 M&L documents to be indexed are handwritten? **See attached Exhibit "A".**
  - (b) What is the accuracy expectation for handwritten documents? **The expectation for accuracy of indexing handwritten documents is not less than 95%.**
- 13) Section 4.4.1Q: Image annotations
- (a) Please clarify if each image should be annotated with the book type, book and page of the beginning of the document or the actual page number? **Each image should be annotated with the record type, volume number, and page number out of that volume, i.e., DR Vol. 5 PG 599**
  - (b) Please clarify if one page can contain multiple documents? **Yes, one page may contain multiple documents.**
- 14) Section 4.4.1 R: Poor Quality Images
- (a) How does the County want the vendor to proceed if even after image enhancements, images or portions of the image that affect the required index are not legible? **The vendor should request another copy of any poor quality microfilm rolls. The hard copy book volumes are available to be copied in the event it is impossible to produce a legible image from any of the original microfilm rolls or the copies of the microfilm rolls.**
- 15) Section 4.2.2 Indexing
- (a) Will the County provide the criteria for choosing the freeform legal description? **Yes, the County will provide indexing rules at the project kick-off meeting.**
  - (b) Can a document have both SubDepartment and Freeform descriptions? **Yes, if a document required indexing of multiple legal descriptions, it is possible one or more of the legal descriptions would include SubDepartment fields and one or more would include a Freeform Legal description.**

- (c) Is the Legal Sequence Number one consecutive number for all legal descriptions for a given document? [Yes, please see file layout provided by County Clerk's imaging vendor attached as Exhibit "B".](#)

16) Section 4.5 Delivery Requirements

- (a) Please confirm that images are to be delivered as single page TIFF images? [Images are to be delivered in a single page TIFF format.](#)
- (b) Please specify the index delivery. [The index data is to be delivered according to the scenarios provided in Exhibit "B", and copied to an external USB hard drive.](#)

17) Would the County allow an established partnership response based on common references where each vendor's role is clearly defined and one of the vendors takes responsibility for all services, quality control and delivery of the turnkey project? [For the purpose of this RFP, Vendor shall not subcontract any work to a Third Party with whom the Vendor does not have an existing partnership arrangement that has been in place for a minimum of two years. Vendor must declare any third party partners and the physical address where work under this RFP is to be performed by a third party. Vendor assumes the liability for storage and care of the County records while in the custody or possession of Vendor or any third party partner. If the third party partner does not perform and complete the allocated work within the United States, they will be deemed unacceptable. At no time shall any work conducted under this RFP be conducted outside the United States.](#)

18) Please identify the last volume for Deeds and M&L that include pages that contain more than one document. This will serve to support estimating the cost for cropping and duplication of these images. [Please see attached Exhibit "A".](#)

19) Cover page (third paragraph).

The County states that it requires a bid bond, and if awarded the contract, a performance bond. Will the County consider waiving the requirement of a performance bond based on the size and financial viability of the winning bidder? [Yes the County has waived the Performance Bond requirement. Please see Addendum #1](#)

20) Page 9

1.27 – What are the specific policy limits/particulars regarding insurance requirements? [To be answered shortly](#)

21) Page 11

2.3 - Please provide a copy of "Standards of Performance." (*The transmittal letter must include a statement of acceptance of the Standards of Performance for the contract resulting from this RFP*). [Please disregard this portion of the RFP. There is no longer a requirement to include this in the transmittal letter.](#)

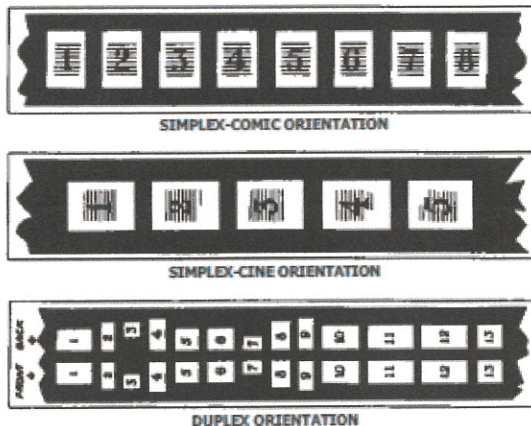
22) Page 14

3. Proposal Submittal (sixth bullet) - Please explain what type of contract is required? Does the County want the bidder to provide a copy of its standard services agreement? ("Same contract with compensation sections blank.") The County would like the vendor to provide a copy of its standard contract with the proposal.

23) Page17

4.2.1 A Please clarify the quantity of images to be converted: 4.2.1 A has a total number of images of 2,097,800 while 4.4.1 K & L require each image be delivered as a grey Scale and a second bi-tonal single page Group IV Tiff image, or a total of 4.1 million images? As stated in the RFP, there are approximately 2.1 million images to be converted from microfilm. The RFP further defines a valid image as one side of a double-sided (duplexed) page. The deliverables include returning each converted image (one side of a page) in two formats, a group IV TIFF image and a 256-bit grey scale .JPG image. Consequently the deliverables will include approximately 2.1 million group IV TIFF images and 2.1 million .JPG images.

24) 4.2.1 B Can you please define simplex-cine mode? The simplex-cine mode or orientation is where a single line of images is continuous, like motion-picture film. See example:



25) 4.2.1 C What other degradation or disease are we required to inspect for? Physical tears or redox (oxidation) spots on the microfilm are the other types of possible degradation which may be encountered.

26) 4.2.2 A Please clarify why only a portion of the M&L volumes are to be indexed and why not the entire set of M&L's and Deeds. All of the M&L records are to be indexed, Volumes 1 – 2117. The majority of the Deed records have been indexed in-house and the remaining volumes will also be indexed in-house from the converted images.

27) Are we to assume no indexing of the Deed records?  
The majority of the Deed records have been indexed in-house and the remaining volumes will also be indexed in-house from the converted images.

28) Page 19

4.4.1 What is the total number of reels and Microfiche sheets? There are no microfiche sheets. Please see Exhibit "A" for microfilm roll counts.

29) 4.4.1 S Please clarify the requirement for verifying the image quality three (3) times? The requirement refers to quality control methods used to verify the image quality after each roll is converted. The Vendor is to explain by what method quality control is achieved.

30) 4.4.2 A Please clarify how large each field required for indexing is? We require this for our scope of work. If field length is unknown, should we assume a field length in our response? If our assumed length is incorrect, can we negotiate the difference?

Field lengths described below:

DOC TYPE: 20

DOC DATE: 10

GRANTOR & GRANTEE (LAST NAME): 40 (FIRST NAME): 25

REF #: 17

BOOK: 8

PAGE: 8

FREEFORM: 72

SUBDIVISION: 62

LOT: 10

BLK: 10

REMARKS: 75

CONDOS: 64

BLDG: 10

UNIT: 10

LOT: 10

REMARKS: 75

SURVEY: 50

ABST: 44

ACRES: 44

REMARKS: 75

- 31) Page 20  
4.4.2 B You require a 99% accuracy, we are assuming this is a field level accuracy SLA. Please confirm. [Yes, this is a field level accuracy Service Level Agreement.](#)
- 32) 4.4.2 C Will the County provide sample reels? If so, when can we receive them? [Three sample rolls have been shipped to each vendor who attended the pre-bid conference. If any other vendor wishes to receive them, please contact the Purchasing Department.](#)
- 33) 4.4.2 D Please clarify the requirement for two (2) indexing managers. If we change the status of a staff member does the County require approval? [The County requires two indexing managers to insure a timely completion of the project. Approval would be required to reduce the number of indexing managers to less than two.](#)
- 34) 4.4.2 F For clarity, does the restriction from subcontracting work to a third party prohibit the bidder from using temporary personnel which it contracts from temporary agencies in the general course of business (i.e., Manpower, Kelly, etc.)? (*“Vendor shall not subcontract any work to a third party or send any work to vendor locations outside the United States.” The vendor will not utilize sub-contractors or third parties to complete any part of the work.”*)  
[No, this restriction does not apply to temporary personnel such as contracted from Kelly, Manpower, etc. who will be working on Vendor’s premises and under the supervision of Vendor.](#)
- 35) What is the expected frequency of pick-up and delivery? [The expected pick-up frequency is twice each calendar year, but the expected delivery is to receive batches on a monthly basis.](#)
- 36) When the County submits a record request, what information will County provide? [If the county submits a records request, the information provided will be, book type, book volume, and range of pages.](#)
- 37) What is the average number of records requests per month? [Due to the fact customers utilize books to review these records, it is anticipated records requests will be very minimal.](#)
- 38) 4.5 What is the average number of images on microfiche sheet? [There are no microfiche sheets.](#)
- 39) What percentages of microfilm reels need to go through Photostat reversal? [See Exhibit “A” for microfilm roll counts in each type.](#)



40) What is the average age range of the film? **Exact age unknown, but we believe the majority of film was produced in 1980's.**

41) Page 21

4.6 Is all of the film/fiche located in one (1) building and in the same location? If not, how many locations? And what is the proximity across the multiple locations. **The microfilm is located in one location in a county building across the street from the Courthouse.**

42) Page 23

4.4.3 A The Vendor is to include one original of any and all vendor-required contracts in their proposal response. Please clarify? Should bidder provide a copy of its standard form for services agreement? **Yes**

43) Appendix F/Appendix G/Appendix H

The RFP expressly prohibits the subcontracting of services to a third party (section 4.4.F/4.7.B). What is the purpose of these Appendices for subcontracting services to HUBs?

**Sub-contracting will be allowed for the purposes of this RFP**

44) Appendix J

*"Bidder further certifies and agrees to furnish any and/or all commodities upon which prices are extended at the price offered, and upon the conditions contained in the specifications and the Notice to Bidders."* Please explain this requirement further. **Please disregard**

45) Appendix K

What is the purpose of Appendix K? Is this a "sample" agreement that the County may require the awarded bidder to be sign? (The agreement in Appendix K is dated in 2006 and vendor will provide "emergency debris assistance?")

**Please provide your own standard contract**

46) Pricing on page 29 and 30 asks for cost per image/page but it also has a total line. Should per image/page and extended pricing be quoted and then totaled based on the extended cost for each line? **Yes, the price per image/page should be quoted and then totaled based on the extended cost for each line.**

47) Page 29, M&L Volumes 1226-2117. 892 volumes x 600 image/pages = 535,200 and not 446,000 as stated. Please clarify if the image/page count should be adjusted. **There is an error in the page count per book. The page count for this range of volumes is 500 pages per volume, so the image count is correct. A correction has been made on the price sheet.**

- 48) Page 29, the total for M & L volumes 438-1225 should be 788 for a total image count of 472,800. Please clarify if the image page count should be adjusted. [There is an error in the volume count. It should read 788 volumes for a total image count of 472,800. A correction has been made on the price sheet.](#)
- 49) Page 30, the total for M&L volumes 1-2117 should be 2118. Please clarify if the image/page count should be adjusted. [The total volume count of 2117 is correct.](#)
- 50) The table header on Page 30 says "Est. # of total images/pages" with a quantity of 423,400 and costs are requested as "Pricing per image/page" however 423,400 is stated in 4.2.2 as the approximate document count. Please clarify if pricing should be based on a per image/page or per document cost. [There is an error in the document count in 4.2.2 Indexing. It should state there is an approximate document count of 337,601 to be indexed for M&L records. A correction has been made to the price sheet. Pricing for microfilm conversion should be based on a per image/page cost. Pricing for indexing should be based on a per document cost.](#)

EXHIBIT 'A'  
Public Records Backfile Inventory

Dead Book Volumes	DATES OF RECORDS	No. of Microfilm Rolls	Records Handwritten or Typed	No. of Books containing pages with more than one document	No. of Volumes with Reverse Images (Black Background with white text)	No. of Pages in each volume	No. of Reverse Images (Black Background with white text) =B X C	No. of Volumes with Regular Pages (White Background with Black Text)	No. of Pages in each volume	No. of Regular Images (White Background with black text) =E X F	Estimated No. of Documents (Total Pages/3.5)	No. of Documents Not Yet Indexed
A - Z (20 volumes total)	7/16/1835 - 7/5/1889	36	Handwritten	ALL	9	600	5,400	17	600	10,200	1,543	2,228
Volumes 1 - 564	9/13/1889 - 3/9/1945	567	Vol 1 - 135 handwritten Vol 136 - 564 Typed	ALL	937	600	562,200	565	600	339,000	96,857	96,857
Volumes 565 - 1501	3/12/1945 - 06/16/1967	538	Typed	ALL	616	500	0	0	500	0	160,629	160,629
Volumes 1502 - 2117 (Already scanned)	05/24/1967 - 12/31/1978	127	Typed	ALL	0	500	0	0	500	0	0	0
M&L Volumes												
Volumes 1 - 437	10/20/1879 - 09/11/1941	228	Vol 1 - 42 handwritten Vol 43 - 437 Typed	ALL	788	600	472,800	438	600	262,800	75,086	75,086
Volumes 438 - 1225	08/09/1941 - 05/12/1967	371	Typed	ALL	892	500	446,000	127	429	127,429	134,914	134,914
Volumes 1226 - 2117	05/16/1967 - 12/30/1982	179	Typed	ALL	0	500	0	0	500	0	127,429	127,429
<b>Totals</b>		<b>2046</b>			<b>1,734</b>	<b>1,800</b>	<b>1,040,400</b>	<b>2,528</b>	<b>2,800</b>	<b>1,058,000</b>	<b>599,543</b>	<b>599,343</b>

## Exhibit "B"

The County Clerk's current imaging vendor is Manatron. Below is Manatron's response to our request for information regarding indexing and image naming conventions necessary to this project. The vendor awarded this RFP will be required to perform the minimum indexing requirements listed below.

1. Deed with existing indexes in Anthem – This will be the most difficult group. Your current images in Anthem are single page tiffs and it is recommended that the new images from this project also be single page tiffs. There are two ways to approach preparing images for loading.
  - a. Minimum – The vendor indexes each image for book type, volume, page and recording date. The start and end images for each document must be identified. Image pages containing more than one document would need to be duplicated or cropped so as a complete set of images can be identified for each document. Loads will be in batches. Plan on errors in the vendors file and in the county index database. The vendor and county will need to analyze and fix the errors. The corrected errors will then be loaded in another batch.
  - b. Recommended – Leave the RFP scanning requirements as is. Have Manatron perform the image duplication/cropping, indexing and linking to the county indexes as a turnkey service. We will be able to identify any poor or missing images for the vendor to correct. We will be able to identify errors in the county index database. We will also identify any indexes that do not have images (i.e. - vendor error or missing from roll etc).
2. M&L or Deeds where the County does not ask the vendor to index – This is the easiest group. The images would be loaded in batches to a conversion instance in Anthem where they could be indexed by County staff or matched with indexes created by the vendor at a later date. Once indexed they would be pushed to production by Manatron. Any vendor index errors in the image load would be corrected by staff or the vendor as the full index is added.
  - a. Minimum - The vendor would identify the images the same as in 1.a above. When loading Manatron would programmatically insert the instrument number based on the County's specifications (4 digit year plus sequence number) and the document type using the County code for M&L.
  - b. Recommended – Leave the RFP requirements as is. Have Manatron perform the image duplication/cropping, indexing and load to Anthem Conversion instance as a turnkey service. Manatron would identify any poor or missing (based on vendor inventory) images for the vendor to correct.
3. M&L with indexes – The images and indexes would be loaded to a conversion instance in Anthem.
  - a. Minimum – The vendor would identify the images similar to 1.a and index the documents. The vendor would need to provide a clear mapping document for Manatron to load the indexes to Anthem. The County would need to provide a copy of County indexing standards to the vendor. County staff would review the delivered documents and indexes for accuracy. The vendor or County staff would correct errors. Once accepted the images and indexes would be moved to production.
  - b. Recommended – The RFP requirements for scanning would be left as is. If Manatron were selected for indexing we would perform image duplication/cropping and load the images as documents into an Anthem conversion instance. Indexing would be performed within Anthem using the County's existing index standards. The County would review each batch for acceptance and the batch would then be moved into production.

## APPENDIX A. COST PROPOSAL

Using this form, each Offeror must state its proposed charges. Each Offeror's charges must include the entire cost of providing the services identified in this RFP. Cost will be a factor in the County's selection process.

### PROPOSAL PRICING SHEET

#### Microfilm Conversion to Digital Images

Item Number	Description	Estimated #	Est. # of Total Images/Pages	Pricing per Image/Page
**1	Deed Volumes A – Z (A,B,C,E,F,K,L,M,N,O,S,T,U,V,W,X,Y )	17 volumes Approx. 600 Images/Pages per volume	10,200	
**2	Deed Volumes 1 - 564	565 volumes Approx. 600 Images/Pages per volume	339,000	
**3	M & L Volumes 1 - 437	438 volumes Approx. 600 Images/Pages per volume	262,800	
4	M & L Volumes 1226 - 2117	892 volumes Approx. 500 Images/Pages per volume	446,000	
5	Deed Volumes A – Z (D,G,H,I,J,P,Q,R,Z) <b>PHOTOSTAT</b>	9 volumes Approx. 600 Images/Pages per volume	5,400	
6	Deed Volumes 565 – 1501 <b>PHOTOSTAT</b>	937 volumes Approx. 600 Images/Pages per volume	562,200	
7	M & L Volumes 438 – 1225 <b>PHOTOSTAT</b>	788 volumes Approx. 600 Images/Pages per volume	472,800	
<b>TOTAL</b>			<b>2,098,400</b>	

Indexing

Item Number	Description	Estimated #	Est. # of Total Documents	Pricing per Document
**1	M & L Volumes 1 – 2117	2117 volumes Approx. 600 Images/Pages per volume	337,601	
<b>TOTAL</b>			<b>337,601</b>	

**SECONDARY/ALTERNATE AWARD**

Would you, the Vendor, be willing to accept a Secondary/Alternate Award to provide materials/services in the absence of the Primary Vendor? Prices would be the same as those bid on the Proposal Pricing Sheet.

Yes  No

**INDEXING OPTIONAL**

Would you, the Vendor be willing to accept this award, if indexing is not awarded at this time, but may be included before the expiration of this agreement?

Yes  No