



ADDENDUM #1 to RFP#30-20JUL18

Boone County Purchasing

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Columbia, MO 65201

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BOONE COUNTY, MISSOURI

**Request for Proposal 30-30MAY19 – Off-Site Scanning and Records Management Services
for the Boone County Circuit Clerk’s Office**

ADDENDUM # 1 - Issued May 22, 2019

Prospective offerors are hereby notified of the following revisions to Request for Proposal 02-09JAN18:

1. Items (12) **Attachment Two, Sample Case Forms** and (13) **Attachment Three, Cost History Sample** are **ADDED** to paragraph 2.1.2
2. Paragraph 3.1.1(b) is **REVISED** as follows:
 - b. Original materials shall be shredded by the contractor after the final order of destruction has been issued by the Court En Banc. The Circuit Clerk’s Office will e-mail the contractor the signed form that authorizes destruction *after the Court En Banc which meets monthly has issued the order. The Circuit Clerk’s Office will coordinate with the contractor to ensure that scanned original records can be disposed of in a timely manner.*
3. Paragraph 3.2.3 is **REVISED** as follows:

3.2.3 USB Hard (Thumb) Drive, Storage and Back-Up: All completed formatted scanned records must be copied to *one (1)* external USB hard *drive*. *This* hard drive *shall* be shipped to the County for review and on-site back-up.
4. Paragraph 3.2.7 is **DELETED**.
5. Paragraph 3.2.8 is **DELETED**.
6. Paragraph 3.3.3 is **REVISED** as follows:
 - 3.3.3 The contractor must produce one original *16mm roll and one duplicate thumb-drive for all images sent to the contractor for microfilming. The original roll shall be sent to the Missouri Secretary of State and the thumb drive shall be sent to the Boone County Circuit Clerk.*

7. Paragraph 3.3.4 is **REVISED** as follows:

3.3.4 Each 16mm microfilm roll and each thumb-drive must be inspected by the contractor frame by frame for visible defects and missing pages before submitting to the Missouri Secretary of State or to the Boone County Circuit Clerk.

8. Paragraph 3.3.7 is **DELETED**.

9. Paragraph 3.3.8 is **REVISED**:

3.3.8 Each microfilm roll must contain index marks indicating the beginning *and end* of each document and page consistent with Missouri Secretary of State Guidelines for Local Records Microfilming.

10. Paragraph 3.3.10 is **REVISED**:

3.3.10 The microfilm roll must contain blip marks indicating the beginning *and end* of each document and page.

11. Paragraph 3.5.2 is **REVISED** as follows:

3.5.2 The contractor shall provide all PaperVision updates/upgrades and shall coordinate with the Circuit Clerk's IT Department regarding loading the update/upgrade to the County's server.

12. The County received the following questions and is providing the following responses:

- a. On page 9, section 3.2.12, it states that the contractor must format the images and indexes to the requirements of PaperVision software. Does the County Circuit Clerk's Office currently own and utilize PaperVision Software and do they have a software vendor that currently provides support, maintenance and upgrades for the application? What version of PaperVision is the County using – can a detailed list of the modules installed and used by the County be provided?

Response: Yes. American Micro is the current vendor that provides both scanning and PaperVision software including support. The County owns five concurrent site licenses to PaperVision and so is only seeking on-going support (see paragraphs 3.5.1 through 3.5.5 of the RFP). The County is using PaperVision Release 84. A detailed listing of modules is not available.

- b. On page 11, section 3.5.1, it states that the contractor shall provide on-going annual maintenance on PaperVision software for five concurrent users. Will bidders who do not sell and service PaperVision software be eligible for award of the scanning services project if they are able to meet the PaperVision formatting requirements outlined in section 3.2.12? Is there a reason the County would not award the scanning portion to one vendor and the software maintenance to a vendor who sells and supports PaperVision since they are two completely different services? Excluding vendors that meet that requirement but are not PaperVision resellers/supporters would limit open competition for the RFP.

Response: The County requires maintenance on PaperVision software and does not intend to shift to a different software given the County's investment in the licenses and user training, in addition to the fact the County records are already stored to the PaperVision format. The County prefers to keep both scanning and maintenance of PaperVision performed by one provider.

- c. In section 3.1.1, the requirements are 16mm microfilm. In 3.3.3 and 3.3.4, the requirements are for 35mm microfilm. Which is the correct requirement?

Response: 16mm – Addendum #1 corrects references to 35mm in the RFP and revises them to 16mm.

- d. In section 3.2.2, it appears that the final indexing fields for each individual file will be: the plaintiff's last name, plaintiff's first name, defendant's last name, defendant's first name and the case number. Is this correct?

Response: Please see Attachment Two

- e. In section 2.2.3, it lists the approximate number of sheets of paper per box. Can you tell us the average number of separate case files per box or can you give an estimate of the total number of case files for the project? This will help to determine the level of effort for indexing of the files.

Response: On average, there are 50-files per each box – file size determines the number per box – if the file is thin, then as many as 130 files can be stored in a box. If the file is thicker, then fewer files are in the box.

- f. Will the County be able to provide a data extract from their case file management software application that contains the plaintiff and defendant names along with the associated case file numbers? If so, that can be used to streamline the indexing process by limiting the number of index fields that need to be manually keyed. Utilizing a data report will decrease the overall project cost.

Response: No.

- g. Who provides the microfilm roll numbers – will the contractor be responsible?

Response: The Circuit Clerk's Office will provide the initial numbering and then the numbering will be sequential for later batches.

- h. How does the staff at the Circuit Clerk's Office access scanned records in PaperVision?

Response: By case number if it's known; if not then by name.

- i. Section 2.2.3 describes 30,000 files that are "in addition to other records." Will these files be similar in nature to the boxed files described in that section, and will they be prepared by the County as described in paragraph 2.2.3(a)?

Response: Yes.

- j. Paragraph 2.2.3(a) mentions a Case Form. Can that be shared?

Response: Yes – see Attachment Two

- k. Paragraph 3.1.1(b) indicates that the County will provide a “final order of destruction.” What is the estimated timeframe between delivery of images and microfilm, and the notice to authorize files destruction, i.e., how long will the County’s files have to be on the contractor’s floor?

Response: The Court En Banc meets monthly. Depending on when the specific scanning work is completed and accepted by the County, and when the Court En Banc regularly meets determines when the notice to destroy can be sent to the contractor. A guesstimate is anywhere from 30-60 days after completed and accepted scanning work has been received by the County.

- l. Paragraph 3.1.3 lists boxes as one of the supplies the contractor must provide, can the County confirm?

Response: The contractor is required to provide all materials as identified in paragraphs 3.1.3 (a) through (e).

- m. Paragraph 3.2.7 indicates that computer index data may not be available for some records and that these records must be indexed by document number. Can the County provide a document number that will need to be indexed?

Response: Paragraphs 3.2.7 and 3.2.8 have been deleted by this Addendum.

- n. Paragraph 3.3.7 indicates that County will determine the images contained on a roll of microfilm – please explain.

Response: Paragraph 3.3.7 has been deleted by this Addendum.

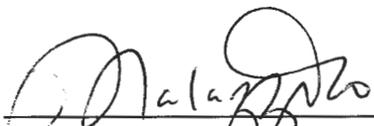
- o. Paragraph 5.6.4 requests information from the offeror regarding how records management will be performed. Should the offeror describe how it will perform tasks in the Scope of Work?

Response: Yes. The offeror can address each paragraph in the Scope of Work in its proposal to detail how it will perform scanning and records management services.

- p. Will the County need access to the files sent to the contractor for scanning before scanning is completed?

Response: It’s possible but it has never been requested at the time of this Addendum, so the possibility remains unlikely. The County is willing to coordinate with the contractor in a case like this.

This addendum is issued in accordance with the RFP paragraph 1.8 and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal including the *Vendor Response and Pricing Pages*.

By: 
Liz Palazzolo, Senior Buyer
Boone County Purchasing

The OFFEROR has examined **Addendum #1** to Request for Proposal **#30-30MAY19 Off-Site Scanning and Records Management Services for the Boone County Circuit Clerk's Office** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Contact Name and E-Mail Address to receive documents for electronic signature in ***DocuSign***:

Invoice

Attachment Three – RFP 30-30MAY19

Date	Invoice #
10/17/2018	

Bill To
BOONE COUNTY CIRCUIT CLERK CAROL RUMBLE 705 E. WALNUT COLUMBIA, MO 65201

Ship To
BOONE COUNTY CIRCUIT CLERK CAROL RUMBLE 705 E. WALNUT COLUMBIA, MO 65201

S.O. No.	P.O. No.	Terms	Due Date	Rep	Ship D...	Ship Via	Project	Customer Pho...	Job #
74704		Net 15	11/1/2018	100	8/20/2018	ACTION	CASE FILES	573-886- XXXX	15314
Item	Description				Ordered	Prev. Invoiced	Invoiced	Rate	Amount
	CASE FILES 30 BOXES 14 BOXES Misdemeanors & Felonies MF1496-MF1509 13 BOXES Civil AC & SC cases CV2040-CV2052 2 BOXES Confidential Paternity cases P634-P635 1 BOX Family Court Adult Abuse cases Docket Sheets Only AA1								
SB-PLANT L...	REMOVAL OF STAPLES				13	0	13	1.00	13.00
SB-SCANNIN...	SCANNING DOCUMENTS				64.620	0	64.620	0.062	4.006.44
SB-OUTPUT ...	ARCHIVE WRITER / INCLUDED IN PRICE 9 ROLLS (ROLL 5036 TO 5044)				1	0	1	0.00	0.00
SB-THUMBD...	THUMB DRIVE / INCLUDED IN PRICE				1	0	1	0.00	0.00
SB-SHREDDI...	SHREDDING OF DOCUMENTS / INCLUDED IN PRICE				1	0	1	0.00	0.00
We Appreciate Your Business. Thank You							Subtotal		
							Sales Tax (0.0%)		
							Total		
							Payments/Credits		
							Balance Due		