**#051325-Indexing RFP Q&A Addendum 1 (Final)**

* Will each and every single individual page need to be indexed with the multiple fields, or are the Deeds (Documents/Files) more than one page? Deeds may be more than one page.
* If the books are not scanned can samples/photos of the books be provided? They are scanned.  They will be accessed via share drive.
* Are the books bound and can they be unbound if needed to be scanned? No books involved.  Deed images are in a share drive.
* What type of binding are on the books? N/A
* Is there a price sheet that the County would like utilized so that all proposers are submitting based upon the same price schedule and to make it easier for the County to compare pricing from proposers? The County will compare and tabulate vendor pricing as is.
* Is there a timeframe for completion that the County would like the project completed in? To be determined.
* How will the County provide the images to the Vendor? Secured FTP, Portable Hard drive? Stated above.
* If the documents have not been scanned and the County requires the vendor selected to do so, are the documents packed or will the County pack the documents? N/A
* Will the County accept a courier to pick up or deliver the documents/images? N/A
* In the References and Relevant Experience on page 3 of the RFP detailing requested information to be submitted as part of the proposal, it states “Additionally, indicate your vendors financial standing and ability”.  Is the County requesting the financial standing of the Proposer, or vendors the proposer would work with in regards to this project?  Is a Financial statement from the proposer being requested? At vendor discretion.
* Do these Deed books require scanning or are they already digitize?
  + They are already digitized.  I need to manually upload them to a sharedrive where the indexer can access them.  It takes time to get them onto sharedrive.  All of the deeds are not yet uploaded to the sharedrive.
* Can a Sample page be provided for review indicating the area’s to be indexed?
  + It doesn’t work like that.  We need Grantor, grantee,  and date of recording
* On page 3 you’ve indicated *the amount of handwritten documents to be index, bundled, stapled, and delivered to the County and Landex”,* do you want the Vendor create hard copies?
  + I don’t need anything bundled or stapled.  We don’t need hard copies.  Data would need entered in a format which Landex accepts.
* Would the County or Landex have a template with the required fields for Indexing, and how would the documents pages/images be in connection with each indexed, the unique files name would also be included with the Index field or line.
  + We do not have a template.  This is done with Landex’ requirements.
* Can we view representative samples? It would be helpful to see a range of material, to understand the range of complexity.
  + One can view old deeds on Landex.com
* Are there additional proposal documents available?
  + Not sure what this means.
* Can physical documents leave Pennsylvania? What are the location restrictions?
  + No physical documents would leave PA.  Documents are uploaded onto a share drive.
* Can digital data leave Pennsylvania? Can digital data leave the US?
  + Data gets sent to Landex.
* Can Landex be accessed outside Pennsylvania? Outside of the US?
  + I believe so.  You go to Landex.com.  However, not sure what you need from them.  The deeds are uploaded to a sharedrive.
* What is the format of the digital image (PDF, TIF, JPEG) that will be sent to the vendor for indexing? TIF
* How will the images be provided to the vendor for indexing (hard drive, SFTP, etc.)?Sharedrive
* What was the original source of the digital images (paper of microfilm)?Paper I believe. Not sure. They were scanned before my time.
* Are the images in a bitonal black and white or greyscale format? Don’t know how to answer that.
* Under Executive Summary the last bullet point; Any additional, applicable fields-up to 10. Can you please elaborate if these are additional fields to the fields already defined? If so, will they be required for this response or is the county looking for future add-on indexing services? Capture them now. But only grantor/grantee/date of recording are currently included. Would like other fields captured including township. Township may be added when documents are more recent. Certain townships did not exist in the 1700s and early 1800s. So, I may ask that twp or municipality be added. Document type may be added when we get to more recent documents.
* Can the county provide a search in the Landex application with data contained within the fields and provide a screen shot of this information and send a copy? Clarification needed on this question.
* For the “Demo” – can you better define what the vendor should prepare (is it just the customer support chain of command or the process, in its entirety)?
* Within the RFP under records dated prior to 1900, the county indicates the creation of new codes may be required. Can the county provide more details about these codes, as this may impact on the pricing and the required format for the images to be loaded into the Landex application? Not sure to what this refers.
* Are there any time requirements that the county is trying to meet to have this indexing project completed? Will work with the Recorder of deeds to determine
* Is it the goal of the county to complete the entire project at once, or does the county plan on approaching the project in phases over more than one budget cycle? phases
* How will the images be supplied to the vendor? Vendor will retrieve via sharedrive. Recorder has to upload the images. Unless IT comes up with another method of retrieval.
* Will current images need to be enhanced due to poor quality? That is something the vendor will have to tell us. I do not know what every image over 150 years may look like.
* Will the Grantor/ Grantee indexes be part of this project? The project includes indexing the grantors/grantees. That is the project.
* How will we be receiving these documents, via the counties System vendor, i.e., Landex? I answered this above.
* If we run across illegible images, especially with images from 1780s, what is the expectation from the county (i.e., will enhancements to images be required)? Let us know. We may ask for original books to see if they are better than the scanned image. I certainly want a record kept of any illegible images.
* What time frame will the RFP questions be answered and will the May 13th date be modified if questions can’t be answered in a timely manner?