
Questions on E50B9400043

Charter Records Microform Digital Conversion

from Pre-Bid Conference on April 10, 2019

Vendor: TDEC

1. You describe the microform rolls as 50' in length. Typically, microfilm rolls are 100' for 35mm and 130 or 215' for 16mm. Please confirm if they are 100' or 215'

100 ft. in length, 16mm on average: Please see "Microfilm Details Form" for full information descriptions and sizes.

2. What is the average number of pages per document?

Most of these documents are 2 pages.

3. Is the first page of a document consistent through the collection? (At the prebid, the first page of a new document contained the name of the unique business entity/charter filing with a stamp of the state of MD, it was stated these two pages were "usually the first two pages of a new document, but it sometimes was found at the end of a multipage document.") Are these two pages always found in a record?

Most of these documents do not have a Cover Sheet and the first page, or sometimes last page, is usually stamped or marked with the date and Acknowledgement Number.

4. What image resolution do you require: 300dpi/400dpi etc.?

These images all need to be 500 dpi or better in order to be sure to capture all the punctuation.

5. Will you accept bi-tonal images?

The images need to be in gray-scale format.

6. You indicate PDF deliverable: do you need a multipage PDF per each document, or a single page PDF?

Multiple-page pdfs per document.

7. Will you provide a sample reel to each interested vendor?

This can be arranged upon request.

8. Can you confirm the total number of images?

We cannot. The number varies per roll, but we will do our best to estimate for each batch.

9. Is the film all camera-master or duplicate?

These are all the original films.

10. Is all of the film negative or positive (black text/white background, or white text/black background)?
(We viewed negative at the prebid)

I have not checked every roll, but the ones I have checked are all negative (white text/dark background).

*** There are both negative and positive images

11. Is there a need for OCR (multipage searchable PDF for example)?

No. No OCR is needed for these images.

12. Is all film simplex?

All the film is 16mm simplex.

13. How much information about each reel will you be able to provide to the vendor? (Will you provide a manifest with this information: reel number, any of the index data?)

We will provide all of the indexing that we have for each batch of microfilm. We do not have 100% for any of this. The more recent film has a higher percentage of Indexing available. The oldest cartridges do not have any indexing available.

14. How often do you anticipate requesting film that is in the vendor possession? (How many requests per day?)

We have daily requests for filings from these cartridges. The more recent cartridges are referred to more often than the older cartridges. We anticipate 3 – 5 requests per week for more recent films while they are being processed, with a reductions to 0 – 1 request for older cartridges being processed.

15. Will you be able to identify the necessary reel which contains the requested record?

Any request will be for a specific film (reel), page number (folio) and number of pages (images).

16. If a value for a given index field is illegible, should the field remain blank?

Yes.

17. If one or more of the 3 required index values are not available, what action should take place?

If any of the required index data is unavailable, including the Department ID or the Acknowledgement Number, we are asking you to leave these fields “blank” (empty).

18. Where is the Acknowledgement number value located?

This number will usually be stamped or labelled on the FIRST PAGE or the LAST PAGE for older filings.

19. Is there a table of all Acknowledgement numbers and Department IDs available so the captured values could be verified against it?

There is not. The records are kept as links to the Business Entity record in our database and not in a separate table.

20. Where is the Department ID value located?

Reference to Page 9; 2.3.1.6 (3.) “Department ID: This is a 9-digit unique identifier for the business entity submitting the charter filing document (a preceding letter, followed by 8 numeric digits”.

The Departmental ID location varies, for the most part the first page of the document would be the location

21. Are there examples of Charter Filing in the PDF format available for review? If so, are there mapped index values on images?

We can provide examples of the document pages that includes the location of the Department ID.

22. What does the value in the Date Entered refer to specifically?

Reference to Page 9; 2.3.1.6 (4.) “Date Entered: The date the image was added to the system.”

SDAT will add that data when we import the images into our Document Management System.

23. What is the default format of the Date Entered and Last Modified Date fields? Are there variations like yyyy or yyyyymm or yyyyymmdd expected?

MM/DD/YYYY

24. What is the locations of the Date Entered and Last Modified Date fields?

Date Entered: The Date the image was added to our Document Management System. We will provide that data.

Last Date Modified: The most recent date the record was modified. The system provides this automatically.

25. Does the value in the Last Modified Date field always the same as the value in the Date Entered field?

No, but when new records are added, these two dates will start out the same. We will add this data.

26. What does the value in the Entered By refer to specifically?

The Company working on the digitizing of the microfilm. We will add this data.

27. Is there a table of all possible Entered By and Last Modified By available so the captured values could be verified against it

The successful Vendor does not need to insert this data. SDAT will insert this data when importing the images and indexing into our Document Management System..

28. Does the value in the Last Modified By field always the same as the value in the Entered By field?

Answered in 25.

29. Can the all non-numeric values be captured in upper case?

Yes.

30. Will the value in the Transaction Type field always be “Charter” for the entire project?

Yes.

31. How is the Page Count value expected to be determined?

This is the number of pages that make-up a particular filing. When possible, we will include this information as part of our indexing to the successful Vendor. We also expect there to be “blocks” of un-indexed data. These will need to include the number of pages within each “block”

32. What is the expected format of the Batch ID?

Page 10; 2.3.1.6 (9.) **Batch ID:** An internal identifier to group the entire batch scanned at once

This will be provided by the project manager.

33. What are the criteria for the inventory of microform cartridge batches condition corresponding to fair or good?

Good cartridges are clean, with few or no marks on the outside; clear, legible labels on the cartridges; clear or mostly legible images on the microfilm.

Fair cartridges have some marks, may have torn or illegible labels on the cartridges; may have some grainy or illegible images.

Neither of these ratings include any deteriorating, dissolving, melting, or in any other way, media that is decomposing. None of the microfilm cartridges that we have show any signs of any of this.

34. In spite of the collection not being sensitive and categorized as public, the TO calls for the encryption throughout the process. Are we to expect some sensitive materials, PII as a part of the collection? If not, what is the purpose of the encryption?

For organizational purposes and to keep inventory of appropriate documents. In the future there maybe documents that include sensitive materials, we would like to know that the company we choose has the capability to work with this environment in mind. For this particular project, however, there is no encryption needed.

35. 5.3.2 References “media submitted in the TO technical proposal.’ Please clarify what media is to be submitted.

Page 30; “Provide no pricing info on the media submitted in the TO T Technical Proposal”

There should be no pricing in the original proposal, please send pricing separate to the proposal for organization purposes.

See 5.3.7 Part 1 and Part 2, for submission details.

The media is the proposal itself, in either a Flash Drive (preferred) or CD format.

36. Is the password for the Technical Proposal to be submitted in a third, separate email from the proposal volumes? If not how shall it be submitted?

Yes.

37. Confirm offerors are NOT to send the password for the proposal volume unless specifically requested by SDAT.

Not unless asked for.

1. How are the Quality of the Microfilm?

Depending on the type of film. There are 7 types of film, and each is a little different. For example; there are some films that have a grayed-out, or dark background to the file page itself, though some are very clear. This is not associated with the age of the media, however.

2. Indexing Criteria – It was mentioned during the Pre-Proposal conference that Microfilm’s before year 2000 need to be indexed in a certain format while after 2000 needs to have a different format. Can you provide the indexing criteria for both the format as an example?

Reference to Page 7; 2.2 (C.): Images added after 2001 do not have data for Film or Folio. All images prior to 2001 will have a Film (sometimes referred to as “Reel”, “Roll”, or “Cartridge”) and Folio (AKA; Page Number) index value. To the extent possible, SDAT will provide data for Acknowledgement Number, Department ID, Page Count, Film, and Folio. If not possible, index data will have to be taken from the images themselves.

3. What Scanning Resolution is required?

500 DPI

4. How will be receive the indexing data?

We will be providing Excel Spreadsheet files, or CSV files, depending on the preferred format. SDAT is responsible for pulling the batch together, and readying the microfilms for pick up.

The successful vendor will pick-up the cartridges, and then return the cartridges to the same location, along with the media containing the images and indexing data, in the preferred format.

5. How many feet are the Rolls?

About 100 ft each. The length varies.

6. How many images per Roll?

If we are assuming that the whole roll is a printable area: Then there are approximately 2,278 Images per-roll. Not all of the rolls are completely filled, however, and some rolls actually contain two rolls of images. (Two separate Reel Numbers.)

7. Is the time frame for the project flexible?

Our goal is to complete this project within six months. However, as we work, we may find that we need to extend the time-frame, up to twelve months.

8. How often will we get request for the images while they are offsite?

(Referencing question 14.)

We have daily requests for filings from these cartridges. The more recent cartridges are referred to more often than the older cartridges. We anticipate 3 – 5 requests per week for more recent films while they are being processed, with a reductions to 0 – 1 request for older cartridges being processed.

9. Is the film 3, 2, or 1 level blipped?

Not all of the microfilm is blipped. The ones that are blipped are mostly 1-level blipped. However, we have seen a few cartridges that are 2-level blipped. Please see the “Microfilm Details” chart, for additional details.

1. **[Sec 2.2 A (pg7)]** The TORFP references 3,600 50' film rolls, which would be expected to have 1200-1300 images per roll (24x CINE). This equates to a range of 4.3-4.7M images total. In the TO Pre-bid Conference, it was commented that there were 1,441,000 files on record & that roughly 60% of the files would be 2 pages and 40% could be 50 pages. This average would make image count implausible as it would mean 30M+ images. For clarification purposes, would SDAT agree with the following known facts?:
 - a) that there are 3,600 rolls of film and
 - b) that it is known that there are 1,441,000 files on these rolls?If both are true, then we would be looking at 1.441M documents, a range of 4.3-4.7M images, and a likely average of 3-3.25 images per document.

While we do know for certain that a) is true, we do not know, for certain, how many images there are per roll. We have pulled examples of each type of cartridge and have done manual counts to get an estimate. Please see the attached spreadsheet for details on the film cartridges.

2. **[Sec 2.2 A (pg7)]** Please confirm the rolls are all expected to be 16mm Simplex microform.

Correct.

3. **[Sec 2.2 A (pg7)]** Can SDAT please be more specific regarding what was meant by the phrase "the cartridges are beginning to deteriorate"? E.g., image quality is suffering generally from repeated use *vs* XX% of the cartridges are experiencing chemical or environmental issues?

There are no known chemical or environmental issues. However, these cartridges are in daily use and normal wear and tear is starting to affect the quality of the images.

4. **[Sec 2.2 C (pg7)]** Does SDAT have estimates for volume of fields and/or characters that "some index data may have to be taken from images" should be assumed by bidders?

It would be safe to estimate that 50% of the data will need to be collected from the images themselves.

5. **[Sec 2.2 C (pg7)]** In the TO Pre-bid Conference, it was commented that fields 1 (Acknowledgement Number) and 3 (Department ID) would always need to be keyed. Is this a correct assumption?

These are the two required fields that we need the successful vendor to provide. We will provide the vendor with whatever indexing data we already have, and any missing data will need to come from the vendor.

6. **[Sec 2.2 C (pg7)]** In the TO Pre-bid Conference, it was commented that a match-and-merge file would be provided, that this file would allow pulling of index values after keying field 1 (Acknowledgement Number). If the remaining fields do not all populate, is Bidder required to index the missing values? If yes, is there any SDAT benchmark Bidders should use to estimate missing fields or keystrokes per file?

The key indexing data currently is the Film and Folio for these documents. We will be providing this data, along with the Department ID and Acknowledgement Number for the indexing we have, but any missing data will need to come from the vendor. Film is easy – it is the cartridge identifier - and Folio is the page number of the first page of the filing. The Department ID and Acknowledgement Number is supposed to be stamped on the document itself. If this information is missing or illegible, we will also accept blank data.

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7. **[Sec 2.3.1.3 (pg8)]** Does SDAT have any estimate for the volume of cartridge files likely to need return under the same day/next day pull requirement?

See [Vendor: TDEC, Response to Question 14](#)

8. **[Sec 2.3.1.4 (pg9)]** Are the .pdfs referenced intended to be PDFs (non-searchable, non-embedded fonts, etc) or PDF/A's (searchable, embedded fonts, etc)?

The former – non-searchable, non-embedded fonts.

9. **[Sec 2.3.1.4 (pg9)]** Do the HDDs, DVDs, and/or CDs need to be either password-protected or encrypted? If so, please advise specifications, e.g. FIPS 140/2- enabled or Password of X characters, including alpha, numeric, non-repeating, no special characters, etc.

No. No encryption is necessary for these.

10. **[Sec 2.3.1.5 (pg9)]** What does SDAT mean by the term "useable"? Best-copy images and needed index values aside, the concern would be if there is an expectation if searchable PDFs are not fully textual, which is quite likely with microform images. If there is no intent to have searchable PDFs, please ignore this question.

No intent for searchable pdfs.

11. **[Sec 2.3.1.6 (pgs9-10)]** For fields 4-to-11, could you please provide field lengths to be captured?

Acknowledgement Number: A 16-digit, unique numeric identifier. (Required) [16 characters]

NOTE: Some older charter filings included alpha-characters in this identifier,

Department ID: This is a 9-digit unique identifier for the business entity submitting the charter filing document (a preceding letter, followed by 8 numeric digits), [9 digits]

Page Count: The number of pages in the document, [3 digits]

Batch ID: An internal identifier to group the entire batch scanned at once, [6 digits]

Film: The number or identifier of the cartridge (for microfilm) (Required) [6 digits]

NOTE: First digit is a letter, followed by a number with padded zeros in-between

Folio: The first Page Number of the document on the cartridge (for microfilm) (Required) [3 digits]

12. **[Sec 2.3.1.7 (pg10)]** Ideally, a new batch of, say, 600 rolls would be picked up when the preceding set are dropped off. In this section, does SDAT intend to have a courier wait or leave-and-return in X hours while the return-roll inventory is done?

The carrier can either wait, or sign an acknowledgement that they certify that all of the cartridges have been returned. No additional batches are to be released, however, until all of the cartridges being returned have been accounted-for.

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13. **[Sec 3.6.4 B4-5 (pg19)]** There is a reference here to having encryption on for data at-rest & in transit, meaning we'd need to encrypt -- and SDAT unencrypt -- these files if they were uploaded to the State's database. Is that the intent here and a requirement for this particular project?

Not for this phase of the project, but for any extensions, we will need to have security and encryption for that data.

14. **[No specific reference]** In the TO Pre-bid Conference, it was commented that completion "within 6 months" would be desirable. Could SDAT provide any clarity around whether that means, say, Dec 31, 2019 with an expected award date of July 1, 2019? The reason for this question is to gauge whether 2nd/3rd shift, weekend, and/or overtime expenses might be required by the Master Contractor to meet that date.

We do expect this to be awarded by July 1, meaning the goal would be to complete this phase by December 31, 2019. We are flexible, however, and can extend this phase for up to 6 months. We are more interested in getting quality data returned than rushing to finish.

15. **[Attachment B1-Price Proposal]** In the price proposal, column "Total Class Hours (B)" contains 2000 hours for each labor category. Should we enter the hours we plan to use for each labor category or leave the hours alone?

You should include an estimate for any labor category that you intend to use for this contract. The hours listed should reflect your best estimates of the time and category of staff needed to complete this project.

16. **[Attachment B1-Price Proposal]** Is there a unit cost per image a factor and if so so where should it be presented?

We have not asked for a specific bid format, but if you do elect to submit a proposal based on a per image factor, then this will need to include full indexing data for each image billed, which may be difficult to estimate.

17. **[Sec 4.9 (pg28)]** For Living Wage requirements, should Offeror bid using Tier1's \$10.49/hr or Tier2's \$13.96/hr rate? This regulation says that one of these tiers would be assigned by the contract administrator in situations where work would be performed outside the State of Maryland.

The Living Wage Law requires certain contractors and subcontractors working on State funded service contracts to pay their employees an hourly rate that meets or exceeds the living wage rate established by the Commissioner of Labor. Effective September 28, 2018, the Living Wage Law requires employers to pay \$13.96 per hour in Tier 1 jurisdictions and \$10.49 per hour in Tier 2 jurisdictions.

"Tier 1 Area" means Montgomery County, Prince George's County, Howard County, Anne Arundel County, Baltimore County, and Baltimore City. "Tier 2 Area" means any county in the State not included in the Tier 1 Area. See COMAR 21.11.10.01 B (4)-(5).

Since we anticipate that most, if not all, of the work performed under this contract would take place within the boundaries of Baltimore City, you should anticipate using the Tier 1 rate in your proposal.

