



RFP for Scanning and Conversion of Historical Shelby County Tax Maps

This RFP Response Sheet must be included in response to be considered.

1.0) RFP Purpose

Shelby County seeks to contract with a single vendor who will be responsible for meeting the following requirements. The media to be converted is housed in the Development Services Offices located at 1123 County Services Dr. Pelham, AL 35124.

Points of contact:

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2.0) Scope of Required Services & Work Product to be Delivered

- Approximately 2,200 maps (6 volumes identified by year – 1982, 1988, 1993)
- Map size: 18" x 24" format
- Indexing – metadata (attribution) located on each map page:
 - County Locator
 - Map Number
 - Map Year

- Post-process collation and merge images having the same map number.
 - It is required that all images with the same map numbers be viewable in one PDF.
- Books to be returned in exactly same condition as when acquired for project.
- Expect scan on demand requests during project.
 - Scan expected within 24 hours by email or Shelby County-approved file share, with image quality sufficient to print paper media legible at actual size (18"x24"). iPhone photo would be acceptable, provided image quality is sufficient.

Applicants must fill out table below with their unit pricing and totals.

Required Services & Deliverables	Unit	Unit Estimate	Unit Price	Proposed Total
Regularly scheduled call to review progress and issues	Minimum bi-weekly or weekly as needed.			
Large Format Map Scanning at 300dpi bitonal pdf.	Map Page (18"x24")	2,200		
Indexing Metadata: Large Format Map – Keyword rename. Assume up to 15 keystrokes per PDF/Map	Keystroke	33,000		
Post-process collation and merge images based on same map number	Labor Hours			
Reassembly/return of map books				
Transportation/Shipping				
Scan on demand during project	Per request by designated county contact			
Total RFP Price not to exceed (Provide total in highlighted cell)				

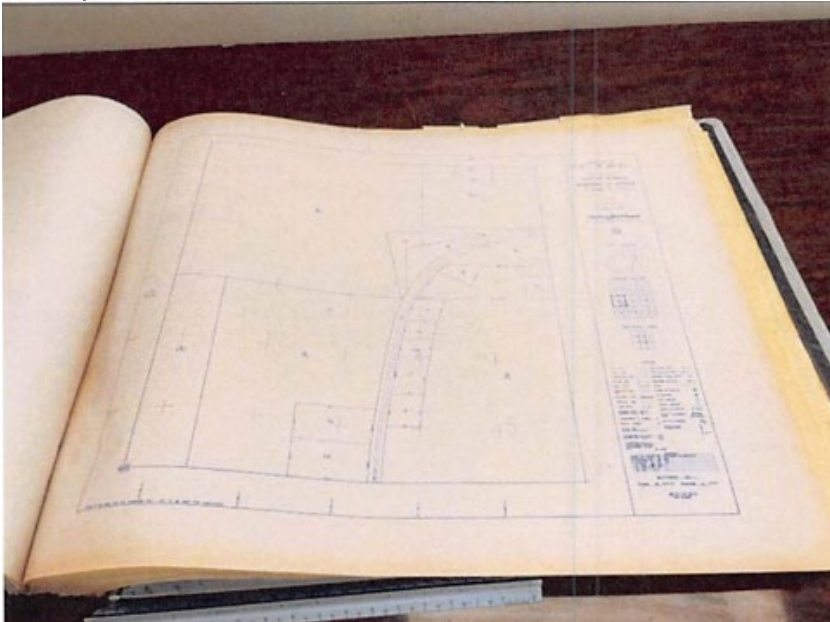
These are the six map books that comprise the scope of work.



Note: These books are frequently referenced and must be available upon request within 24 hour period during course of project. All 6 books will be reassembled & returned after digital conversion.

Examples of typical map book page:

Example 1

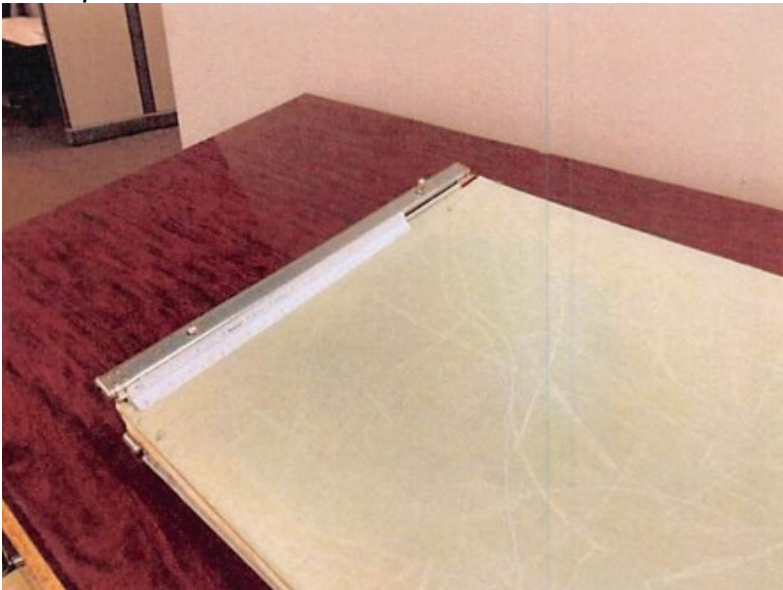


Example 2



24" Width.

Example 3



16" height

3.0) Mandatory Requirements

Mandatory Requirements	Description	Vendor Response
1	Bidder must document expertise in this type of paper-to-digital media conversion.	<p>If Yes, attach description of experience.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
2	Bidder must document number of years of experience in this type of paper-to-digital media conversion [Minimum 5 years required].	<p>Number of Years of Experience: _____ years</p>
3	Bidder must provide a minimum of three client references for which bidder has provided similar conversion services. Information provided must include a description of the project and complete contact information.	<p>Complete List of Client References Attached</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
4	Bidders must conduct onsite inspection at Shelby County prior to responding to RFP.	<p>Inspection Completed</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
5	Bidders must submit a similar successful conversion sample to Shelby County prior to responding to RFP.	<p>Sample Provided</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
6	Bidder must provide an example Statement of Work (SOW) including a description of technology used in the process.	<p>SOW Sample attached</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
7	Bidder must be capable of completing the project within two months of the official start date.	<p>Confirmation of delivery data requirement</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
8	Bidders must have expertise in core business processing outsourcing (BPO) services including scanning all sizes of paper documents (e.g., large format)	<p>Description of BPO Expertise attached</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>

9	Bidders must have expertise in enhancing poor source document paper media into legible digital images.	Examples provided <input type="radio"/> Yes <input type="radio"/> No
10	Bidders required to have experience with MFiles integration and implementation.	Examples provided <input type="radio"/> Yes <input type="radio"/> No
11	Bidders required to have expertise in related BPO supporting services such as records management consulting, on-site auditing, chain of custody (i.e., start to finish file security).	Description of Related Supporting Services Attached <input type="radio"/> Yes <input type="radio"/> No
12	Bidder must provide not-to-exceed pricing for all described work to be performed including packing assistance, transportation of materials to and from Shelby County, and manifest and chain of custody.	Description of Related Supporting Services Attached <input type="radio"/> Yes <input type="radio"/> No
13	Bidder must provide an example of their chain of custody signature document for this project.	Example Provided <input type="radio"/> Yes <input type="radio"/> No

4.0) Delivery and Support:

- The project is to be completed within 2 months of official RFP award notification.
- Awarded company must provide training and written documentation.
- Awarded company must be able to respond to inquiries and issues within 24 hours.

5.0) RFP Submission:

The Bidder should submit RFP with individual unit prices reflected on all components of the above Project Descriptions. County reserves the right to purchase none, one or any portion or component of the RFP unit prices. The Bidder must submit no less than (3) three references from current clients. The County reserves the right to use itself as a reference and to solicit references from clients other than those listed.

6.0) Evaluation Criteria:

Evaluation will be based on the County's sole judgment of the quality and features of the services and software offered, support capabilities of the firm and price.