TO:        All Bidders
FROM:     City of Cambridge
DATE:     March 24, 2022
RE:       File No. 10190 – Scanning Services to Assist with the Digitization of the City Clerk’s Historical Documents - Addendum No. 2

This addendum is comprised of:

A) Pre-bid Meeting Information
B) Submitted Questions and Answers
C) Revised Price Proposal

A) Pre-bid Meeting Information:

A pre-bid meeting to view the documents as referenced in the Scope of Services of the Invitation for Bid has been scheduled for Friday, March 25th at 10:00AM at Cambridge City Hall, 795 Massachusetts Ave, Cambridge, MA 02139. Interested parties should arrive prior to the scheduled time at the City Clerk’s office on the 1st Floor.

B) Submitted Questions and Answers:

1. Q: Is 300 DPI acceptable as 600 will create larger file sizes that may create issues for your system in the future?
   A: No, lower than 600 DPI is not acceptable as the City wants the highest quality possible.

2. Q: DVD’s hold a limited amount of space and can be lost, misplaced or damaged. I would consider an encrypted Hard drive or reduce the DPI or advise a backup for media storage?
   A: An encrypted hard drive would be acceptable.

3. Q: What is the reason 600 dpi resolution expected instead of 300 dpi for such type of documents? It will unnecessarily increase the cost.
   A: Please see the answer to Question 1.
4. Q: Do you want us to scan the images as B&W, Greyscale, or Color?  
   A: The majority of documents are typed pages; those should be in high contrast black and white. Any photographs should be color accurate.

5. Q: Can we pick up all the boxes in one trip?  
   A: Yes.

6. Q: Do you want us to upload the files to share point or will you be able to manage that?  
   A: The vendor will upload the files to sharepoint.

7. Q: Do we need to provide the digitized documents in specific folder structure?  
   A: Yes.

8. Q: Do we need to apply any naming convention to the files?  
   A: Yes, a naming convention will be discussed with the vendor that the contract is awarded to.

9. Q: Are there documents larger than 11x17” in size?  
   A: Yes.

10. Q: If yes, what is the volume?  
    A: There are an estimated 20,000 pages of non-standard size documents (documents that are not 8.5 x 11 inches)

11. Q: While my local office resides in Boston our centralized digital print and scanning is done in Middletown CT 1 hour 51 Minutes from Cambridge, MA. Does that disqualify my company?  
    A: No, that does not disqualify a bidder

12. Q: How is the 1-hour storage from Cambridge calculated and does Manchester, NH comply with this requirement?  
    A: The 1-hour driving distance standard is based on average travel times with typical traffic conditions. The City recognizes that travel times may vary based on traffic and other factors, and as such Manchester, NH complies with this requirement.

13. Q: Can the bound volumes be sliced to scan?  
    A: No.
14. Q: What is the number of bound volumes to be scanned?  
   A: An estimated 100 bound volumes are to be scanned.

15. Q: What is the average number of pages per bound volume?  
   A: 300 pages.

16. Q: Please confirm that the City will be responsible for boxing all documents to be scanned.  
   A: The City expects the vendor to box the documents under the supervision of the City Clerk’s office staff.

17. Q: Are the files/boxes all stored at City Hall or at an off-site storage facility?  
   A: All files and boxes are stored at City Hall.

18. Q: Will pickup and delivery be to the same locations? Or is it possible pickup may be at one facility and return delivery to another?  
   A: Pickup and delivery will be at the same location.

19. Q: Are all the records targeted for imaging boxed and is there an inventory/manifest of the boxes?  
   A: No.

20. Q: What are the anticipated indexing fields?  
    A: An index has not currently been set. Each vendor may devise their own indexing scheme for this project if it is well documented and provided to the City.

21. Q: Can you please confirm the # of keystrokes per each index?  
    A: Please see the answer to Question 20.

22. Q: What are the 10 fields to be indexed?  
    A: Please see the answer to Question 20.

23. Q: What is the average number of characters per index?  
    A: Please see the answer to Question 20.

24. Q: What is the average number of index fields per document (understanding that there is an “up to 10 fields” scope)?  
    A: Please see the answer to Question 20.
25. Q: Three file formats are listed in the RFP TIFF, JPG, PDF - is there a reason for all three and is one common format PDF or PDF/A acceptable? If not – what will be the criteria for file type used and which version of the file type as there are multiple versions of TIFF and JPEG?
A: We listed all 3 to be as inclusive as possible with different vendors and their capabilities. One common format is preferred, and PDF or PDF/A are both acceptable.

26. Q: Is the OCR expectation of 99.5% accuracy inclusive of hand-written materials? OCR is primarily for machine-printed text and ICR for hand-written materials. ICR average industry recognition rate is between 70 and 85% and per the U.S. Government Printing Office the OCR accuracy rate is between 90-98%.
A: Hand-written materials should fall within an ICR accuracy level of 75% or greater.

27. Q: Per the RFP - the scan resolution of 600dpi is required – is this an optical scan at 600dpi or interpolated to 600dpi when converting raw images to PDF? File size will exponentially increase with increase in resolution. A 600dpi optical capture file can exceed 10mb per page. Without reviewing the document pages the total project could generate 9TB or more of data and create files that may be difficult or impossible to open depending on how many pages are in the document.
A: 600 DPI in this context means interpolated to 600 DPI means interpolated to 600 DPI when converting raw images to PDF. For text documents, 300 DPI will suffice as the target resolution.

28. Q: Is there a technical reason for the 600DPI requirement?
A: No, just a desire to capture these historical documents at the highest usable resolution we can so that we only need to digitize them once. The City can always convert to a lower resolution for practicality, but upscaling offers no benefits.

29. Q: Will the City provide user credentials and proper rights to allow access to and uploading to the City’s SharePoint Online instance?
A: Yes.

30. Q: As Pricing is expected for 900,000 images, can you please confirm the Total quantity of boxes?
A: There is an estimated 300 boxes with roughly 2,000-3,000 documents per box.

31. Q: Trust, you do not want to index each image, however indexing is required at the file level. Can you please provide total quantity of files?
A: Please see the attached revised price proposal.
32. Q: Can bound documents be dis-bound for scanning?
   A: Yes.

33. Q: What is the average number of characters per index?
   A: Please see the answer to Question 20.

34. Q: What is the average number of index fields per document (understanding that there is an
   “up to 10 fields” scope)?
   A: Please see the answer to Question 20.

35. Q: Do you intend to hold an open viewing of the records or pre-bid meeting?
   A: Please see above pre-bid meeting information.

36. Q: Is it possible to schedule a site visit to review the files?
   A: Please see above pre-bid meeting information.

37. Q: Can you please confirm the size of the pages? i.e. letter, legal, or larger. If larger than what
   are all the sizes and its quantity?
   A: Please see the attached revised price proposal for a breakdown of the page sizes and
   types as well as the associated estimated quantities.

38. Q: Do you have a budget already available for this project? If yes, what is the maximum
   budget you are planning to spend on this project?
   A: The maximum budget for this project is $173,000.00.

39. Q: Can you please provide us a pricing format to enable us to give you pricing as per your
   requirement? Shall we prepare it ourselves?
   A: Please see the attached revised price proposal.

40. Q: If indexing is required at file level, then can you please separate the price of indexing in the
   pricing sheet?
   A: Please see the attached revised price proposal.

All other details remain the same.
C) Revised Price Proposal

Price Proposal
One contract will be awarded to the responsive and responsible bidder offering the lowest total price(s) to provide all the tasks described in this bid document. The total price(s) must remain firm throughout the contract term. The total price(s) shall include all labor, materials, and expenses.

The cost per image to prepare, scan, name, and correct (if necessary) should include all related costs including travel and other reimbursable items associated with providing the services required under this contract. No additional costs or charges shall be permitted. The City shall not reimburse for fuel, delivery, surcharges, or any other amount.

Cost per image to scan all images, including but not limited to documents, photographs, notes, drawings, and maps, those presented as single- and double-sided documents, color documents, pale originals, images to be scanned in sleeves and images that must be removed from (and returned to) sleeves; and remove staples and paperclips before scanning, where applicable, and re-clip after scanning with smooth finish paperclips (plastic archival and non-slip clips may NOT be used); and all related costs including travel, pickup and return of files, and other reimbursable items associated with providing the services required under this contract.

The number of pages used in this price proposal is an estimated quantity of pages that scanning services will be required for. This quantity is an estimate only and is subject to change.

A) Bound Volumes

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\text{\$ } \frac{\text{Cost per Image}}{x} \times 30,000 \text{ Images (estimated)} = \$ \frac{\text{Total Cost (A)}}{x}
\]

B) Historic Records

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\text{\$ } \frac{\text{Cost per Image}}{x} \times 30,000 \text{ Images (estimated)} = \$ \frac{\text{Total Cost (B)}}{x}
\]

C) “Nonstandard” Sized Documents (Documents with dimensions other than 8.5 x 11 inches)

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\text{\$ } \frac{\text{Cost per Image}}{x} \times 20,000 \text{ Images (estimated)} = \$ \frac{\text{Total Cost (C)}}{x}
\]
D) Standard Sized Documents (Documents with dimensions of 8.5 x 11 inches that are not bound or considered historic records)

Cost per Image \( \times \) 820,000 Images (estimated) = Total Cost (D)

E) File Level Indexing

Cost per Image \( \times \) 900,000 Images/Files (estimated) = Total Cost (E)

Total Cost

\[
\text{Total Cost (A+B+C+D+E)}
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Total Cost (A+B+C+D+E) in Words

Signature of bidder

Name and Title (Printed)