

QUESTIONS & ANSWERS

SCANNING OF VOTER REGISTRATION RECORDS

BID # 210802

1. Are you estimated a total image yield of 250,000 for active and 200,000 for inactive, or is this the estimated total number of documents for each with an average of 10 pages per document (meaning that extended yields would likely be 2,500,000 for active and 2,000,000 for active?)

**A - 250,000 total pages active and 200,00 inactive. Not 2 million.**

2. Are you allowing participating vendors to view the actual paper documents that are to be scanned?

If yes, is there a scheduled viewing date and time that has already been set or would this be scheduled with each vendor separately?

**A - I think it is best if each potential bidder sets up individual site visits at the warehouse to see the existing records during the week of September 13<sup>th</sup> thru September 17<sup>th</sup>. If they would like to plan for different dates, it can be arranged. The contact will be Ms. Maribel Juarez, Warehouse Supervisor. She can be contacted at 956-544-0883 and the records can be found at 1006 E. Monroe St, Brownsville, TX 78520.**

3. Do you want us to scan as B&W or color? If color then what % of documents needs to scan as color?

**A – Black & White**

4. Can you pls. provide sample file name and image format that is compatible with VOTEC Voter Registration Software for our confirmation?

**A - Image should be in Tiff (.tif) format which can be multi tiff page format if more than one page. The identifier can be a unique number which is then linked to the voter in the index file.**

5. Can you pls. advise the total keystrokes OR # of character for each field identified for indexing below?

**A - The number of characters for each field should be kept to a minimum. We use a third party tool during the import process which does not provide us that information.**

**The index file is comma separated file.**

**A sample index file layout is:**

**<voter ID number(local cert)>,<image date/time>,<number of pages>,<document type>,<path to image file>**

**Example:**

**1175438374,01/21/2012,1,VOTER\_APP,C:\VOTER\_TIFS\VTR\_APP\_12345.TIF**

6. The RFP says there are 250,000 records. Then on the pricing sheet, it says there are 10 images per record. Shall our pricing be based on 250,000 images? It seems like it's either 25,000 records have 250,000 images, or 250,000 records having 2.5 million images. Please clarify.

**A - The estimated number of images in 250,000 and 200,000. The number of records will be some subset of that number. Some records are single pages and others will contain multiple images up to 10, while that is rare. Most of the individual records are less than six images.**

7. Can we see digital images of some samples?

**A - We will send some as soon as we can. – see Purchasing WEB Bids – Addendum Column – Images**

**Link: <https://www.cameroncountytexas.gov/purchasing-bids-rfpq-addms-tabs/>**

8. Other than TIFF, we don't see any other specs - DPI, percentage of B&W vs. color, etc.

**A - I am not sure with respect the DPI, but in conversations with other vendors, it appears that we will need color images to capture the file stamp marks that might not be captured by black & white.**

9. Where is the index information located? Is it all on the first page or scattered throughout the documentation?

**A - All information is located in the front and some in the back**

10. Are the total pages 250,000 + 200,000? How many pages is the application?

**A - 1-20 pages per application**

11. What are the size of the documents? I'm assuming it's all 8.5 x 11?

**A - Sizes will vary 8.5 x 11, 4 x 6, and 8.5 x 6**

12. Is there any color?

**A - White and color**

13. Are there staples/paperclips? Please describe how they are organized. Are they in folders?

**A - Stapled, and they will be sent as is. Applications in filing cabinets are in Alphabetical Order, Cardboard boxes and Plastic Blue Crates have cancellations and those are not in Alphabetical Order some are sorted by cancellation year and others are not sorted at all.**

14. Are you willing/able to ship us the documents to us? Do you need us to come pick them up?

**A - Pack them and Pick them up**

15. What is the project start/completion date?

**A - We would like the project to start as soon as the November 2, 2021 election ends. The project could be done in phases (active first then canceled voters) . With that said, the selected company could start (Tentatively) on Monday, November 15, 2021 and completion date for the phase 1(active) and Tuesday February 1, 2022 (tentatively.) Phase 2 Could start Friday, July 1, 2021 (cancelled voters) and should be completed no later than Friday, September 30, 2022. Please note that the dates are tentatively and we would ask and work with approved vendor on a suggested timeline.**

16. Would it be possible to see pictures?

**A – Yes see Purchasing WEB Bids – Addendum Column – Images**

**Link: <https://www.cameroncountytx.gov/purchasing-bids-rfpq-addms-tabs/>**

17. I'm trying to nail down the number of pages. Is it 250,000 + 200,000 x anywhere from 1-20 pages? Or is it 450,000 total pages?

**A - Estimated total of 450,000 pages to be imaged between current and archived records.**