



**TOWN OF OLD SAYBROOK, CONNECTICUT
REQUEST FOR PROPOSAL: TOWN CLERKS OFFICE DIGITIZATION**

TOWN CLERKS OFFICE DIGITIZATION

The Town of Old Saybrook (“Town”) invites proposals for the Town Clerk’s Office Digitization Project (“Book Scanning”).

Three (3) copies of each proposal shall be placed in a sealed envelope and identified as “Proposal for Clerks Office Digitization Project”:

Proposals shall be addressed to:

Town of Old Saybrook, Connecticut
Larry Hayden, Information Technology Director
302 Main Street
Old Saybrook, CT 06475

The deadline for submission of proposals is January 28, 2022 at 1:00 p.m. Proposals received after the specified time and date shall not be considered.

Questions about this RFP may be directed to Larry Hayden, IT Director, by email Larry.Hayden@OldSaybrookCT.GOV no later than 14 days prior to the date proposals are due. All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action against the Town.

Answers to these questions will be addressed in an addendum which will be issued on the Town of Old Saybrook website. **It shall be the responsibility of the bidder to download this information. The response shall be posted no less than 7 days prior the RFP proposal due date of January 28, 2022.**

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I. PURPOSE

The Town of Old Saybrook is accepting bids from qualified vendors to provide scanning and indexing services. The project includes scanning of Original Photostat Books – 1648–1860 Official Records and Index Books for the Old Saybrook Town Clerk, consisting of 36 image volumes of approximately 600 pages each, plus 4 index volumes. Indexing must be by specified criteria, and preparing the images and data as defined in the Project Specifications and Requirements.

Books are available for inspection at the Old Saybrook Town Clerk's office located at 302 Main Street, Old Saybrook, Ct, 06475, during regular business hours (8:30 a.m.-4:30 p.m., Monday through Friday).

II. REQUIREMENTS FOR BIDDING

Bidders for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted.

Contact Larry Hayden at (860) 510-5000 or Larry.Hayden@OldSaybrookCT.gov to schedule an inspection of the records.

All bid proposals must include the date the on-site examination was made. The bidder shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required within this specification because of failure to investigate the conditions or become acquainted with all the information concerning the services to be performed. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the bidder.

Bid total amount for all work to be performed must be final and not subject to change. Bids must be good for 120 days in order to be considered. Digitization of book indexes must be included in the total bid price. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and total cost of all sections bid upon.

III. VENDOR REQUIREMENTS

- a. Prospective vendors must provide a brief history of company and ownership, date started business, current total number of employees.
- b. Prospective vendors must document sufficient resources to provide both scanning and indexing services to the county by the county's required completion date.
- c. Prospective vendors shall submit references from at least three municipal offices, with contact information for each reference, detailing successful completion of similar projects within the past 3 years with their proposal.
- d. All proposals must use the attached bid sheet for submitting bid pricing.
- e. A sample of images, conforming to the three (3) outputs required below (similar to the images for this project, from bound and loose page books similar

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IV. SCANNING AND IMAGE FORMAT

- a. All scanning must be done on the premises at the Old Saybrook Town Hall.
- b. All scanning must be done during business hours (regular business hours 8:30 AM - 4:15 PM, Monday through Friday).
- c. All scanning must be non-destructive (bound books may not have bindings cut).
- d. Any pages found with addenda that obscures recorded information must be scanned with and without the addenda.
- e. Laminated books must be scanned so that page reflection does not cause "bright" spots or inconsistent image contrast/brightness across the image.
- f. Books may have folded addenda inserted or bound that are larger than the book pages. These oversize documents must be scanned with a wide format scanner capable of scanning up to 36" wide documents.
- g. Digital images delivered for this project must be delivered in each of the following industry standard formats, in a separate folder for each type of image:
 - i. Individual (1 image per page) 300 dpi or better color or greyscale JPG, with at least 256 shades.
 - ii. Individual (1 image per page) 300 dpi single page bi-tonal TIFF images with Group IV compression, compliant with the TIFF 6.0 specification.
 - iii. A single PDF with 300 dpi bi-tonal images for each book.
- h. All digital images must be legible.

V. INDEXING FORMAT

- a. Volume name indexing should conform to current county standards.
- b. All images must be indexed by the existing page number (stamped on each page) or alphabetically as required by the software vendor.
 - i. Images with page numbers should have the page number formatted to have 4 numeric digits, left padded with zeros (0001.tif, 0002.tif, etc.).
 - ii. Suffixed pages or additional pages scanned because of addenda must be suffixed with a single alphabet character (0003.tif, 0003A.tif, 0003B.tif, etc.).
- c. Any missing pages must be located, scanned and inserted into the proper place in the job. If pages are found to be missing and cannot be located, the missing pages or page ranges must be indicated on the final book inventory for the project.
- d. Index books must be indexed by alphabet characters conforming to the county implementation of Cott Systems software for index books.

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VI. DELIVERY SPECIFICATIONS

- a. One (1) copy of all data and images must be delivered to the Town on new external USB media (flash drive or external hard drive).
- b. Data must conform to specifications required by Cott Systems. A sample must be provided to Cott Systems for format approval prior to delivery of the final images and data.
- c. Data must be delivered in a single data file with all indexing approved by the town.
- d. Images/PDFs for each book must be delivered in a folder with the book name used for the folder name.
- e. A book inventory of books scanned and indexed for this project, containing at least the following elements shall be delivered:
 - i. Book name/number
 - ii. Final page count
 - iii. Missing pages or page ranges
 - iv. Other Notes - for example if a book is found to be missing, the book should be listed but noted as not found

VII. SELECTION OF VENDOR

a) Timetable

The following is a timetable for selection of the Digitization Vendor.

- i. December 21, 2021 – Request for proposals available.
- ii. January 28, 2022 at 1 p.m. – Submission Deadline,
- iii. Award anticipated no later than February 18, 2022.

b) General Selection Criteria

The following criteria will be used to evaluate proposal responses and select a short list of responders that may be requested to make oral presentations:

- i. Quality of written proposal and completeness of response to all questionnaire items.
- ii. Ability to meet service requirements.
- iii. Experience in providing similar services to other municipalities.
- iv. Aggregate service cost

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VIII. TERMS AND CONDITIONS

- a. The Town reserves the right to reject any and all proposals and has the right to waive any irregularities and informalities in a proposal at any time during the proposal process until a contract has been executed.
- b. The award of the contract will be to the firm whose proposal in the opinion of the First Selectman, is the best proposal taking into consideration all aspects of the proposer's response, as well as the total net cost.
- c. The Town will not be responsible for any expenses incurred in the preparation of proposals or presentation or costs incurred during contract negotiations.
- d. The Town will consider proposals from parties who are able to provide services on a timely basis, and are free from any obligation and interests which might conflict with the interests of the Town of Old Saybrook.
- e. All proposers, in order for their proposal to be considered, must not be delinquent on any property tax issued by the Town. Proposers shall certify that neither they nor any business or corporation fully or partially owned by the proposer is not delinquent on Town property taxes.

IX. FORMAT OF PROPOSAL

In order to facilitate the review process, it is required that proposals be organized in the following manner:

- a) Table of Contents
- b) Letter of Transmittal indicating interest and providing other information which would assist the Town in the selection process. This letter must be signed by a person legally authorized to bind the firm to a contract.
- c) A statement demonstrating understanding and capability of providing the services described in the Scope of Services.
- d) Responses to Questionnaire (Exhibit A) in same order as listed in Exhibit A. The responder must note questions that they are unable or unwilling to provide.

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X. CONTRACT REQUIREMENTS

- a) Any prospective firm must make an affirmative statement to the effect that its retention, if selected, shall not result in a conflict of interest or create an appearance of impropriety with any person or organization which may be affected under this program. Should any potential or existing conflict be known by a prospective firm, said prospective firm must specify the person or organization with which the conflict exists or might arise, the nature of the conflict and whether the prospective firm would or would not step aside or resign from that conflicting engagement or representation if selected by the town of Old Saybrook.

- b) The firm selected shall provide a certificate of insurance indicating the following minimum coverage:

Workers' Compensation – As required by law (if participants are employees)

Professional Liability – Minimum limits of \$2,000,000 per occurrence. If the policy is on a claims made basis, the policy shall be continually renewed for two years beyond the termination date of this contract and its renewals.

All insurance coverage shall be primary.

- c) No assignment of the final contract can be made without the written consent of the Town of Old Saybrook.

XI. EVALUATION OF PROPOSALS

Proposals will be evaluated by the First Selectman and his designees to ascertain which proposal best meets the needs of the Town. Evaluation consideration will include, but not be limited to, the following:

- a) Responsiveness of the proposal in clearly stating an understanding of the work to be performed.
- b) Experience and technical ability of the firm and project staff to perform requested services.
- c) Reputation and experience of the firm.
- d) The fees and expenses, although a significant factor, may not be the dominant factor. However when all other service provided is equivalent, fees will be the determinant factor.

XII. SELECTION OF PROPOSALS

The First Selectman reserves the right to reject any or all proposals, waive any informality and to award the contract in the best interest of the Town of Old Saybrook.

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EXHIBIT A

**QUESTIONNAIRE FOR
TOWN CLERKS OFFICE DIGITIZATION
FOR TOWN OF OLD SAYBROOK**

I. Identifying Information

- a) Name of Firm
- b) Address of firm's office which will service this account
- c) Name the Account Manager who will service this account:

II. Firm History and Experience

- a) Provide a brief history of your firm including size, volume of business, locations, number of years in business and business philosophy.

III. References

- a) A minimum of three (3) projects involving similar digitization, size and complexity within the past 3 years.
- b) Bidders shall provide the following information with its reference projects:
 - Date(s) of engagement.
 - Customer name and location.
 - Contact person(s): name, title and telephone number.
 - Contractor's account manager for the engagement.
 - System and size (# volumes, pages, etc.).
 - Samples of photostat reverse image scanning

IV. Other Optional Information

Please feel free to include any other information in your proposal which will help the Town develop an understanding of the capabilities of your firm.

All proposals submitted and information included herein or attached hereto shall become public records upon their delivery to the Town.



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Addendum 2

January 18, 2022

1. Estimated number of pages in each index volume: 500. Note that the image books are not permanently bound and can be disassembled for scanning.
2. Section III, Item e, Vendor Requirements, Samples: We are requesting to see examples of scanning/enhancement from similar reverse photostat scanning.
3. Section IV, Item e, Scanning, Wide Format: Currently there are no “extra wide” (36”) fold-out pages identified. Double page wide scanning is approximately 26”.
4. Section V, Item c, Indexing Format, Missing Pages: Delete this requirement.
5. Section X, Item b, Contract Requirements, Professional Liability: Professional liability insurance is required, but the minimum limit requirement has been removed. Please provide your proposed insurance coverage limits with your proposal.
6. Exhibit A, Section III, Item b, “Samples”: Provide samples of output formats generated from photostat reverse image scanning. Pictures, etc. of original materials are not required, but should be provided if available.
7. Include in the proposal an expected timeline, including pilot phase consisting of 2 photostat volumes and one index volume, prior to full contract commitment.



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January 18, 2022

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Addendum 3

January 20, 2022

1. Clarification of Addendum2, Item 7: “Include in the proposal an expected timeline, including pilot phase consisting of 2 photostat volumes and one index volume, prior to full contract commitment.”

Vendor question:

Does this mean that you are asking for the vendor to only scan 3 books and perform a pilot before you will allow us scan all books?

Or...

Will the selected vendor scan all books and provide you with a pilot of the 3 books for approval before continuing with the processing of the remainder of the books?

Response:

The plan may depend upon the situation, as determined by the vendor...

If the selected vendor is performing the scans at an off-site depot, and would be shuttling the materials, they could initially scan and process the two volumes and one index book for approval.

If the selected vendor is performing the scans on-site at our Town Hall, they could scan as many books as they wish, but would still process the two plus one for approval before the project would be green-lighted for completion.