



Date of Issuance: 06/24/2021

Solicitation No. 3400001718

Requisition No. _____

Amendment No. 2

Hour and date specified for receipt of offers is changed: No Yes, to: _____ CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

Sign and return a copy of this amendment with the solicitation response being submitted; or,

If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date in the subject line of the email.

ISSUED FROM:

Jacob Short
Contracting Officer

405-522-0437
Phone Number

Jacob.Short@omes.ok.gov
E-Mail Address

Return with bid response.

Description of Amendment:

a. This is to incorporate the following:

On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of the following questions concerning this solicitation, received during the QA period. All questions and procurement/agency responses are detailed on the below attachment.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**)

Title

Authorized Representative Signature

3400001718- Vital Records questions and answers.

Answers in red

1. In the bid response it states that the bidder needs "Have prior experience successfully completing at least one scanning and indexing project for another VR jurisdiction..."

Is "VR jurisdiction" a specific term to an Oklahoma agency/group of agencies, or is it a general term referring to working with other agencies dealing with vital records?

There are 57 VR jurisdictions. 50 states, DC, NYC and 5 territories.

2. Do you have any feedback on what the following paragraph means? We typically see these engagements priced per image or per document. I'm not sure what the writer means by this paragraph:

"As referenced in subsection 8.2.I, pricing shall be proposed as follows: Value of In-Kind Product Electronic images of all open records at the time the project is completed valued at \$3.67 each based on a previously negotiated federal contract. [Maximum estimated value: 1,133,541 images @ \$3.17 = \$3,593,325 *Will vary depending on project completion date and number of records available at that time. If the project costs are less than the value of the total set of images, the contractor will either: i. Prioritize which records they will receive Information shall be entered on the form provided or a copy thereof ii. Pay the balance of the estimated value or iii. Propose further expansion of index to support abstract issuance Additionally provided; Copy of the full index for the open issuable records negotiated and released above."

We are doing an exchange of product (images/indexes) for the service of scanning and indexing. The number of records available to be exchanged changes daily. If the vendor wants more records/indexes than the value of the service, they will need to pay the difference. Images and indexes have been valued based on federal contract costs.

3. Please expand on the statement that the vendor will search for and scan any missing image as stated in 1B.

If there is an index that has no corresponding image, the image will need to be scanned. When indexing the records, if there is a range of images that are missing, the records will need to be scanned and indexed.

4. Please provide an estimate of the percentage of images that are of poor quality. Unknown. Should be very few of the existing images.

5. Should vendor discover a missing record how will the original be obtained?

The state will pull the original record from permanent storage.

6. Should vendor discover a poor scan how will the original be obtained?

The state will pull the original record from permanent storage.

7. Please provide a list of current index values. See item 4

8. Please clarify items d and f under section 2.

Once scanned, the sealed records must be kept organized after scanning and when boxed, so that the original documents can be located and retrieved if needed. The contents of each set of sealed documents must be kept together with the original envelope with the original record on top. OSDH will provide specific instructions on this to the selected vendor.

9. Section 5 item b, Will the vendor be required to compare paper to image for all previously scanned images?

No. Vendor will build a new index all issuable images from the images provided. If any missing records are identified or bad images, those records will need to be scanned and indexed.

10. Please provide a list of a various number of form layouts for data extraction. Index to be created does not vary based on record. There have 12 different birth forms and 11 different death forms over the years.

11. Please provide an estimate of the number of different types. IE number of birth, death, sealed birth. ~5.36M Birth, 2.67M Death, 500K Sealed

12. Is 99.9% accuracy required for all fields or key data elements? The index consists of key data elements. The entire record is not being keyed.

13. p.9/H. Specifications and Requirements - This section has several requirements. Is this is considered and Information Technology Bid – confirming all IT bidder instructions are applicable for this solicitation?

Yes, This is IT

14. p.1/Attach A - You indicate that a scanning project was completed in 2007 of 8,000,000 images – who was the vendor who completed that work and are they eligible to compete in this solicitation?

Yes, if they meet the requirements established.

15. p.1/Attach A - What file format and dpi resolution were the 8 million previous scans made at?

Tiff: File resolution is 300x300

16. p.1/Attach A - Did the previous vendor return all the pages to the original order?

Previously scanned records (issuable) do not need to be rescanned. Only missing images that are identified.

How will the missing images be determined by viewing images without access to the paper records for comparison/QC from question 16? Records are generally filed numerically. Gaps of multiple sequential numbers should be investigated.

17. p.1/Attach A -

a) What period of records (years) are contained in the 8 million images for review and correction?

1908 to present

b) What percentage of the index fields for the 8 million images are hand-written?

Unknown. A majority are 1955 and earlier.

c) What period of records (years) are contained in the 4 million certificates for scanning and indexing?

Ranges on all records span 1908 to present

d) What percentage of the index fields for the 4 million certificates are hand-written

Files are sealed but likely similar to answer b)

18. p.1/Attach A - "Search for and scan any missing pages."

a) Did each certificate consist of only one page/image?

Some images contain original record and amended records. Vast majority are 1 page, a small percentage have 2 pages, rarely are there more than 2.

b) Were the certificates numbered consecutively?

Essentially

c) Please confirm your expectation for vendor to compare 100% of the 8 million hardcopy pages to the previously scanned images? Vendor will not be comparing original issuable records to scanned images. Vendor will index from provided images and scan/index any missing images. All sealed records will need to be scanned and indexed.

19. p.2/Exhibit 1

a) Are all of the 500,000 records/4,000,000 images to be scanned in condition suitable for high-speed scanning?

No, the sealed records are in individual envelopes which will need to be opened. The oldest documents

b) If not, what percent will need to be reproduced for scanning?

All sealed documents need to be scanned.

c) Will OSDH provide the reproduction/copier equipment and locate it in the vendor space?

Vendor is required to provide the equipment necessary to scan the documents.

d) Can you provide some photos of documents that best represent the scanning?

No. Birth and death records are very similar to birth and death records from other states. Sealed files are a variety of legal documents on various size/weight papers.

e) Are the documents currently in file folders stored in boxes? Can you provide pictures of the boxes to indicate how they are currently stored? Sealed files are stored in bins as pictured below.



20. p.2/Exhibit 1 - What types of paper records does the collection consist of? 8 ½ x 11 paper, post its, forms, varying sizes, what is the largest and smallest size?

Legal size to ½ letter page. Vast majority are letter or legal size.

21. p.2/Exhibit 1 - When reassembling the materials, do they need to be re-clipped, re-stapled ... or just put back in the original order? Documents do not need to be re-clipped or restapled, but they need to stay together with the original envelope and separate with provided sheets.

22. p.3/Exhibit 1 - Daily business-availability to VR staff.

a) Based on the available space for the vendor, how many paper records will be in the vendor workspace on a daily basis? Depend on the speed of the contractor, 2-3 days worth

b) How many certificates does VR issue daily? Not relevant

c) What will be the required turnaround time for the vendor to locate and deliver a paper certificate to the VT staff? Not relevant

23. p.6/Exhibit 1 - Will there be ample free parking for vendor staff? Parking is free

24. p.8/Exhibit 1 –

a) Are you requiring black and white bitonal or grayscale images? Bitonal black and white

b) Please confirm you are asking for 600dpi Group 3 images instead of 300dpi Group 4. Our current images are 300dpi group 4

25. Attachment A - Background “For issuable records, quality assurance requires a comparison of the electronic record to the paper record.”

a) What is the location of the 8 million paper records in comparison to the space provided for the contractor to access the electronic record? How accessible are the materials to the workspace? The sealed files will be in the building next door. The issuable records are offsite but can be called back with minimal notice.

b) What is the total box count for the 8 million paper records? **N/A The 8 mil records are already scanned and simply need to be re-indexed**

c) Approximately how much does each box weigh? **N/A – see above**

d) How much space (square feet) will be provided for the 8 million image/index review, scanning/correction of missing or poor-quality images and data entry correction/creation? **Front office 16ft X 20ft Back Office 10ft X 12ft Additional staging space 51/2 ft X 28 ft.**

e) Will the provided workspace be conditioned adequately for the addition of staff and equipment? **yes**

26. Attachment A - Background

a) What is the estimated number of records from the 8 million previously scanned that will need to be re-scanned? **Minimal. Limited issuable images that are identified as missing during the process. All of the sealed records have not been scanned and will need to be scanned.**

b) That will require the expansion of the existing indexes? **8,000,000 issuable**

c) That will need the building of new indexes? **All of the sealed records (500,000 records/4,000,000 pages).**

27. Attachment A - Index Cleanup –

a) Will the provided EMC software enable the vendor to view the electronic certificate image and index data on the same screen? **Yes**

b) Will the provided EMC software contain the index data entry fields for each record type including any blank “additional” data entry fields that the vendor must complete? **Yes**

c) Does the vendor require EMC experience? **No**

28. Attachment A - Background

a) Will the OSDH provide the boxes for the batches of completed documents from the 8 million certificates? **The 8 million are already boxed and in perm storage. Indexing can be done from image files.**

b) What itemized data is required for the boxes/batches of completed documents?

29. Attachment A Contract Term - Is the one-year base plus one year option the total period of performance or will OSDH consider a two-year option period? **No**

30. Attachment A - Contract Term - Can the selected vendor establish two work processes concurrently to perform the comparison/correction of the 8 million records and the scanning/indexing of the 4 million records? **Yes**

31. The scope of the project requires a vendor to review and correct (scan & data enter indexes) from the 8 million images previously scanned and to scan and index 4 million certificate images. Please provide a clarification of how the Section E. Value of In-Kind Product pertains to the services required for the 8 million and 4 million images/indexes for the project. **We are doing an exchange of product (images/indexes) for the service of scanning and indexing. The number of records available to be**

exchanged changes daily. If the vendor wants more records/indexes than the value of the service, they will need to pay the difference. Images and indexes have been valued based on federal contract costs.

The response is still unclear and needs to be defined for question 31? **we have placed a value on the images and indexes we are willing to exchange.**

E. As referenced in subsection 8.2.1, pricing shall be proposed as follows: Value of In-Kind Product Electronic images of all open records at the time the project is completed valued at \$3.67 each based on a previously negotiated federal contract. [Maximum estimated value: 1,133,541 images @ \$3.17 = \$3,593,325 *Will vary depending on project completion date and number of records available at that time.

If the project costs are less than the value of the total set of images, the contractor will either:

- i. Prioritize which records they will receive Information shall be entered on the form provided or a copy thereof
- ii. Pay the balance of the estimated value or
- iii. Propose further expansion of index to support abstract issuance Additionally provided; Copy of the full index for the open issuable records negotiated and released above.

Can OSDH provide a pricing table attachment detailing each line item for vendors to respond to so all bidders are bidding on the same values? Perhaps something along these lines: **No, we have placed a value on the images and indexes we are willing to exchange. You should price your services.**

- | | | |
|---|----|------------|
| 1. Unit Price to Review 8 million images/indexes | \$ | per review |
| 2. Unit Price to Correct or Add an Index Field | \$ | per field |
| 3. Unit price to Scan and Add or Replace Image | \$ | per image |
| 4. Unit Price to Prep and Scan 4 million Certificates | \$ | per image |
| 5. Unit Price to Data Enter Index Fields | \$ | per field |
| 6. Unit Price to Inventory and Box Completed Records | \$ | per box |

32. Does the OSDH have physical space for a vendor to use to set up prep/scan/index/QC stations? If so, **Yes**

- a. How big is the space? **Front office 16ft X 20ft Back Office 10ft X 12ft Additional staging space 51/2 ft X 28 ft.**
- b. Are utilities (electric & internet) available? **Yes**
- c. Will furniture be provided? **Yes**
- d. Will the vendor(s) need to go through security on a daily basis? **Yes**

- e. What hours is the work space available? **The office space will be available during normal business hours of 8am-5pm Monday -Friday, excluding holidays**
- f. Is there an option to work outside the normal hours if necessary? **No**
- g. Is there a dress code that the vendor(s) needs to adhere to? **No**
- h. Will the vendor(s) be required to pass a security/background check prior to starting? **Yes**
33. Does OSDH have a completion time frame in mind? **Preferably 6 mo**
34. Can you please clarify Paragraph E (page 5)... **Contractor will work with VR to assure all documents are captured.**
- a. Is the current rate for the requested services \$3.17 per image or is that an example? **That is the value of a product we are willing to exchange for scanning/indexing services.**
- b. What is meant by sub-paragraph ii...does the OSDH anticipate paying the total proposal cost up-front and the vendor will return any balance in the event that the number of pages scanned is less than the estimated about? **OSDH intends to exchange an equal value of public indexes and images for the service of scanning/indexing.**
35. Can you estimate the level of prep the documents will require i.e. low (removing a few staples) to high (multiple staples, bindings, post-it notes, folded pages,...) **All sealed records are folded and inside sealed envelopes. Many are stapled or paperclipped.**
36. Are the documents in folders/gussets and if so, do the folders or gussets also need to be scanned? **Envelope will be scanned with the contents.**
37. Is all of the indexing information available on the same page/certificate? **No. Some issuable records have a second (amendment) with current values of index items e.g. legal name change. Sealed records may be indexed from the envelope and original record.**
38. Are there multiple documents for each record, or is each record to be indexed a single page? **Sealed files have multiple pages each**
39. Bidder Instructions, Section 8.1.E (pg 5):
- a. Why do you require pricing for the Value of In-Kind Product? Do you only want pricing on that basis? Will you consider pricing based on per-page service rates and/or hourly labor rates? **We are exchanging a product for your service.**
- b. Which previously negotiated federal contract is referenced here? **Value of our product is based on federally negotiated contracts.**
- c. In the statement, "If the project costs are less than the value of the total set of images, the contractor will either ...":
- i. Does "project costs" refer to Bidder project costs, Agency project costs, or another party's costs? **The cost of the bidder's services**

- ii. To whom are these “project costs” paid? (Bidder, Agency, or another party?) **If the value of the indexes and images that the Bidder wishes to receive exceeds the value of the Bidder’s services, the Bidder will need to pay OSDH the difference.**
- iii. Who is the “contractor” referenced? (Bidder, Agency, or another party?) **Bidder**
- d. In 8.1.E.i: Which form is referenced here? **“Information shall be entered on the form provided or a copy thereof” seems to be a cut/paste error unless added by Procurement Officer**
- e. In 8.1.E.ii: Does this mean that if we underbid the in-kind value, then we might have to pay to perform the project? **If the value of the indexes and images that the Bidder wishes to receive exceeds the value of the Bidder’s services, the Bidder will need to pay OSDH the difference.**

40. Attachment A, Exhibit 1, Duties of the Contractor, #1:

- a. Is there an opportunity to view samples of the 8,000,000 electronic files prior to bidding? **Records are not able to be posted publicly. 8 million images are birth and death records and closely resemble birth and death records issued by all states. Versions will vary somewhat over the past 113 years as they were updated to meet changing needs.**
- b. Is there an opportunity to view samples of the 8,000,000 previously scanned original documents prior to bidding? **Records are not able to be posted publicly. 8 million images are birth and death records and closely resemble birth and death records issued by all states. Versions will vary somewhat over the past 113 years as they were updated to meet changing needs.**
- c. In what city or cities are the originals for the 8,000,000 files located? **The 8,000,000 originals are in permanent storage and do not need to be accessed. Indexes will be created from existing image files.**
- d. Are all 8,000,000 original files in the same facility? If not, how many different facilities? If multiple facilities are in the same city, how dispersed are the facilities based on drive time? **The 8,000,000 originals are in permanent storage and do not need to be accessed. Indexes will be created from existing image files.**
- e. Where are the original 8,000,000 files with respect to the intended work space? (More specifically: How much walking, elevator, stair, and/or drive time to retrieve original files for processing?) **The 8,000,000 originals are in permanent storage and do not need to be accessed. Indexes will be created from existing image files.**
- f. Have these 8,000,000 original documents already been reassembled to match the requirements of the sealed documents in #2, or will that reassembly also be required? **The 8,000,000 originals are in permanent storage and do not need to be accessed. Indexes will be created from existing image files.**

41. Attachment A, Exhibit 1, Duties of the Contractor, #2:

- a. Is there an opportunity to view samples of the 4,000,000 unprocessed (sealed) files prior to bidding? **Records are not able to be posted publicly.**
- b. In what city or cities are the 4,000,000 sealed documents located? **Oklahoma City, OK**
- c. Are all 4,000,000 sealed documents in the same facility? If not, how many different facilities? If multiple facilities are in the same city, how dispersed are the facilities based on drive time? **Yes**
- d. Where are the 4,000,000 sealed files with respect to the intended work space? (More specifically: How much walking, elevator, stair, and/or drive time to retrieve original files for processing?) **4,000,000 records are onsite in storage and can be retrieved/returned by the storage facility staff for scanning or re-filing as needed.**

42. Attachment A, Exhibit 1, Duties of the Contractor, #4:

- a. Do you have or can you provide a database for the required index fields? **We will provide**
- b. Are the index fields typed or hand-written in the original documents? **Both**
- c. Are the index fields on a single page within each original document or multiple? **1-2 documents. Issuable – if amended, current values may be on an attached second page. Sealed, all items are on the envelope and/or original record.**

43. Attachment A, Exhibit 1, Duties of the Contractor, #8:

- a. How big is/are the workspace(s)? **Front office 16ft X 20ft Back Office 10ft X 12ft
Additional staging space 51/2 ft X 28 ft.**
- b. Are you able to provide workspace schematic(s) for productivity planning purposes? **No**
- c. How many tables are available to the successful bidder? **As needed**
- d. What is the length/width of the tables? **They differ**
- e. Will chairs be provided? How many? **Yes, as needed**
- f. What social distancing requirements are in effect in the intended workspace facility/facilities, if any? **Masks recommended but not required.**

44. Attachment D, Appendix 1, Section C.1:

Is there a document detailing the “minimum security standards” referenced here and in other places? **Please refer <https://oklahoma.gov/omes/services/information-services/policy-standards-publications.html>**

- 45. AttA, Exh1, Secs1&2: Please confirm a "record" means "one image", eg 8M records means 8M images. If it means "pages", please provide the percentage of duplex to expect, and if it means "document", please provide the average number of pages per document and the percentage duplex to expect. **A majority of the issuable records are a single page. ~10% will have an**

amendment page attached. The vast majority of those are a single page attachment. A very very small number will have more than one amendment attached to a single record.

46. AttA, Exh1, Sec1: Please confirm the paper-to-image work can be done offsite (as indicated in AttA under Background). Alternatively, would Oklahoma have an issue with the work being done onsite, assuming sufficient space were available? **Space will be provided at the storage facility for scanning the original records. All indexing should be done off-site.**
47. AttA, Exh1, Sec2: With 500,000 records and 4,000,000 documents, please confirm this is intended to mean an average of 8 images per record (a.k.a. file). If it's fewer pages per record (or file), please advise how many pages and the average percentage of duplex to expect. **Yes, an average of 8 pages per record.**
48. AttA, Exh1, Sec2: Historically elsewhere, we find sealed records to often be heavily taped closed, e.g. folded in half and taped on 3 sides, folded into quarters and taped on all 4 sides to the back of the original record, and similar. If such would be expected to be seen here, please advise the percentage of pages ("records", we believe in your parlance) that would be sealed in this manner. **Sealed records are folded and placed inside a standard business envelope. Envelopes are sealed with the original adhesive. If a file was opened, it will be taped shut.**
49. AttA, Exh1, Sec2: Do you have any preference for 'touchless' overhead scanning versus the comment made about scanning across rollers, other than potential price impact? Are we safe to assume that you would not have an issue with a roller-based ADF scanner with an inline flatbed attached-scanner to be used to go ahead and capture brittle, fragile, or damaged material? Third and last, would you be able to provide an estimated percentage of such documents that would not be conducive to roller-based scanning? **These are original records that cannot be replaced so must be scanned with care to avoid any further damage. We are open to considering various methods that will not damage brittle records. ~5% or less would be brittle and subject to roller damage**
50. AttA, Exh1, Sec4: For the 8M records, can you identify the index values previously captured that need index-value validation versus previously-uncaptured fields that need 99.9%-SLA accuracy as new values? **We would like all fields validated to correct prior entry errors or omissions. Some fields e.g. fathers name was not consistently captured over time – so field is there but may not have been entered.**

51. AttA, Exh1, Sec4: While not referenced specifically here, are the 500k additional records also having these same index values captured? **The index items are outline under 4.A Sealed Birth index**
52. AttA, Exh1, Sec4: For the 8M+4M records, are there any data-tables maintained by you currently that could be used to auto-validate any of the index values (other than the previously-vendor-captured values)? **We have an index of the issuable records that can be used for comparison, however the product produced during this process is to become the gold standard. Our product can be used for comparison but contains errors and omissions.**
53. AttA, Exh1, Sec8: For the 600dpi image capture, please advise if you are looking for bitonal (black-and-white), greyscale, or color. **Bitonal black and white 300dpi group 4**
54. AttA, Exh1, Sec8h: Please advise the taxonomy and character-length of BoxID.
X0000235092 is an example of the bar code. X followed by 10 numeric characters
55. AttA, Exh1, Sec8j: Please advise the available square footage of onsite workspace available.
Front office 16ft X 20ft Back Office 10ft X 12ft Additional staging space 51/2 ft X 28 ft.
56. AttA generally: Is it your intent to work these two types of documents in parallel or in serial -- meaning, we would do the validation and cleanup of the 8M records first, followed by the 500k records afterwards -- versus having some of the team work on one type while the rest work on the other? **The scanning must be done on site, the indexing off-site. The vendor could begin scanning the sealed on-site, while indexing the issuable off-site.**
57. AttA generally: Please confirm all documents are on paper and in the English language.
The sealed records are in English and on paper.
58. AttA generally: For both the 8M records for validation and the scan-and-index 500k record population, please advise the record-volume breakdown of each into Birth, Death, and Sealed Birth. **~5.36M Birth, 2.67M Death, 500K Sealed**

59. AttA generally: For onsite work, please advise the applicable working-hours the space would be available, e.g. Mon to Fri (excluding OK and Federal holidays) from XX:XX A.M. to XX:XX P.M. **The office space would be available to you during normal business hours of 8am – 5pm, Monday – Friday, excluding holidays.**

60. AttA generally: Please advise the average size of these documents, whether there is a range of sizes (and what they would be), and confirmation that none are larger than Legal (8.5"x11"). Note that A4-size paper would exceed 11", so if European documents are part of this population, please advise. **A majority of the documents are letter size. I don't believe there are any larger than legal. Some may be half-letter sheets.**

70. AttA generally: If there are small documents within the files, e.g. sticky notes, pink phone message 1/4-sheets, etc, would these be taped to a Letter-sized page or scanned without amendment? If such exists and they need to be scanned without amendment (our assumption for handling), can you estimate the percentage to expect? **Maybe 1-2% could have additional notes as described above.**

71. AttB, Sec9f: In referencing IRS Publication 1075, please confirm you're looking for -- among the other items listed therein -- for a NIST 800.53-Moderate work environment if working offsite or using telco connectivity from the onsite workspace to Vendor's offsite data-entry location(s).

Needs to be per IRS Publication 1075

72. AttB, Sec9g: Please advise whether this is intended to mean a 3rd-party audit and official Authority to Operate process, and if 3PAO assessment, what is the scope?

Yes, the scope is outlined in 2 CFR 200 Subpart F §200.500

73. Bidder Instructions, Sec 8E: Please elaborate on what is meant here for value-in-kind? It is this potential bidder's reading that we would prep, scan, index, and validate this work at no direct-billing charge to you, recouping our 'value' from such work by being able to using open-record images and metadata for direct-to-public, contract-sale, or other method to public and private public-facing entities, e.g. Ancestry.com. If this is true, please advise what percentage of these 8.5M records would fall under the definition of "open record". **Yes, this is a product for service exchange. The number changes daily. Images and indexes for births occurring > 125 yrs ago and deaths occurring > 50 years ago. As of 6/21/21, there are approximately 35K births and 1.3M deaths.**

74. Bidder Instructions, generally: Please advise if this will be a single-bidder award or could be awarded to multiple vendors initially. **No**

75. AttD, App2: Please confirm that -- as Bidders are neither providing Oklahoma with software or hardware for purchase -- that the stated CJIS requirement does not apply to this contract's scope. **Confirmed**

76. AttA, generally: For the 500k records, please advise the de-preparation process required, e.g. do the scanned pages need to be placed loose back into their envelopes?; do the scanned pages need to be restapled/refastened and placed back into envelopes?; or another outcome is required? **Documents do**

not need to be reclipped or restapled, but they need to stay together with the original envelope and separated with provided sheets.

77. AttA, generally: For the 500k records, please confirm each envelope contains only 1 record & that each record will be prepped and scanned as one document (one file) -- not further separated into document-types beyond that. Sealed records contain an average of 8 sheets per record. All sheets in the envelope together with the envelope must be scanned into a single document.

78. AttA, generally: For all records, please confirm the documents lie flat -- not folded -- generally within these envelopes. And how are these envelopes closed, e.g. metal prong closures, tab-and-string-wound, glue-sealed? Documents are folded into a small business size envelope. Majority of envelopes are sealed with envelope adhesive. Envelopes that have been opened were resealed with scotch tape.

79. AttA, generally: For all records, please confirm if (and what) information on the folder needs to be part of the required index values -- and whether the envelopes themselves need any type of scan-capture. If the answer is "sometimes", please provide clarity around specific values, whether it would be one or both sides of the envelope, and whether a photocopy would be sufficient, if the folder cannot be scanned or burst-and-scanned. The envelopes are to be scanned with the contents. A majority if all index items will be on the face of the envelope. The original birth record may be referenced for omissions or if text is illegible.

80. AttA, generally: For the 8M records previously scanned, they are listed a "boxed", but please advise if they are in envelopes, folders, or whatever other need for 'extraction' to do a paper-to-image comparison. Once comparison/update work is done, please confirm the materials would need reinsertion and re-closure into envelopes, followed by repacking into the original box they came from. The 8M records are already scanned and only need to be indexed from images.

81. Bidder Instructions – 8.1 – E. - From reading the proposal, our understanding is that the range of images needing to be scanned should be between 4 to 5 million (sealed records + the rescan of illegible issuable records). Please confirm. There are approximately 4M pages within the 500K sealed records. The number of issuable records that need to be rescanned should be extremely minimal and rare.

82. Attachment A – Exhibit 1, 8a - This section appears to be cutoff. Please confirm if there is additional information intended after "current index," OSDH will provide images and associated indices for each record type as a separate file via the EMC® ApplicationXtender Version 8.0 export function. Images are stored as TIFF-CCITT Group 3 and the current index is stored in Microsoft SQL Server.

83. Attachment A – Exhibit 1, 8c - Please confirm that the scanning of documents is not intended to be in the Duties of the OSDH section rather in the Duties of the Contractor. Confirmed

84. Bidder Instructions – 8.2 – H. - Please confirm if a VPAT, Security Certification and Accreditation Assessment, Service Level Agreement, or Statement of Work is required.

Yes

85. Attachment A – Exhibit 1, 8j - If possible, please confirm if the location of the sealed documents and place of scanning are Oklahoma State Department of Health, 123 Robert S. Kerr. Ave Oklahoma City, OK The records and the scanning will be done at a provided facility on West Reno Ave in OKC.

86. For the validation of the 8,000,000 records, is the assumption that each image needs to be indexed? **Yes** Or is there a known quantity of documents that comprise the 8,000,000 images?, **~5.36M Birth, 2.67M Death.**
87. Please confirm if removal of any blank pages from the QA of the already scanned images is in scope? **Unclear on the question.**
88. Will there be a point system applied to the Solicitation for awarding the project? **The bids will be scored on your ability to deliver the desired project as part of a product for service exchange.** Are Oklahoma-based businesses awarded additional points or given any preference? **No**
89. For the retrieval of images that need to be re-scanned - Where are these files located and how are they indexed? **See Attachment A – Exhibit 1, 8a**
90. For the issuable records, is the 8 M records, 8 M images or both. **Unclear as to the question. The 8M issuable records will each need an index. Some records consists of more than 1 page.**
91. What the legibility of the document quality. **Many of the old documents are hand written, majority are typed. Legibility is good if you have experience reading old handwritten documents.**
92. What % or quantity of the indexed values handwritten or illegible **Unknown. A majority of the handwritten documents are 1955 and earlier.**
93. What is the # of versions, can samples of each version of VR be provided. **Records are confidential and cannot be posted publicly.**
94. What is the minimum requirement in # of sealed images, # of scanned documents in the first year. What Frequency and quantity will they be provided to the contractor. **Goal is to complete the project in 6 mo.**
95. How much on-site floor space is available to stage, staff and set up equipment. **Front office 16ft X 20ft Back Office 10ft X 12ft Additional staging space 51/2 ft X 28 ft.**
96. Confirm bandwidth and speed of connection for image and data transfer. **100mbpsX20Mbps**
97. \$3.593M is based on 1.134M Records or Images **Records**
98. How many pages are in a document? **Deaths almost exclusively 1, Births may have 2, Sealed files will average 8.**
99. Can you describe “sealed” Records are inside small b **I don’t understand the question**
100. Where are these documents currently located? **The sealed records and the scanning will be done at a facility on West Reno Ave in OKC.**
101. How will access to these records be granted? **We will bring the sealed records to you. Images and indexes of issuable records will be provided.**

102 Is the location of the scanning area within OSHD in direct access of the records to be imaged?

Yes

103 Please describe this area to be used. (Dimensions of area) Front office 16ft X 20ft Back Office 10ft X 12ft Additional staging space 51/2 ft X 28 ft

104 Will OSHD provide table and chairs for a work area? If so for how many people? Or will the bidder be responsible to provide all equipment and furniture? Tables and chairs will be provided

105 What is the square footage of the vendor workspace? Front office 16ft X 20ft Back Office 10ft X 12ft Additional staging space 51/2 ft X 28 ft

106 Will there be enough room for one team to work on the 8,000,000 indexing/review and then another team work on the 4,000,000 images to be scanned and indexed. All indexing must be done off-site at your facility. We will provide space for the scanning portion of the project.

107 (Exhibit 1 #1) How will a search be done for a missing document? Records are generally filed numerically. Gaps of multiple sequential numbers should be investigated. Will there be access to the 8,000,000 previously scanned documents? Yes.

108 On the indexing requirements (Exhibit 1 #4) which fields are currently not being used and will need to be added? All items are in the current index, however not all fields were entered and/or available for all years.

109 (Exhibit 1 #4) Will all of these fields have to be added? All items are in the current index, however not all fields were entered and/or available for all years e.g. father's name was not keyed consistently over time.

110 (Exhibit 1 #5) What steps are required for this inventory? Assure all records and all pages within each record are scanned and indexed completely and accurately. Bidder should provide a plan for how that will be done as well as how the bidder intends to remediate errors.

111 (Exhibit 1 #5) Is each file to be recorded as part of inventory? Or will a beginning to end of Box inventory acceptable? Example box111 Aardvark to Adams We would like a brief listing of each record to be provided for each box based on the index you are building.

112 (Exhibit 1 #5) what is the definition of "issuable record" Current version of birth and death records that may be issued without a court order.

113 (Exhibit 1 #5) Since the bidder will not have scanned the 8,000,000 images to be reviewed, if bad images are present. What is the procedure to correct this image or not have that image count against the accuracy rate? Original hard copies of the record can be retrieved for scanning.

114 Background Checks and Criminal History Investigations. Will this be required for this project?

Yes

115 What federal contract is referred to in the 8.1.E when talking about pricing? Records are valued based on negotiated contracts with federal agencies.

116 I don't understand the payment of the project. I saw your reply on wiki that it is an "exchange".
Our goal is to exchange our product for your service.

117 What exactly will the scanning companies be able to do with the vital records once they are scanned that will be profitable? **Unable to answer that**

118 Are you proposing that the vendor that wins the award owns the vital record images and will charge the public for access to the digital images or provide copies? **The OSDH is by law the official guardian of these records. The successful bidder will receive a point-in-time set of open record images and indexes in exchange for the service.**

119 What types of vital records are contained in the scope of the project? For example, is this RFP pertaining to birth and death records only? Does the type of vital records include births, deaths, marriages, and divorces? **Births and deaths only**

120 In total, are there 12,000,000 records (i.e. 8,000,000 + 4,000,000 records) as part of the scope of the project? **8 mil issuable and 500k sealed. The 500k records is made up of ~4m pages.**

121 What years are covered in the Oklahoma vital records in the project? **~1908-2009 with some "delayed records" of events that occurred earlier but were filed after 1908.**

123 Is a perpetual license being provided to the organization ("Supplier") awarded the contract to publish the vital records in the "open period" on their own website? **The Bidder will receive a copy of open images and indexes which may be displayed on it's website.**

123 Is the 1-year term and 1-year option to renew the contract referring to the timeframe necessary to complete the project? **No**

124 If a perpetual license is provided to the Supplier, how would termination for convenience be applied in this contract? Is the Supplier expected to remove the images and indexes off of their website in the event that OSDH decides to terminate the contract? **Images and indexes will not be provided to the bidder until the project is complete. All local drives and databases used to complete the project must be wiped by the bidder at the end of the project.**

125 I understand that there is a \$25 fee to register an organization within Oklahoma, is there an annual fee required to be paid to the State of Oklahoma?

Depends on the type of business. Here is more info
<https://www.ok.gov/DCS/documents/GuideToVendorRegistration.pdf>

126 Will you please clarify the distinction between the "records" and "documents" for the 2 different sets? For part 2, it states "500,000...records consisting of approximately 4,000,000 documents" (indicating average of 8 documents per record). Part 1 states "8 million...records" do the 8 million records in part 1 equate to 64 million documents?**500k sealed files are made up of approximately 4m pages. The 8m issuable records are typically 1 page each.**

127 Is indexing to be at the record level or document level (i.e for part 2, will there be a total of 500,000 indexes (with 48 fields each) or will there be 4,000,000 indexes with 48 fields each?
Record level.