

BOARD OF COMMISSIONERS
SARPY COUNTY, NEBRASKA

RESOLUTION AWARDING BID FOR MORTGAGE APERTURE MICROFILM TO DIGITAL PDF
CONVERSION FOR THE REGISTER OF DEEDS OFFICE

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103, the powers of the County as a body are exercised by the County Board; and,

WHEREAS, bids for mortgage aperture microfilm to digital PDF conversion have been solicited, made, opened and reviewed pursuant to applicable Nebraska State Statutes; and,

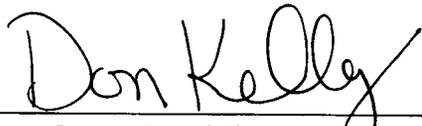
WHEREAS, based on those proceedings, this Board has duly deliberated and considered the bids received; and,

WHEREAS, this Board desires to proceed forthwith in order to expedite and facilitate service to the citizens of Sarpy County.

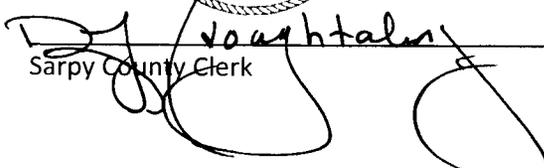
NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COUNTY COMMISSIONERS THAT:

1. Based upon the recommendation of the Purchasing Department, and upon a comparison of the bids to the bid specifications, the bid is hereby awarded to the low bidder MetaSource LLC for Mortgage Aperture Microfilm to Digital PDF Conversion in the amounts of image \$0.069 per non-redacted image an additional \$0.019 per redacted image project set up fee of \$4,850.00 and Repair of Digital Image – as needed - \$0.34 per image as identified on the Bid Form is accepted, ratified, and confirmed.
2. This Board's Chairman, Clerk, and Attorney are hereby authorized and directed to execute such ancillary documents as may be required to evidence the contract and take any and all steps necessary or required in order to carry out the terms of such contract after said documents have been reviewed by the Attorney, Fiscal Administrator, and County Administrator.

The above resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 22nd day of March, 2016.


 Sarpy County Board Chairman

ATTEST:



 Sarpy County Clerk

Sarpy County Purchasing Department

SARPY COUNTY COURTHOUSE
1210 GOLDEN GATE DRIVE, SUITE 1220
PAPILLION, NE 68046



Brian Hanson, Purchasing Agent
(402) 593-2349
Debby Peoples, Asst. Purchasing Agent
(402) 593-4164
Beth Garber, Purchasing/Contract Administrator
(402) 593-4476

MEMO

To: Sarpy County Board of Commissioners

From: Beth Garber

Re: Bid Award – Mortgage Aperture Conversion

On February 11, 2016, nine (9) bids were opened for the Mortgage Aperture Card to PDF Conversion Project for the Register of Deeds Office. The project includes scanning the existing aperture cards held by the Register of Deeds Office to two (2) sets of PDF copies. One (1) set will have social security numbers redacted for public record and the other set will be for internal office use only.

The bids varied, but the low bids were all very competitive. The County requested sample scans from the low two vendors (MetaSource and Progrid). Both provided excellent PDF samples. References were contacted for MetaSource and Progrid and both companies had outstanding references. Therefore, after a comprehensive review, it is recommended the Board award the bid to the low bidder, MetaSource, LLC, for the unit prices of \$.069 per non-redacted image and \$.088 per redacted image. The estimated project total based on two (2) sets of 670,000 images is \$86,456.00. This will be paid using the Register of Deeds Technology Fund.

Please feel free to contact me at bgarber@sarpy.com with any questions.

March 14, 2016


Beth Garber

cc: Deb Houghtaling
Mark Wayne
Scott Bovick
Brian Hanson
Steve Stastny
Lloyd Dowding

Mortgage Aperture Microfilm to PDF Conversion
for the
Register of Deeds Office

Bid Opening:
2:00 p.m., Thursday
February 11, 2016

	MetaSource, LLC			Scanning America, Inc.			Smooth Solutions, Inc.		
	Quantity Bid	Unit Price	Extended Price	Quantity Bid	Unit Price	Extended Price	Quantity Bid	Unit Price	Extended Price
Set-up Fee		\$4,850.00			\$0.00			\$500.00	
Redacted Images	402,000	\$0.088	\$35,376.00		\$0.169		670,000	\$0.266	\$178,220.00
Non-Redacted Images	670,000	\$0.069	\$46,230.00	670,000	\$0.169	\$113,230.00		\$0.206	
Repair of Digital Image		\$0.34			\$0.30			\$3.500	
Total			\$86,456.00			\$113,230.00			\$178,720.00
	Verified; Price 402,000 Redacted 670,000 Non-Redacted			Verified; price for 670,000			Verified; price for 670,000		

Mortgage Aperture Microfilm to PDF Conversion
for the
Register of Deeds Office

Bid Opening:
2:00 p.m., Thursday
February 11, 2016

	SourceHOV			ARC Document Solutions			River City Data		
	Quantity Bid	Unit Price	Extended Price	Quantity Bid	Unit Price	Extended Price	Quantity Bid	Unit Price	Extended Price
Set-up Fee		\$10,000.00			\$1,375.00			\$2,500.00	
Redacted Images	201,000	\$0.7481	\$150,368.10	201,000	\$0.406	\$81,606.00	402,000	\$0.301	\$121,002.00
Non-Redacted Images	469,000	\$0.5814	\$272,676.60	469,000	\$0.406	\$190,414.00	938,000	\$0.298	\$279,524.00
Repair of Digital Image					\$7.50			\$0.45	
Total			\$433,044.70			\$272,020.00			\$403,026.00
	Verified; based on 1 set			Verified; based on 1 set			Verified; correct		

Mortgage Aperture Microfilm to PDF Conversion
for the
Register of Deeds Office

Bid Opening:
2:00 p.m., Thursday
February 11, 2016

	Tameran Graphic Systems			DocuLynx			Progrio		
	Quantity Bid	Unit Price	Extended Price	Quantity Bid	Unit Price	Extended Price	Quantity Bid	Unit Price	Extended Price
Set-up Fee		\$3,400.00			\$2,500.00			\$895.00	
Redacted Images	670,000	\$0.005	\$3,350.00	240,000	\$0.90	\$216,000.00	402,000	\$0.025	\$10,050.00
Non-Redacted Images	670,000	\$0.135	\$90,450.00	560,000	\$0.75	\$420,000.00	670,000	\$0.117	\$78,390.00
Repair of Digital Image		\$1.00			No Bid			\$0.068	
Total			\$97,200.00			\$636,000.00			\$89,335.00
	Verified; price per set			Verified; Per aperture card			Verified; Price per set		

AGREEMENT

This Agreement is entered into by and between the County of Sarpy, in the State of Nebraska, a body politic and corporate, and hereinafter "County", and MetaSource, LLC, hereinafter "Vendor".

WHEREAS, County is desirous of contracting for Mortgage Aperture Microfilm to Digital PDF Conversion for the Register of Deeds Office; and,

WHEREAS, the Vendor has been awarded this Agreement as a result of the bid made by Vendor in response to the Specifications and Request for Proposals prepared by County;

NOW, THEREFORE, for and in consideration of the declarations and mutual promises and covenants contained herein, the County and Vendor agree as follows:

I. DUTIES OF VENDOR

- A. Services to be rendered by Vendor under this Agreement shall be all those services necessary and proper for the installation and materials for Mortgage Aperture Microfilm to Digital PDF Conversion in conformity with each and every term, condition, specification, and requirements of the Bid Specifications and the Bid submitted by the Vendor.
- B. All provisions of each document and item referred to in Paragraph A above shall be strictly complied with the same as if rewritten herein, and in the event of conflict among the provisions of said documents, the provisions most favorable to the County shall govern.
- C. Prior to the commencement of any work, Vendor will place on file with the Sarpy County Clerk, the required certificates of insurance, if applicable.
- D. The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.
2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services

documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.

3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.

E. Vendor will submit an invoice to County for work completed based on the amounts specified in Vendor's bid. Such invoices shall be submitted to:

Register of Deeds Office
Sarpy County Courthouse
1210 Golden Gate Drive
Papillon, NE 68046

F. The County and Vendor hereto specifically acknowledge, stipulate and agree that each and every term of the Bid Specifications and the Vendor's bid constitutes an essential term of this Agreement, and that, therefore, any violation of any term, condition, provision, or requirement constitutes a material breach hereunder, for which County shall have every right under the law to terminate this Agreement, and obtain any and all relief necessary.

II. DUTIES OF COUNTY

In return for full, faithful and diligent rendering of services set forth above, County agrees to pay to Vendor the amount specified in Vendor's bid upon submission of the required invoice and satisfactory completion of all required work.

III. BREACH

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice, the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

IV. SAVINGS CLAUSE

This Agreement shall be interpreted, construed and enforced under the laws of the State of Nebraska. It is understood and agreed by the County and Vendor hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms, conditions, or provisions shall not be affected, and the rights and obligations of the County and Vendor shall be construed and enforced as if the Agreement did not contain the particular part, term, condition, or provision held to be invalid.

V. SCOPE OF AGREEMENT

This Agreement, along with the Bid Specifications, and Bid by Vendor contains the entire Agreement between the County and Vendor, and there are no other written or oral promises, contracts or warrants which may affect it. This Agreement cannot be amended except by written agreement of both the County and Vendor. Notice to the County and Vendor shall be given in writing to the agents for each party named below:

County: Ms. Debra Houghtaling
Clerk of Sarpy County
1210 Golden Gate Drive, Suite 1250
Papillion, NE 68046

Vendor: Mr. Mike McCluskey
MetaSource, LLC
1517 N. Harmony Circle
Anaheim, CA 92807

IN WITNESS WHEREOF, we the contracting parties, by our respective and duly authorized agents, hereto affix our signatures and seals in duplicate this 22nd day of March, 2016.

(Seal)



ATTEST:

[Signature]
Sarpy County Clerk

COUNTY OF SARPY, NEBRASKA,
A body Politic and Corporate

Don Kelly

Chairperson
Sarpy County Board of Commissioners

Approved As To Form:

[Signature]
Deputy County Attorney

Vendor: MetaSource, LLC

By: [Signature]

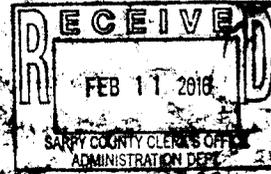
Title: Adam Osthed, President and CEO

From:
MetaSource, LLC
1517 N Harmony Circle
Anaheim, CA 92807
(951) 232-4902

Bid Due: Thursday February 11th, 2p.m.

Sealed Bid
Mortgage Aperture Microfilm to Digital PDF Conversion
for the
Register of Deeds Office

Attn: Deb Haughtaling
Sarpy County Clerk's Office
1210 Golden Gate Drive
Suite 1250
Papillion, NE 68046



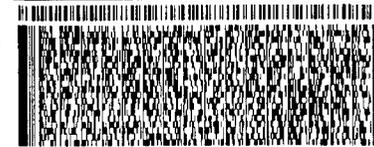
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ORIGIN ID:QNTA (951) 232-4902
METASOURCE, LLC
1517 N HARMONY CIR
ANAHEIM, CA 92807
UNITED STATES US

SHIP DATE: 10FEB16
ACTWGT: 0.60 LB
CAD: 6992079/SSFO1621
BILL THIRD PARTY

TO **ATTN: DEB HAUGHTALING**
SARPY COUNTY CLERK'S OFFICE
1210 GOLDEN GATE DRIVE
SUITE 1250
PAPILLION NE 68046

(000) 000-0000 REF: DEP1:
INVT: PZ:

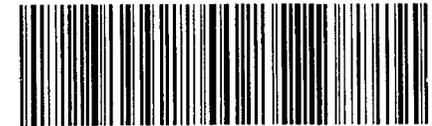


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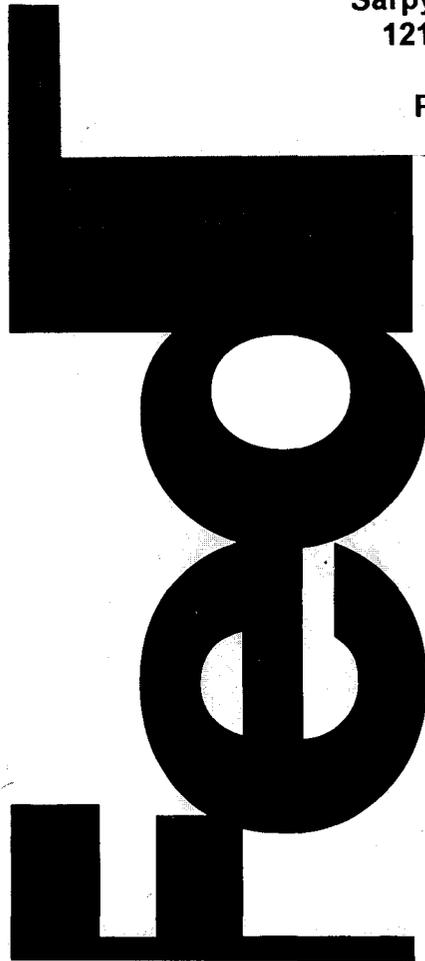
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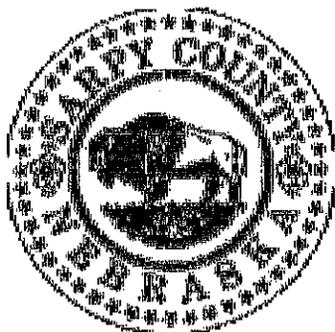
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Prepared For



**Sarpy County, Nebraska
REQUEST FOR PROPOSALS
Mortgage Aperture Microfilm
To Digital PDF Conversion
For the
Register of Deeds Office**

Prepared By

MetaSource, LLC
February 08, 2016



metasource

February 8th, 2016

Deb Houghtaling
Sarpy County Clerk's Office
1210 Golden Gate Drive
Suite 1250
Papillion, NE 68046

Dear Ms. Houghtaling,

MetaSource is pleased to present our RFP to the **Sarpy County, Register of Deeds Office (COUNTY)** for the **Mortgage Aperture Microfilm to Digital PDF Conversion**.

As part of our mission to be the nation's leading business process outsourcing (BPO) provider, specializing in document conversion and technology driven business process management, we are proud to announce that MetaSource and MCO Document Imaging Solutions have completed a merger. This merger will deliver the strength, depth and breadth of a large public firm with the appreciation, customer focus, and flexibility of a mid-sized private firm so that we can respond to you with agility. That agility translates into continuous process improvement, reduced risk and shared best practices.

MetaSource account governance team brings extensive experience in the government sector specifically with Microform conversion projects. The account governance team will bring a combined experience of over 60+ years of hands on knowledge, with a long history of direct involvement with the State and local government processes, standing up, directing and managing of similar projects. The background will allow us to offer a quality solution that will be financially sound. Our experience will allow for a seamless implementation - simultaneously meeting all the projects objectives.

The proposed solution takes advantage of the latest technology advances in image capture, which will provide the **COUNTY** a quality focused and financially viable solution.

We look forward to your favorable review of this response and to building a strong, successful partnership with **COUNTY**.

Sincerely,



Mike McCluskey | 
Director of Business Development/Western States



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Contact Information

Client

Register of Deeds Office
Sarpy County, Nebraska

Ms. Debra Houghtaling
Sarpy County Clerk's Office
1210 Golden Gate Drive
Papillon, NE 68046

MetaSource

As Directors of Business Development and Account Managers, Mike McCluskey and Hal Redjai will be your point of contact for any additional questions regarding this proposal. Adam Osthed, President and CEO, is the authorized representative for MetaSource during negotiations to commit MetaSource to a contract. Contact information is provided below:

Mike McCluskey
Director of Business Development
Western States
MetaSource
1517 N. Harmony Circle
Anaheim, CA 92807
Tel.: 951-232-4902
Email: MMccluskey@metasource.com

Hal Redjai,
Director of Business Development
Western States
MetaSource
1517 N. Harmony Circle
Anaheim, CA 92807
Tel: 714-322-9233
Email: HRedjai@metasource.com

Adam Osthed, President and CEO
MetaSource
12894 S. Pony Express Rd., Suite 700
Draper, UT 84065
T. 801-208-1120
F. 801-208-1126
E. AOSThed@MetaSource.com

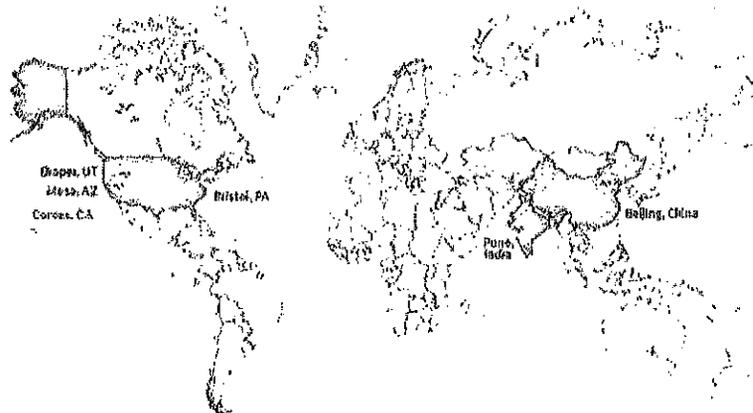
Company Introduction

MetaSource is a privately-held business process outsourcer of document management solutions that include scanning, data capture, and document (Image) storage retrieval, and workflow. Formed in 2007 through the merger of Data Services Direct and MackIn Imaging Systems, our company resources are focused on labor-intensive processes that drive client value by improving the competitive dimensions of cost, innovation, turnaround, scale and flexibility. Our go-to-market strategy is based upon a consultative and business advisory approach.

We bring excellence in quality, service and application knowledge to our client partnerships. MetaSource has over 30 years of solutions experience and is proud to serve more than 4,700 of America's leading companies and government organizations. We have a particularly strong document conversion services and industry practice.

Service and product diversity are company strengths. Our end-to-end portfolio enables clients the flexibility to customize solutions that address internal financial and operating challenges. This portfolio includes process management consulting, mailroom, scanning, data capture and conversion, inbound and outbound contact center solutions, and premise-based and hosted document management systems.

Innovation, reliable delivery and proactive account management are among the many value propositions of our customer service commitment. MetaSource operations are open around the clock, every day of the year. We are staffed by an outstanding group of professionals that are well trained in production and client requirements. Our leadership is tenured with large scale and complex operational experience. We utilize best-in-class technology that is driven by strong operating systems and application-tested best practices. MetaSource is rapidly growing its nationwide footprint, with currently operating four company-owned facilities in North America with strategic partnerships in China and India. Our services and solutions are competitively priced.



In summary, MetaSource offers clients and prospects the benefits of a large company's resources and experience with the intimacy, focus and commitment to service of a small organization.

MetaSource Value Differentiators

As the COUNTY evaluates its options, MetaSource believes the strength of its offering combined with the points below validates our position as your best solution. Critical success factors to consider include:

- ^ **Experience and Leadership:** MetaSource has been part of the Document Management and Outsourcing Industry for more than 30 years and supports more than 4,700 clients today.
- ^ **Partnership:** Clients consider MetaSource a valued partner and business advisor. MetaSource meets with clients on a regular basis to complete scheduled Business Reviews (BR) to identify process improvements that provide the greatest value-add benefit. Improvements are driven by our ambition to provide unsolicited gains along the competitive dimensions of cost, quality, dependability, flexibility, innovation, and responsiveness. Often, these solutions are finding new value-add services that provide greater gains than what was anticipated in the original outsourcing model. The BR is one tool of many that speaks to the heart of our management philosophy and company culture – the need for true partnership with our clients and for achieving excellence as professionals.
- ^ **Security:** Audited and compliant as SOC / AT101 (formerly SAS 70 Type II) and PCI-DSS Level 1, we have achieved a 100% approval rate during frequent security audits by the largest insurers and credit card issuers in the world. Our clients have the assurance that their information is secure.
- ^ **People:** Your single point of contact will be your MetaSource Account Manager (see Implementation/Account Management) and you will have unfettered access to our top leadership including the CEO, VP of BPO Operations, and senior sales staff.
- ^ **Pricing:** Our size and economies of scale allow us a unique position of being very price competitive and yet able to adjust and work with our clients on an individual need basis. We save our clients money and continuously look for additional savings as our relationship matures.
- ^ **Accountability-Transparency-Continuous-Improvement:** We believe these are intertwined best practices and without them nothing else matters. We are very upfront about our pricing and truly want to learn how to best deliver and continuously improve service and quality levels. Our Business Reviews focus on mutually increasing the value of our client partnership results in substantial and quantifiable process, quality and cost improvements.

Description of Services

Overview

The COUNTY is seeking proposals for microfilm aperture card conversion to PDF digital copies. The COUNTY is seeking a turn-key solution where the vendor is responsible for picking up, producing the digital images and delivering film back to the COUNTY.

There are approximately 670,000 images on 400,000 cards. The records are generally dated from 1838 – 2000. Vendor shall provide two (2) copies of each card on PDF. One (1) copy should be redacted and one (1) should be original. Approximately 60% of the frames need redaction. Redaction shall be black out and include only social security numbers. Social Security went into effect August 14, 1934. Records prior to this date should not require any redaction.

Implementation/Account Governance

Implementation

MetaSource Implementation Process is a well-defined practice that includes business development and Project Management working together before the contract is signed, and all of MetaSource key internal organizations, once it is signed.

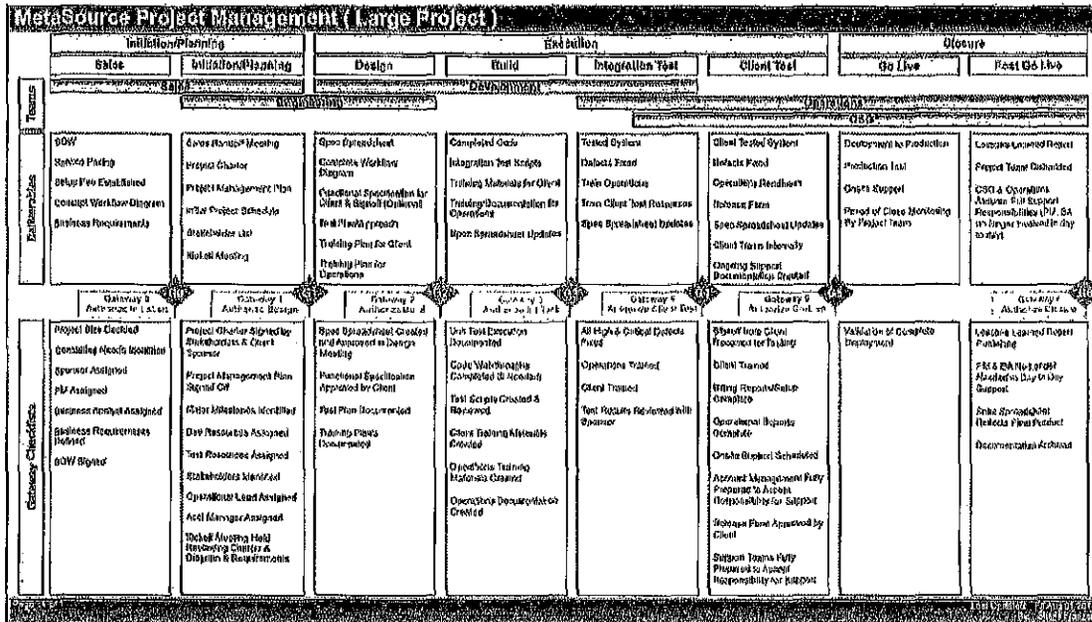
Our implementation process follows three distinct phases: Design, Pilot, and Ramp-up. In the design phase, MetaSource requests and gathers detailed project specifications from the client. From that information, we build a project plan, which we review with the client. The client signs off on the project plan and MetaSource begins programming. Once MetaSource completes its internal end to end testing, a client test plan begins to uncover any business rules not provided to MetaSource or to identify any misinterpretation of rules. Once the test plan is complete, the pilot phase begins.

The pilot phase, when possible, is typically one or two days of live work at low volume to verify that all necessary steps are being taken to ensure accurate and timely processing of client data.

The final phase of project implementation is the Ramp-up phase. Ramp-up schedules are set with the client based on volume availability and need. Typically, the schedule will follow an exponential curve, where volumes start at low levels, then increase rapidly to full volume.

We have the capacity and resources to implement projects very quickly. The most critical factor in a speedy implementation is receiving rapid communication on questions and data sets returned to our clients. If the communication channels are open, accurate, and timely, we can begin live production for most projects within 30 days.

The diagram below provides a snapshot of MetaSource's project management methodology.

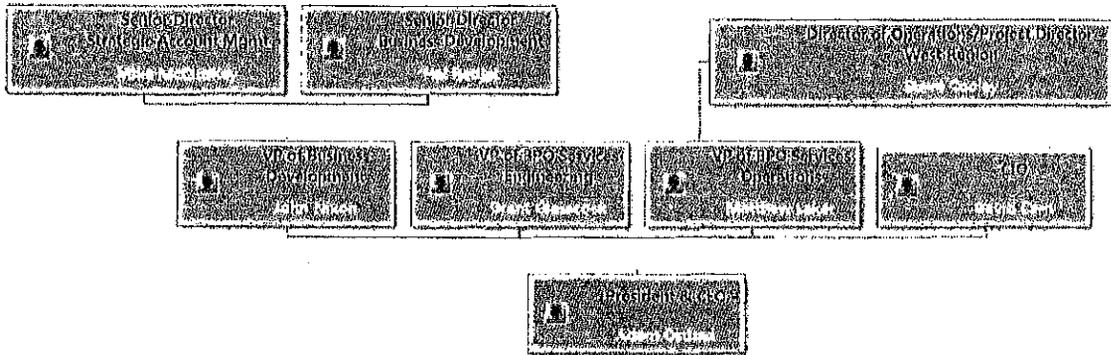


Account Governance

The design, implementation and ramp up of your account will be handled by the MetaSource Director of Business development (Account owner/Management) and Project Director. The Project Director will work hand in hand with our Account Manager to ensure a smooth transition from implementation to day to day operations, when the Project Director will assume primary responsibility for account operations. A "backup" Project manager is also assigned who reviews quarterly for fail over and service level adherence.

Daily calls are customary during the early days of any project and sometimes continue indefinitely based on client needs. We typically also have a scheduled weekly call with our client and quarterly business reviews.

The diagram below displays Sarpy County's contact with the MetaSource Project Owner during implementation and Project Director during production with significant resources supporting the Sarpy County relationship.



MetaSource uses a wide variety of collaboration and management tools such as Asana, Smartsheet, and Bloomfire, a learning and documentation community where all of our account information is stored.

Our Business Review (BR) is designed to identify process improvements that provide the greatest value-add benefit. Improvements are driven by our ambition to provide unsolicited gains along with the competitive dimensions of cost, quality, dependability, flexibility, innovation, and responsiveness. Often, these solutions are finding new value-add services that provide greater gains than what was anticipated in the original outsourcing model. The BR is one tool of many that speaks to the heart of our management philosophy and company culture – the need for true partnership with our clients and for achieving excellence as professionals.

We also share as part of our ongoing account management our Error Modes and Effects Analysis (EMEA) logs that we review in scheduled weekly calls. Please see Exhibit "D".

Key Account Team/ Executive Oversight and Qualifications

Mike McCluskey, Director of Business Development/Account Owner

Owner and founder of MCO Document Imaging Solutions with over 20 years of hands on document management experience. Mr. McCluskey has provided quality conversion services to more than 50 State and Local entities over his tenure. Mr. McCluskey is a Certified ECOMP AIIIM practitioner.

Mike McCluskey will be directly responsible in all matters to include but not limited to:

- Technical matters involving a change in scope, price, or terms or conditions of the Agreement.
- MetaSource reports specified in the Agreement and defined in the SOW.
- MetaSource Invoices.
- Inspection and acceptance of service provided and monitoring of deliverables.
- Conduct meetings, as needed, with MetaSource and City of Long Beach personnel and such others as may be deemed appropriate
- Management oversight.

Hal Redjai, Strategic Account Management

Based in Southern California, Hal Redjai has more than 25 years of experience in document and information management services as both a principal and senior manager. Included in his greater than 25 years of experience with projects at various State and Fortune 100 entities, as customer relationship manager— assisting with standing up end to end operations process, contract negotiations, working with Operations staff to meet required SLA's and manage resource allocations, and helping with budgeting and fiscal volumes. He possesses exceptionally strong workflow, application design and analysis backgrounds. Hal is a Certified Document Architect (CDIA) and possesses a B.S. in Business Management and Administration from Chapman University.

As Senior Director of Business Development for the **COUNTY** project, Hal Redjai will provide executive escalation and work in concert with Mike McCluskey in all matters.

Steve Cooley, Project Manager/Project Director

Steve Cooley has over 25 years of experience in document and information management services as both an integrator and business principal. He has focused on streamlining business processes, quality and turnaround times and has over 20+ years of large project implementation and operations.

As Project Manager/Director for the **COUNTY**, Steve will lead the overall contract performance efforts. In addition, he will manage daily operations—interacting with each functional staff member and advisor regarding overall operations efficiencies, quality results, training/hiring, and development opportunities.

He will also perform the following managerial duties for the **COUNTY** project:

- Plan and direct the implementation and production phases of the project.
- Provide support, as outlined, for each phase of the project.
- Review the results, quality, and timeliness of MetaSource overall performance.
- Will report directly to MetaSource executive sponsor (Vice President, BPO Service Operations)

- Plan and coordinate MetaSource efforts on the project with the **COUNTY** representatives.
- Provide the **COUNTY** with the required Monthly and/or Weekly Status and Performance Reports.

Matthew Laker, Vice President, BPO Operations

Matthew oversees all BPO and contact center operations at MetaSource locations in Utah, Pennsylvania, California, and Arizona. He is responsible for all production activities including staffing, physical facilities, and equipment. He leverages experience building and refining operations ranging from customer service to manufacturing. Matthew's educational background is in engineering and business administration.

Grant Glasscock, Vice President, BPO Engineering

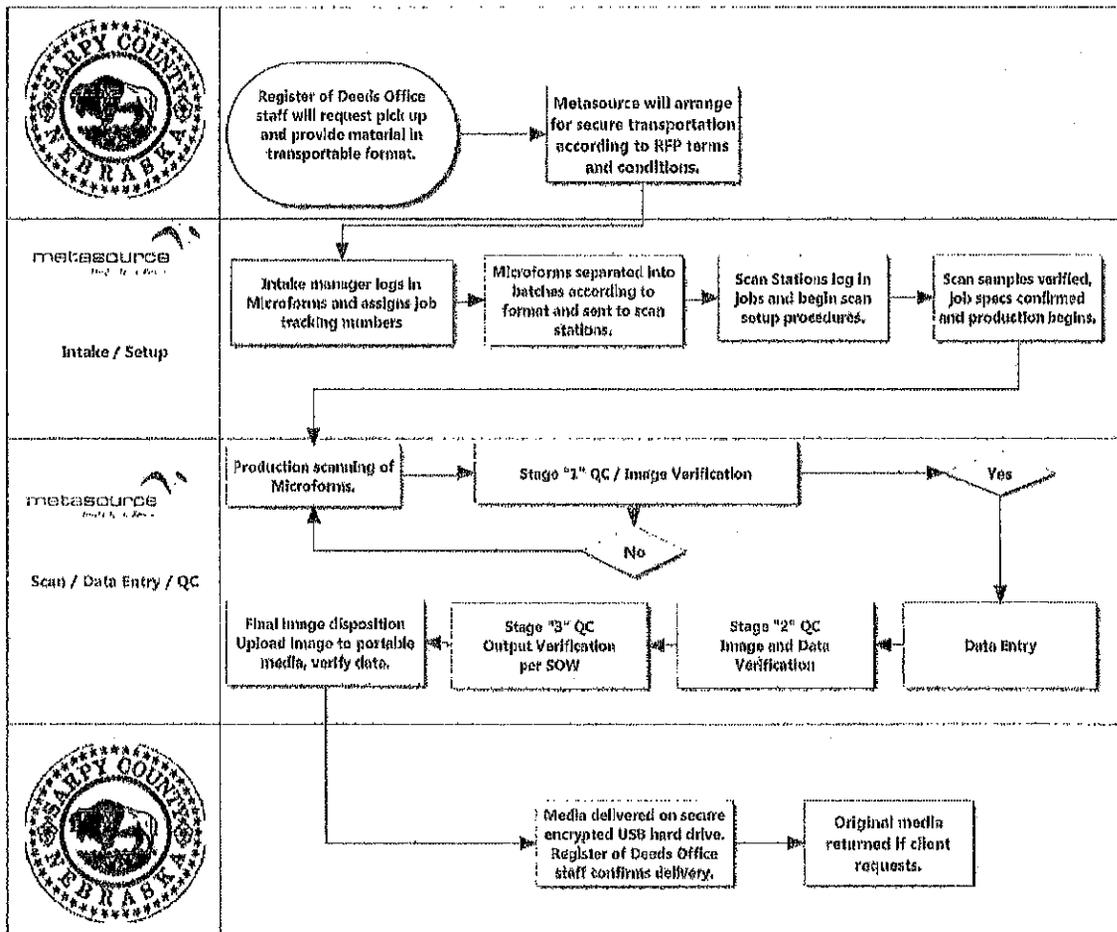
Grant Glasscock is the VP of BPO Engineering at MetaSource. He has been in the data capture industry since 1995. He has been responsible for the design and implementation of hundreds of custom outsourcing applications specializing in high volume and rapid turnaround projects in the government, insurance, credit card, and financial sectors. Mr. Glasscock holds an MBA from the University of Utah.

Solution

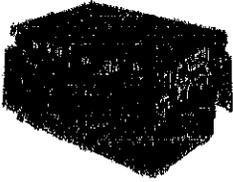
MetaSource has evaluated the request for quote and recommends the operations to be hosted out of the MetaSource Southern California Anaheim facility. MetaSource will provide all staff, equipment, supplies and coordinate transportation to accomplish all task associated with this proposal. MetaSource believes the proposed solution will deliver superior results, with hard and tangible cost savings to the Sarpy County Register of Deeds Office.

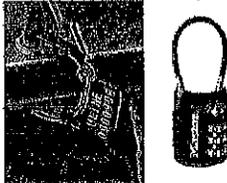
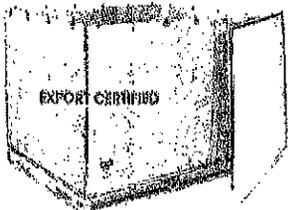
Conversion of Microforms Process Flow

The following flow diagram depicts the process that MetaSource will follow when performing Microform conversion services.



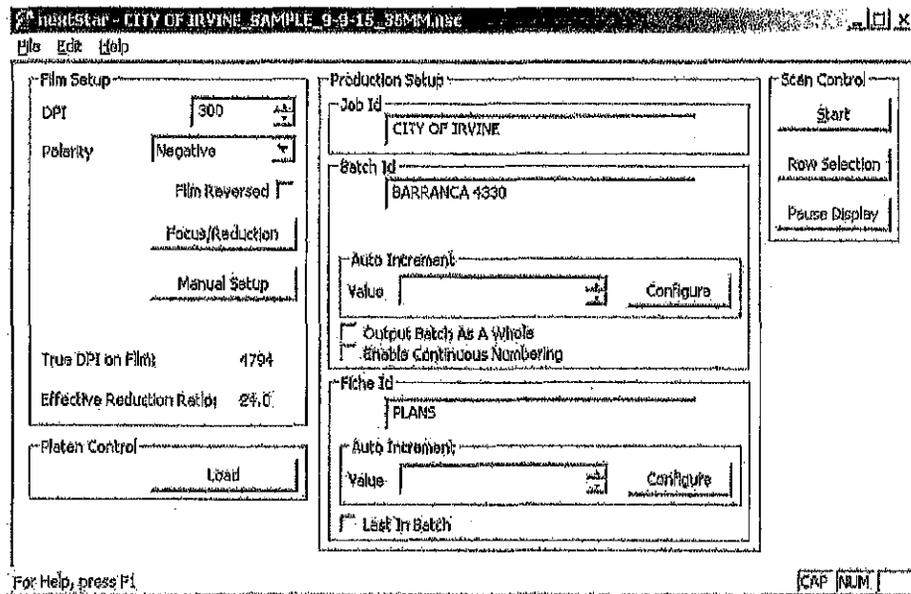
Conversion of Aperture Cards Methodology Description:

Stage	Description
1.	<p>Business Requirements Document (BRD)</p> <p>Prior to any services being rendered, MetaSource and the COUNTY will establish a mutually agreed upon Business Requirements Document (BRD). The BRD is intended to serve as a reference for MetaSource production staff when questions or Issues arise during daily work activities. The BRD lists the business rules and associated business and technical requirements that MetaSource must comply with in order to meet its contractual requirements with the COUNTY.</p> <p>When a question or issue arises within a standard workday, the BRD should be able to provide appropriate guidance to MetaSource for taking COUNTY approved action to reach a resolution. MetaSource staff should be able to refer to the Image conversion process step to determine the requirements and proper course of action.</p> <p>Finally, the BRD serves as a common understanding between the COUNTY and MetaSource. The COUNTY may also use the BRD as a reference to ensure that agreed upon services and requirements are being met.</p>
2.	<p>Packing and Transportation</p> <p>Due to the sensitivity of the materials this step is extremely crucial. The material gathering phase will be completed by the COUNTY and a MetaSource employee, and packed in MetaSource provided Totes and boxes. This process will create transmittals for each box of aperture cards and each tote contents.</p> <p>This will ensure secure and safe handling of all material and a functional chain of custody.</p>
2.a	<p>MetaSource Provided boxes and Totes.</p> <p>Upon on award and completion of the BRD MetaSource will supply the COUNTY with the appropriate number of Aperture card specific packing boxes and secure transportable Totes and aperture card storage boxes. The totes and boxes will be delivered inside a MetaSource provided wooden shipping crate (see 2c).</p> <ul style="list-style-type: none"> • Each 27"x 17" x 12" (S-9745) Container can nest up to 9 aperture card boxes (18,000 aperture cards) or up to 110 LBS and 700LBS stacked. • Each Container has the ability to be locked and sealed • Each Container withstands temps of 0 to 120 

2.b	<p>MetaSource Provided locks and Seals. In conjunction with each container MetaSource will provide approved combination lock and seal. MetaSource employee will lock and seal each container prior to pick-up.</p> 
2.c	<p>Final Crate process.</p> <p>Upon COUNTY and MetaSource completion of material gathering and packaging, the MetaSource employee will place all sealed Totes into the wooden Shipping crate provided by MetaSource. This "Vault-like" process will ensure the safe transportation of all materials. The crate measures 60 x 48 x 48.</p> 
2.d	<p>Pickup and Transportation</p> <p>Pickup & Delivery schedules will be arranged according to each client's needs. All material handling will be performed by MetaSource employees or agents contracted by MetaSource, subject to COUNTY approval. MetaSource maintains currently mandated insurance levels. All MetaSource personnel will have appropriate ID badges at all times.</p> <p>For each Pickup/Delivery, the couriers will have the appropriate manifest identifying items being delivered or picked up. Multiple copies will be included as to allow for a copy to be left with the location(s) with whom the Pickup/Delivery is assigned.</p> <p>The courier will log all items being picked up and affix appropriate box ID labels as needed. For deliveries, the courier will confirm with the COUNTY staff all items listed on manifest are present and accounted for.</p> <p>Research Due to MetaSource's request for a bulk pickup of the entire Aperture Library once, MetaSource will provide any necessary research required from the Aperture Cards within a 24hr period at no charge for the duration of the project.</p>

3.	<p>MetaSource Facility Intake Process MetaSource maintains a secure facility in Anaheim CA. The facility is monitored by 24-hour video surveillance and alarm. Facility access is restricted at all times.</p> <p>When the COUNTY material arrives at our facility they are immediately unloaded and verified against the pick-up manifest. Any and all discrepancies are documented and reported for remediation.</p> <p>Aperture cards are transferred to the staging area after check in. All cards remain in the staging area until the production manager schedules them to be transferred to appropriate stations. Once the Aperture cards enter into the conversion job step process, daily log sheets identify the progress and location of media. At the completion of the conversion process, the microforms are transferred to the appropriate disposition storage area.</p>
4.	<p>Scanning – Aperture Cards All aperture cards will be scanned on our NextScan FlexScan 3 in 1 scanners. From our review of the information provided, the COUNTY Mortgage aperture cards can contain more than one image per card and do not have Hollerith coding, which will require special processing since they are considered a non-standard aperture card format. Simply put, the COUNTY aperture cards require a scanning process designed for Microfiche which is why our proposal outline will focus on.</p> <p>Our scanners are fully loaded with microfiche/aperture card handler, 16mm/35mm roll film attachment, updated Lumintec lighting for unparalleled image quality and updated Nextstar scanning software for increased speed.</p> <p>Scan procedures start with setting up the job parameters in the Nextstar software, run some sample images and adjust the machine settings accordingly. The utilization of NextScan equipment with the Lumintec upgrade in conjunction with our multi-stage QC checks is one of our many differentiators. This combination, allows for quality standards that are unparalleled in the market.</p> <p>When samples are completed and final settings are established the operators can begin scanning. The Lumintec system tools, such as auto exposure improvements, allow for an incredible range of automated adjustments and technology aided quality image output</p> <p>The FlexScan 3 in 1 scanner comes with a specially designed Ribbon Storage Device (RSD) to enable simultaneous capture and output, maximizing scanner throughput and allowing for QA/Audit during or after the scan, even from multiple workstations</p>

Screen Shot of Flexscan Nextstar Job Setup

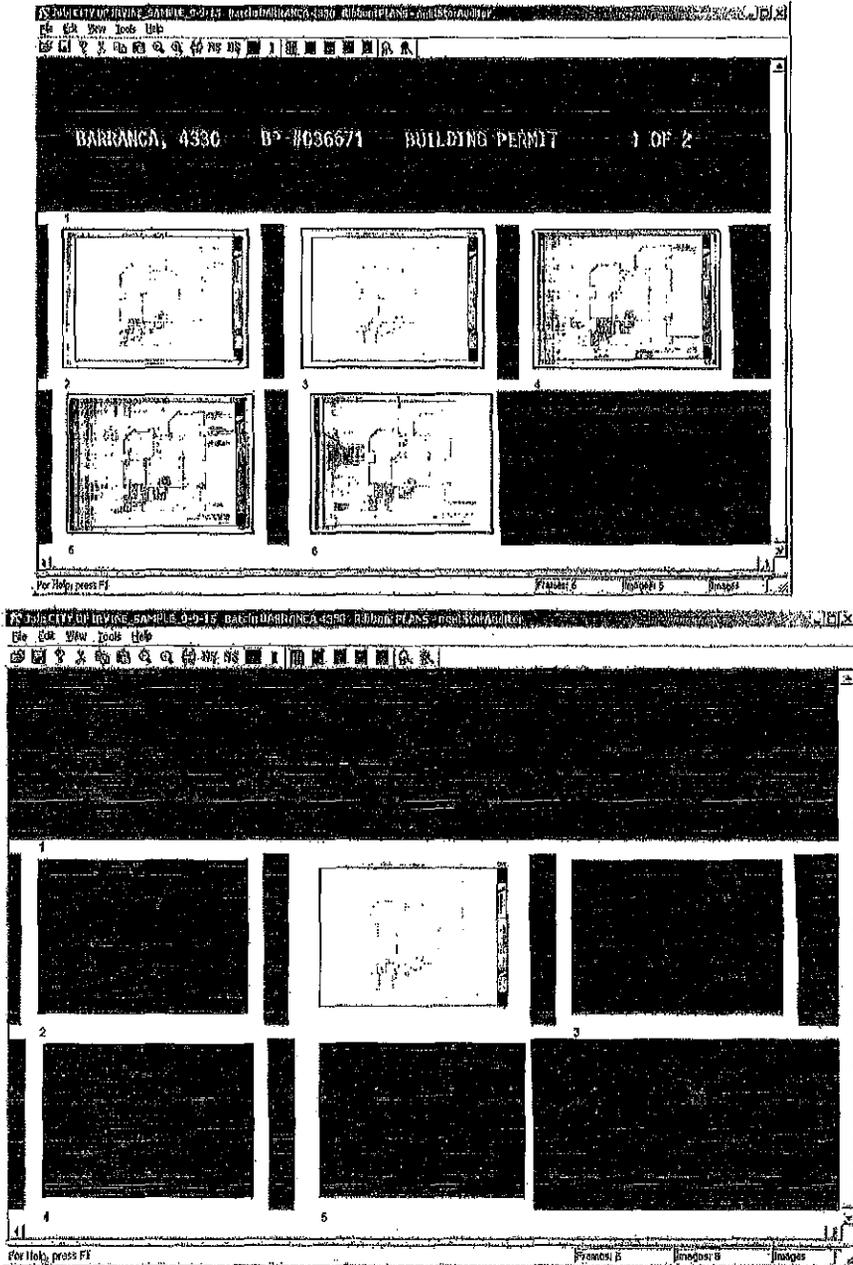


5. Scanned Image Quality Control – Image Extraction

A very unique feature of our software is the Ribbon Scanning function and how it relates to image quality and productivity. Our process allows the user to verify that all images were properly captured, and identifies any image detection or density problems. The system allows the operator to correct those issues in a post-scan audit environment. Our process eliminates the need for rescans resulting from density or frame detection problems, reducing errors, and image derogation.

The following screen shot shows the "Auditor" stage of our process. The blue outline images denote acceptable images, yellow outline would identify images with potential problems. Auditors will review the yellow boxed images and correct or accept the image. Some images cannot be fixed beyond what was captured, i.e. images that were filmed with excessive skew or even partial images. Our process does allow for a complete "Detected Image Blackout" to verify all images have been identified and are marked for extraction from ribbon. When the "Detected Image Blackout" function is performed, all images that have been detected will turn black and only undetected or questionable images are visible, allowing for very efficient QC.

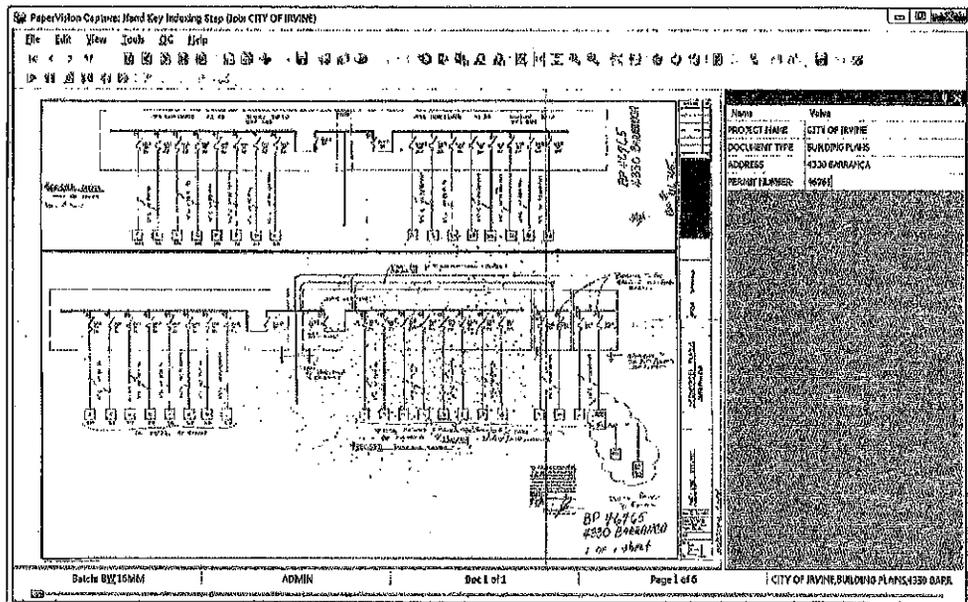
Screen Shot of "Auditor" – Image Frames Detected



Screen shot of Microfiche "Auditor" (above) – Image blackout showing Images requiring manual detection. The benefit of the Image Blackout function is that it allows the operators to ensure we are attaining 100% Image extraction. When applied to the COUNTY aperture cards the function is exactly the same accept we only have one "frame" to verify we are capturing 1 or 2 images from.

6. **Scanned Image Quality Control – Data Entry**

At this QC step, the extracted images from the Aperture cards are imported into Capture for additional post processing and data entry. The QC station staff will first review thumbnails of all the images to identify any obvious image defects. Upon completion of the thumbnail view, all images are inspected full screen, one image at a time. QC staff has the ability to request a rescan of any image they deem necessary. Image enhancement processes are run on the image files. Standard Image enhancements included in each Job include de-skew, de-speckle, and black border removal. Additional enhancements may include punched hole removal, redaction, color dropout, image fit and over 20 other enhancement options.



Screen shot of full page view data entry window

7. **Data Entry**

Data entry immediately follows the QC Step. Data capture of required fields can be obtained from several methods. The client specific data entry and indexing schema will be outlined in the statement of work prior to start of production. All data entry fields and the data capture methodology will be entered into the Capture Data Entry Job Step (See Graphic Above).

8. **Redaction and Masking**

The redaction process is performed after the complete image scan, QC and Data Entry process is complete. The process for the **COUNTY** cards is considered a "basic" single field redaction. MetaSource software engineers will review the scanned images and determine the location(s) of the desired information for redaction, in the case of the **COUNTY** it will be social security numbers. The **COUNTY** aperture cards span a wide range of years and therefore will most likely have varying formats of documents resulting in the location of the social security numbers being inconsistent. The software engineer for this project will establish the necessary groupings by "document form" and set the redaction parameters accordingly.

The redaction masks are applied as the image files are being exported and converted to PDF.

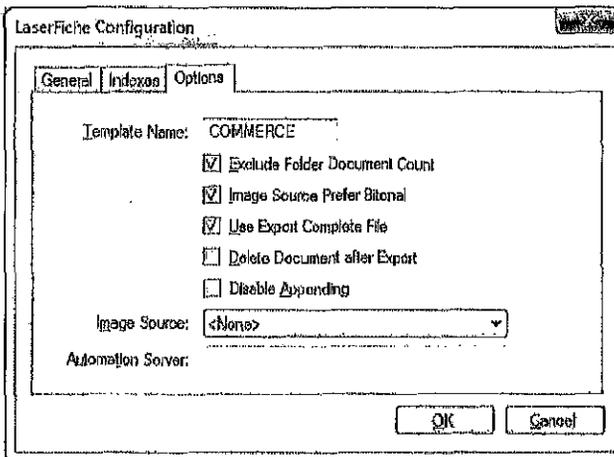
9. **Final QC and Disposition of Materials**

The job is now ready for final QC verification and preparation for return to client. Completed image batches are output per client specifications (ex. PDF, TIFF, Images w/ XML, etc.).

Finished batches are checked against their respective work orders/job tickets for format verification. Microforms are readied for return on dates established or held for destruction. Original Microforms are returned in the same manner in which they were picked up.

Appropriate packing slips, any return media, and original documents are delivered to clients' facility and unloaded. All materials will be manifested prior to delivery to ensure chain of custody and confirmation of receipt.

Screen shot of export



<p>10.</p>	<p>Quality Assurance</p> <p>MetaSource will perform an "Image to source document" review of images. Any error found will be logged and remediated. MetaSource will utilize this information to make any adjustment to the procedure and/or systems to ensure the soundness of the overall process.</p> <p>MetaSource will evaluate the findings, to create a corrective action plan through operator re-training or system enhancements.</p> <p>MetaSource will also utilize the findings to calculate and report the quality against Service Level Agreements (SLA). All SLA's will meet or exceed the Register of Deeds Office established baselines for quality. The Quality SLA results will be tracked for historical review and ensure that the process improvement goals are met.</p> <p>The QA log and reporting will include the following:</p> <ul style="list-style-type: none"> Root Cause Analysis (RCA), if applicable Quality category (Scan, prep, system component, etc.). Description. Processing date. QA Operator name. Operator(s) responsible for the defect. <p>This report will also contain any feedback received from the Register of Deeds Office staff.</p> <p>The Quality Log/report will be reviewed with the Register of Deeds Office designated contact on an ongoing basis.</p>
<p>11.</p>	<p>Sarpy County, Register of Deeds Office Review and Acknowledgement</p> <p>Upon receipt of the hard drive from MetaSource, the Register of Deeds Office will review the delivery and provide an acknowledgement of receipt and any discrepancies found.</p> <p>Any discrepancies reported will be corrected and re-submitted. Any error reported that impacts the original report, will be updated and re-submitted to ensure data accuracy.</p>

Sarpy County, Register of Deeds Office Notes and Special Processing

Aperture Card pickup

MetaSource will be using a third party courier to transport the aperture cards to our Anahelm facility. A MetaSource employee will travel to the Register of Deeds Office to assist in the packing and manifest creation.

Research

Due to MetaSource's request for a bulk pickup of the entire Aperture Library at once,, MetaSource will provide any necessary research required from the Aperture Cards within a 24hr period at no charge for the duration of the project. We understand the cards are an integral part of the customer service process and want to be as supportive of your process as possible while allowing the true production potential to be realized.

Special Quality Control and Data Entry Control Process

Since the Sarpy County aperture cards are not typical aperture card format(non-engineering format, no Hollerith code), MetaSource will incorporate an additional level of quality control measures to ensure accurate data entry and image verification.

MetaSource will be scanning all the aperture cards via a standard document scanner and assigning each card a unique sequential ID #. The cards will be batched in 1000 card increments and the unique ID# will be used when scanning the images from each card. After the images are scanned from the aperture cards we match the unique ID# from the 2 scan processes and create a "master" image file. This file is what the data entry process utilizes giving the QC and Data Entry staff a complete view of each card. The scan of the entire card will be deleted at the final output stage.

Scanner will not damage the cards or images. This is a process we do regularly when scanning aperture cards that do not utilize Hollerith code for indexing.

Optional Image Output/Export Format

From Addendum 1 page 13, it appears Sarpy County uses Laserfiche as their EDMS. MetaSource can format the completed images files as Laserfiche Briefcase format of a Laserfiche Volume using an existing Register of Deeds Office Laserfiche template. MetaSource can also create a new template.

Exhibit A – Client References

- **City of Riverside Department of Building and Safety**

Ruth Norris, 951-826-5942, RNORRIS@riversideca.gov

MetaSource/MCO began picking up and converting documents over 5 years ago.

MetaSource/MCO currently scans and microfilms the plans and calcs for building and safety. The scans are data entered for import into City's existing Document Management System (LaserFiche) and microfilm is stored for Archive purposes. MetaSource/MCO also converted all the Building and Safety microfiche and aperture cards for use in the City's Document Management System, completed job was over 2 million images.

- **City of Newport Beach, Planning Department and Department of Building and Safety,**

Dan Campagnolo or Lanny Krage, 949-644-3231, dcampagnolo@newportbeachca.gov,
LKrage@newportbeachca.gov

MetaSource/MCO picks up documents on a bi-monthly basis. Paper documents are scanned and indexed and microforms are converted to digital and indexed as well. Currently in the process of converting to Laserfiche. We are assisting in the Template creation.

- **Anaheim Union High School District – 501 Crescent Way, Purchasing Dept., Rm 306**

Brad Minami, Director, Purchasing and Central Services
(714)999-3602, minami_b@auhsd.us

MetaSource/MCO converted the entire microform library consisting of 475 16mm microfilm rolls and 2500 16mm microfiche jackets.

- **Hutchinson**

Pierre Acker, 818-955-4244, Pierre.Acker@hutchinsonna.com

VP Operations – Antivibration & Noise Reduction Systems

MetaSource/MCO converted the remaining Aperture Card library to digital. We also provide ongoing scanning of hardcopy documents, 80 standard boxes per month. We have been providing conversion services for Hutchinson(formerly Barry Controls) for so long we are the original vendor that created the aperture cards

- **Superior Court of California, County of San Bernardino**

Richard Pettles, (909) 269-8484, rpettles@sb-court.org

MetaSource/MCO has been microfilming and processing the Court's case files onsite for over 6 years. Monthly volume is about 1 million pages. Our onsite staff produces 4-6 rolls of film per day which is delivered to our lab, processed, inspected, Diazo duplicates are made, boxes labeled and the finished products are delivered back to the Court Records Center. We also scan documents and microforms for current Probate and Civil cases as needed.

- **Riverside Unified School District**

Leslie Hernandez, EDMS Supervisor – (951) 778-5640 x 84207,

MetaSource/MCO scanned the entire RUSD microfilm library (700 rolls). RUSD was responsible for data entry and import into RUSD ECM software.

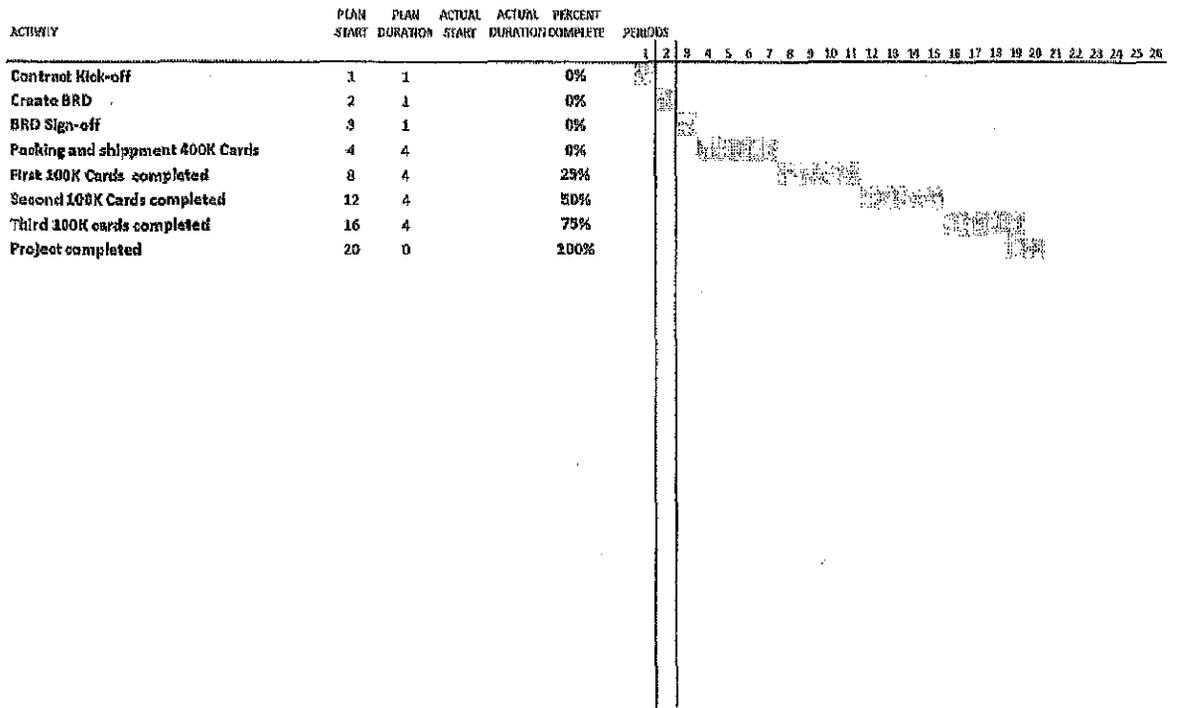
Exhibit B-- Timeline

Proposed timeline for Aperture Card Conversion

Sarpy County-Register of Deeds Office Aperture project conversion timeline

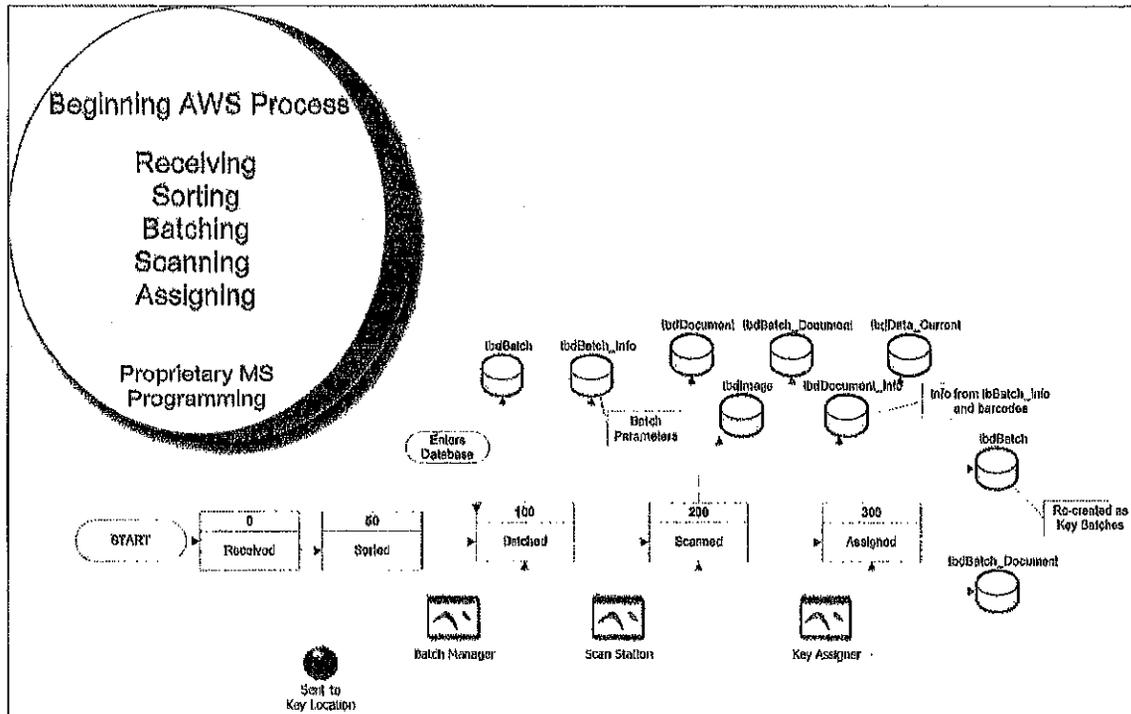
period highlight 2

Plan Actual % Complete Actual (beyond)



MetaSource is proposing a 20 week completion. The project timeline is shown in weeks and accounts for a 3 week ramp.

Exhibit C – MetaSource Tracking workflow



Conversion Project Management Requirements		
Description of Requirement	Yes	No
Regularly employed in the business of converting microfilm to digital images for the last five (5) years.	X	
Successfully completed at least three (3) other projects of this size. Identify within proposal.	X	
Provide a list of no less than three (3) current references that have received this service within the last two (2) years. The list should include the name of company along a contact name, phone number and email.	X	
Ability to pick up and deliver original microfilm to be converted.	X	
Provide a timeline describing recommendations for the number of aperture cards to be picked up along with the schedule of pick-ups, conversion, drop offs.	X	
Describe a simple process you use for conversion, including a quality control methodology.	X	
Conversion Requirements		
Description of Requirement	Yes	No
Pickup and delivery of aperture cards. If a third party is used for transportation, Sarpy County must approve carrier prior to releasing of records.	X	
Describe preparation process for PDF scanning.	X	
Scan to a multi-page PDF document, 1 PDF per record format with a minimum 300 dpi.	X	
Scan color should be black text on white background.	X	
Size should default to letter, including over/undersized documents.	X	
Images shall be scanned "right side up" position.	X	
Auto cropping shall remove any solid back borders that surround images, if applicable.	X	
Describe image clean up process. Sarpy County shall have sole determination on record scan quality. Should a record not meet the quality expectations of the County, the County will reject the PDF and Vendor will be responsible for rescanning at no additional cost to the County.	X	
Repair digital images that may be illegible due to the poor quality of the original aperture card. Describe process.	X	
Provide two copies of each card: (1) redacted and (2) original. Should the original not require redaction, Vendor to provide two scanned originals.	X	

Redaction Requirements		
Description of Requirement	Yes	No
Automatically search each Image for Social Security number format and redact the entire number.	X	
Delivery Requirements		
Description of Requirement	Yes	No
Scanned image data must be delivered to the Register of Deeds Office on an external hard drive that will become the property of the County.	X	
Aperture cards must be returned at the same time as the PDF documents.	X	
Records should be indexed by a directory with the book number with the length of three buffered by leading zeroes (except Alpha Character Volumes) would be created under the MORT directory. Example: 197 or 001 or A). Then the PDF file would be added to the book directory with the format Book Number (leading zeroes not required)_Page (length of 5 with leading zeroes).pdf. (example: 197_01576.pdf or 1_00006.pdf or A_01576.pdf	X	
There should be two (2) complete folders for each book number. One (1) folder should be the original and one (1) folder should be redacted/original. Two folders are required because one will be for public record while the other will be used internally. Each folder should include all aperture cards per book.	X	
Document Safety and Security		
Description of Requirement	Yes	No
Vendor shall notify the County immediately of damaged cards.	X	
Cards must stay within the continental U.S.	X	
Vendor shall disclose where the work will take place. Attach description.	X	
Within proposal, disclose policies and procedures used for document safety and security. Attach description.	X	

EXCEPTIONS/CLARIFICATIONS/COMMENTS

1. No additional Exceptions/Clarifications/Comments. We feel all questions and concerns were addressed in the 2 Addenda issued. We will defer to Addenda Q&A for our process.
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

COMPANY NAME: MetaSource, LLC

Sarpy County, Nebraska
Mortgage Aperture Microfilm to Digital PDF Conversion
REVISED BID FORM

Project Set Up Fees: \$ 4,850.00
Pick up, preparation, delivery

Price per Redacted Image: \$ 0.019 per image**

Price per Non-Redacted Image: \$ 0.069 per image

Repair Digital Image, Per Image: \$ 0.34 per image
(Due to poor aperture card quality only)

*Prices are to be F.O.B. - 1210 Golden Gate Drive, Papillion, NE 68046

**This is the additional fee for redaction services. Redacted images are in addition to the non-redacted images and not available without original non-redacted images.

No additional fees will be allowed or approved by the County.

Company Information

Years in business: 9 years (MetaSource was formed in 2007)

of employees 400

Total sales last 3 years 2015=\$41MM
2014=\$34MM
2013=\$30MM

References

Company Name: City of Riverside - Department of Building and Safety
Address: 3900 Main St, Riverside CA 92522
Contact Name: Ruth Norris Phone Number: 951-826-5942
Date of Purchase: Ongoing Email: morris@riversideca.gov

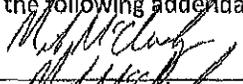
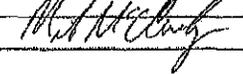
Company Name: Hutchinson Aerospace NA
Address: 4510 Vanowen Street, Burbank CA 91505
Contact Name: Pierre Acker Phone Number: 818-955-4244
Date of Purchase: Ongoing Email: Pierre.Acker@hutchinsonna.com

Company Name: Anaheim Union High School District
Address: 501 Crescent Way, Anaheim CA
Contact Name: Brad Minami Phone Number: 714-999-3602

Date of Purchase: Ongoing Email: minami_b@auhsd.us

I certify that this bid is submitted in accordance with the specifications issued by Sarpy County. I affirm that the original Specifications have not been altered in any way. Any alteration of the original Specifications, outside of an alternate bid, may be considered grounds for refusal of the bid.

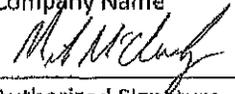
I acknowledge receipt of the following addenda (if applicable):

Addendum #1 
Addendum #2 

Attachments: **Timeline**
Technical Requirement Checklist with Required Descriptions

MetaSource, LLC

Company Name



Authorized Signature

1517 N Harmony Circle

Address

Anaheim, CA 92807

City, State & Zip

Mike McCluskey

Company Representative (Please print)

951-232-4902

Telephone Number

Fax Number

mmccluskey@metasource.com

E-Mail Address

***NOTE: Sarpy County is tax exempt and will provide the proper form upon request.**

SARPY COUNTY, NEBRASKA

REQUEST FOR PROPOSALS

Mortgage Aperture Microfilm to Digital PDF Conversion For the Register of Deeds Office

PROPOSALS DUE:

2:00 p.m., Thursday, February 11, 2016

General Information

Notice to Vendors

Sarpy County is seeking proposals for Mortgage Aperture Microfilm to Digital PDF Conversion for the Register of Deeds Office. The successful Vendor will enter into a Contract that incorporates both the RFP along with the submitted proposal.

Sealed bids will be received Monday through Friday 8:00 a.m. to 4:45 p.m. except holidays, until 2:00 p.m., Thursday, February 11, 2016. Bids shall be in a sealed envelope, clearly marked "Sealed Bid – Mortgage Aperture Microfilm to Digital PDF Conversion" and shall have the name of the Vendor, and the time and date of the bid opening. **Do not fax bids, only sealed bids will be accepted.**

Requests for information and clarification questions must be received by February 4, 2016 at 12:00 p.m. in order for Sarpy County to have time to issue an addendum.

Bidding criteria must be received from Beth Garber, Purchaser, 1210 Golden Gate Drive, Suite 1220, Papillion, NE 68046, (402) 593-4476, bgarber@sarpy.com or via the internet at www.sarpy.com.

Vendors that obtain specifications from the internet sites are responsible for obtaining any addenda that may be added at a later time.

Bids must be sent to:

Deb Houghtaling
Sarpy County Clerk's Office
1210 Golden Gate Drive, Suite 1250
Papillion, NE 68046

Bids not addressed and delivered to the above person will not be considered. Bids received after the above stated time and date will not be considered.

Bid opening will be a public opening to be held in the Sarpy County Administrative Conference Room at 1210 Golden Gate Drive, Papillion, NE. The bid opening will be at 2:00 p.m., Thursday, February 11, 2016.

All bids submitted shall be valid for a period of ninety (90) days following the final date for submission of bids.

Sarpy County will not be liable for costs incurred by Vendors for proposal preparation, printing, demonstration, or any other costs associated with or incurred in reliance on proposal creation. All such costs shall be the responsibility of the Vendor.

The bids shall include all charges and applicable taxes, F.O.B. Destination, freight prepaid, Sarpy County, Nebraska. The Vendor need not include sales tax in the bid. Sarpy County will, upon request, furnish the successful Vendor with a completed State of Nebraska Tax Exempt Form 13 upon acceptance of the successful Vendor's proposal.

The Sarpy County Board of Commissioners reserves the right to reject any or all bids and to waive minor informalities.

In the event of conflict between unit price and extended price, unit price shall prevail.

Procedures for Evaluation and Awarding of Bid

Evaluation will be done by Beth Garber, Sarpy County Purchaser along with personnel from the Register of Deeds Office. After evaluation the Purchaser will make a recommendation to the County Board of Commissioners for award. This recommendation and pending award will be made at a public meeting of the Board of Commissioners. Agendas are available each Friday afternoon on our internet site www.sarpy.com. The Commissioners award the bid by majority vote.

The following factors will be used to consider the award of the bid, where applicable:

- a) Compliance with all requirements.
- b) Price.
- c) The ability, capability, and skills of the Vendor to perform.
- d) The character, integrity, reputation, judgment, experience, and efficiency of the Vendor.
- e) The quality of previous performance.
- f) Whether the Vendor can perform within the time specified.
- g) The previous and existing compliance of the supplier with laws.
- h) The life-cost of the personal property or services in relation to the purchase price and specified use.
- i) The performance of the personal property or service taking into consideration any commonly accepted tests and standards of product, service, usability and user requirements.
- j) The energy efficiency ratio as stated by the supplier.
- k) The life-cycle costs between alternatives for all classes of equipment, the evidence of expected life, the repair and maintenance costs, and the energy consumption on a per year basis.
- l) Such other information as may be secured having a bearing on the decision.

Terms and Conditions

1. Information, Discussion and Disclosures

Any information provided by Sarpy County to any Vendor prior to the release of this Request for Proposal ("RFP"), verbally or in writing, is considered preliminary and is not binding on Sarpy County.

The Vendor must not make available nor discuss any cost information contained in the sealed copy of the proposal to or with any employee of Sarpy County from the date of issuance of this RFP until the contract award has been announced, unless allowed by the Sarpy County Purchasing Department in writing for the purpose of clarification or evaluation.

No interpretation of the meaning of the specifications, or other bidding documents, or correction of any ambiguity, inconsistency, or error therein will be made orally to any Vendor.

Every request for such interpretation or correction should be in writing, addressed to the Sarpy County Purchaser, Beth Garber, 1210 Golden Gate Drive, Suite 1220, Papillion, NE 68046 or bgarber@sarpy.com. **Requests must be received by February 4, 2016 at 12:00 p.m. in order for Sarpy County to have time to issue an addendum. Requests received after deadline may not be considered.** In case Sarpy County finds it expedient to supplement, modify, or interpret any portion of the bidding documents prior to the proposed bid date, such procedure will be accomplished by the issuance of written addenda to the RFP which will be mailed or delivered to all prospective Vendors at the respective addresses furnished for such purpose.

2. Addenda

All addenda will become part of this RFP and must be responded to by each Vendor.

All addenda must be acknowledged in writing in the bid submitted by the Vendor.

This RFP, any subsequent addenda, and any written responses to questions take precedence over any information previously provided.

3. Confidentiality of Documents

Sarpy County considers all information, documentation and other materials requested to be submitted in response to this proposal to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under Neb. Rev. Stat. § 84-712.05(3).

Vendors are hereby notified that Sarpy County strictly adheres to all statutes, court decisions, and opinions of the Nebraska Attorney General with respect to disclosure of RFP information.

Any "proprietary, trade secret, or confidential commercial or financial" information must be clearly identified, in a separate sealed envelope, at the time of bid/proposal submission. **Pricing information is not considered financial information and therefore is not considered Confidential.** Please note: even if Vendor believes pricing information is confidential and includes it in a separate, sealed envelope, such information will be read aloud and entered into record during the public bid opening. For all other appropriately identified proprietary, trade secret, or confidential commercial or financial information, the Vendor will be required to fully defend, in all forums, Sarpy County's refusal to produce such information; otherwise, Sarpy County will make such information public upon request.

4. Non-Discrimination Clause

Pursuant to Neb. Rev. Stat. §73-102 (Reissue 2009), Vendor declares, promises, and warrants it has and will continue to comply fully with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C.A. §1985, et seq.), and the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §48-1101, et seq. (Reissue 2010), in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, creed, disability or sex.

5. Conflict of Interest Clause

Pursuant to Neb. Rev. Stat. §23-3113 (Reissue 2012), the parties hereto declare and affirm that no officer, member, or employee of the County, and no member of its governing body, and no other public official of the County who exercises any functions or responsibilities in the review or approval of the undertaking described in this Contract, or the performing of services pursuant to this Contract, shall participate in any decision relating to this Contract which affects his or her personal interest, or any corporation, partnership, or association in which he or she is directly or indirectly interested; nor shall any employee of the County, nor any member of its governing body, have any interest, direct or indirect, in this Contract or the proceeds thereof.

6. Payment Terms

The successful Vendor shall submit monthly itemized invoices for payment. Sarpy County will make payment to the successful Vendor within thirty (30) days after receipt of invoice and satisfactory delivery.

7. Supplemental Terms and Conditions/Modifications

Any supplemental terms, conditions, modifications, or waiver of these terms and conditions must be in writing and signed by the Sarpy County Board Chairman and the Vendor.

8. Termination

Either party may terminate the Contract with ninety (90) days' written notice to the other.

9. Residency Verification

The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.

- a) If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.

- b) The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.

10. Breach

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

11. Insurance Requirements

The Vendor shall not begin work under this Agreement until all insurance certificates have been filed with the Sarpy County Clerk.

Vendor shall not commence work on this Contract until he/she has obtained all insurance required under this Section and such insurance has been approved by Sarpy County, nor shall Vendor allow any subcontractors to commence work on his/her subcontract until similar insurance required of the subcontractor has been so obtained and approved.

The following insurance coverages shall be kept in force during the life of the Contract and shall be primary with respect to any insurance or self-insurance programs covering the County, its commissioners/supervisors, officials, agents, representatives and employees. These insurance coverages shall specifically state, or be endorsed to state, that thirty (30) days' notice shall be given to the County in the event of cancellation of, or material change in, any of the coverages.

Workers' Compensation and Employers Liability Insurance

The minimal acceptable limits shall be the statutory limits as required by the State of Nebraska for Coverage A, Workers' Compensation and \$500,000 each accident for Coverage B, Employers Liability.

Commercial General Liability Insurance

Coverage should include broad form coverage written on a commercial general liability form and written on an occurrence basis. The coverage must protect against claims for damages resulting from bodily injury, including death, personal injury and property damage.

The minimum acceptable limits of liability shall be \$1,000,000 each occurrence. If the coverage contains a general aggregate, such limit shall not be less than \$2,000,000. The products/completed operations limit shall not be less than \$2,000,000. The County is to be named as an additional insured on the insurance coverage required under this section.

Automobile Liability Insurance

Coverage shall be against claims for damages resulting from bodily injury, including death and property damage, which may arise from the operations of any owned, hired or non-owned automobile. The minimum acceptable limit of liability shall be \$1,000,000 Combined Single Limit for each accident. The County is to be named as an additional insured on the insurance coverage required under this section.

Certificate of Insurance

The Vendor shall furnish the County with a certificate(s) of insurance evidencing the coverages required in this section. If the certificate(s) is shown to expire prior to completion of all the terms of this Contract, the Vendor shall furnish a certificate(s) of insurance evidencing renewal of its coverage to the County. The County is to be included as an additional insured on the Commercial General Liability and the Automobile Liability insurance coverage required under this section.

The Vendor shall require each and every Subcontractor performing work under this Contract to maintain the same coverages required of the Vendor in this Section, and upon the request of the County, shall furnish the County with a certificate(s) of insurance evidencing the Subcontractor's insurance coverages required in this section.

Insurance Company

All insurance coverages herein required of the Vendor shall be written by an insurance company or companies transacting business as an admitted insurer in the State of Nebraska or under the Nebraska Surplus Lines Insurance Act. All insurance companies must possess a minimum A.M. Best Insurance Company rating of A-. Upon request by the County, the Vendor shall furnish evidence that the insurance company or companies being used by the Vendor meet the minimum requirements listed in this section.

Upon request by the County, the Vendor shall furnish the County with complete and accurate copies of the insurance policies required within this section. If at any time during the life of this Contract, the Vendor's insurance coverages and limits do not meet or exceed the minimum insurance requirements presented in this section, the Vendor is required to notify the County within thirty (30) days of any deviations from the minimum requirements presented in this section.

12. Assignment

The Vendor may not assign this Contract without the prior written consent of the County.

13. Subcontracting

Vendor may not subcontract the work to be performed, without prior written consent of the County. If such consent is granted, Vendor will retain responsibility for all work associated with the Contract. The Vendor must identify any subcontractors it intends to use in the execution of this Contract. The Vendor must identify subcontractors in writing within the proposal.

14. Independent Contractor

The Vendor shall in the performance of the Contract at all times be an independent contractor and not an employee or agent of the County. The Vendor, its officers, employees and agents shall at no time represent the Vendor to be other than an independent contractor or represent themselves to be other than employees of the Vendor.

15. Indemnity

The Vendor shall indemnify and save harmless Sarpy County, its officers, employees and agents from all loss, claims, suits or actions of every kind and character made upon or brought against Sarpy County, its officers, employees, or agents, for or sustained by any party or parties as a result of any act, error, omission or negligence of said Vendor or its servants, agents, and subcontractors; and also from all claims of damage in fulfilling this Contract.

16. Deviations

Once the bid has been accepted by Sarpy County, no deviations from the specifications will be accepted without prior written approval of Sarpy County.

17. Exceptions

These specifications are minimum acceptable specifications. You may bid other than what is specified if it is of higher specification than what is requested. Vendor must list any exceptions to the bid specifications on the bid form.

18. Company Information

Vendor will provide the following company information on the bid form:

- a. Years in business;
- b. Number of employees; and,
- c. Total sales for last three (3) years.

19. References

Each Vendor must include with its proposal a list of no less than three (3) current references that have purchased the specified product or service within the last two (2) years. The list must include the name of the company along with the name, phone number, and email of a contact person for each company.

20. Tobacco Free Notice

The use of tobacco is not permitted within the facilities or on the property of leased and owned Sarpy County buildings at any time including, but not limited to lawns, sidewalks, parking lots and vehicles on authorized County business.

Technical Specifications

1. Project Summary

Sarpy County is seeking proposals for microfilm aperture card conversion to PDF digital copies. The County is seeking a turn-key solution where the vendor is responsible for picking up, producing the digital images and delivering film back to the County.

There are approximately 670,000 images on 400,000 cards. The records are generally dated from 1838 – 2000. Vendor shall provide two (2) copies of each card on PDF. One (1) copy should be redacted and one (1) should be original. Approximately 60% of the frames need redaction. Redaction shall be black out and include only social security numbers. Social Security went into effect August 14, 1934. Records prior to this date should not require any redaction.

The vendor will be held responsible for providing safe handling, confidentiality and security over all records, indexes or other information generated as a result of this contract. This covers the period of time when the images leave the place of origin until such time as the finished product is returned back to the designated department or location. This also includes the time during which the records are being held after they have been imaged until they are returned back to the place of origin. The vendor will be held fully liable in the event of loss, damage, theft or destruction of records while in the vendor's possession.

Vendor shall protect all images from any unauthorized use and disclosure. Unauthorized disclosure by the vendor, of any information contained in any of the records being imaged will be cause for immediate cancellation of the contract and may result in prosecution for any violations of applicable laws.

Awarded vendor shall notify the County immediately if there has been a security breach associated with this contract. If damage occurs it shall be the responsibility of the Contractor for the cost and process of repair. The County shall be immediately notified of any damage caused to film.

2. Quantities

All quantities stated, unless indicated otherwise, are estimates and the County reserves the right to increase or decrease the quantity. The County does not guarantee any specific quantities.

3. Timeline

Vendor shall attached proposed timeline for project development and implementation.

4. Technical Requirements

Instructions for Completion:

Check "Yes" or "No" for each of the following requirements listed within this section. If a check mark is not shown the County will assume this requirement cannot be met by the Vendor.

Conversion Project Management Requirements		
Description of Requirement	Yes	No
Regularly employed in the business of converting microfilm to digital images for the last five (5) years.		
Successfully completed at least three (3) other projects of this size. Identify within proposal.		
Provide a list of no less than three (3) current references that have received this service within the last two (2) years. The list should include the name of company along a contact name, phone number and email.		
Ability to pick up and deliver original microfilm to be converted.		
Provide a timeline describing recommendations for the number of aperture cards to be picked up along with the schedule of pick-ups, conversion, drop offs.		
Describe a simple process you use for conversion, including a quality control methodology.		
Conversion Requirements		
Description of Requirement	Yes	No
Pickup and delivery of aperture cards. If a third party is used for transportation, Sarpy County must approve carrier prior to releasing of records.		
Describe preparation process for PDF scanning.		
Scan to a multi-page PDF document, 1 PDF per record format with a minimum 300 dpi.		
Scan color should be black text on white background.		
Size should default to letter, including over/undersized documents.		
Images shall be scanned "right side up" position.		
Auto cropping shall remove any solid back borders that surround images, if applicable.		
Describe image clean up process. Sarpy County shall have sole determination on record scan quality. Should a record not meet the quality expectations of the County, the County will reject the PDF and Vendor will be responsible for rescanning at no additional cost to the County.		
Repair digital images that may be illegible due to the poor quality of the original aperture card. Describe process.		
Provide two copies of each card: (1) redacted and (2) original. Should the original not require redaction, Vendor to provide two scanned originals.		

Redaction Requirements		
Description of Requirement	Yes	No
Automatically search each image for Social Security number format and redact the entire number.		
Delivery Requirements		
Description of Requirement	Yes	No
Scanned image data must be delivered to the Register of Deeds Office on an external hard drive that will become the property of the County.		
Aperture cards must be returned at the same time as the PDF documents.		
Records should be indexed by a directory with the book number with the length of three buffered by leading zeroes (except Alpha Character Volumes) would be created under the MORT directory. Example: 197 or 001 or A). Then the PDF file would be added to the book directory with the format Book Number (leading zeroes not required)_Page (length of 5 with leading zeroes).pdf. (example: 197_01576.pdf or 1_00006.pdf or A_01576.pdf		
There should be two (2) complete folders for each book number. One (1) folder should be the original and one (1) folder should be redacted/original. Two folders are required because one will be for public record while the other will be used internally. Each folder should include all aperture cards per book.		
Document Safety and Security		
Description of Requirement	Yes	No
Vendor shall notify the County immediately of damaged cards.		
Cards must stay within the continental U.S.		
Vendor shall disclose where the work will take place. Attach description.		
Within proposal, disclose policies and procedures used for document safety and security. Attach description.		

EXCEPTIONS/CLARIFICATIONS/COMMENTS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

COMPANY NAME: _____

**Sarpy County, Nebraska
Mortgage Aperture Microfilm to Digital PDF Conversion
Bid Form**

Project Set Up Fees: \$ _____
Pick up, preparation, delivery

Price per Redacted Aperture Card: \$ _____

Price per Non-Redacted Aperture Card: \$ _____

*Prices are to be F.O.B. - 1210 Golden Gate Drive, Papillion, NE 68046

No additional fees will be allowed or approved by the County.

Company Information

Years in business: _____

of employees _____

Total sales last 3 years

References

Company Name: _____

Address: _____

Contact Name: _____ Phone Number: _____

Date of Purchase: _____ Email: _____

Company Name: _____

Address: _____

Contact Name: _____ Phone Number: _____

Date of Purchase: _____ Email: _____

Company Name: _____

Address: _____

Contact Name: _____ Phone Number: _____

Date of Purchase: _____ Email: _____

I certify that this bid is submitted in accordance with the specifications issued by Sarpy County. I affirm that the original Specifications have not been altered in any way. Any alteration of the original Specifications, outside of an alternate bid, may be considered grounds for refusal of the bid.

I acknowledge receipt of the following addenda (if applicable):

Addendum #1 _____
Addendum #2 _____

Attachments: **Timeline**
Technical Requirement Checklist with Required Descriptions

_____	_____
Company Name	Company Representative (Please print)
_____	_____
Authorized Signature	Telephone Number
_____	_____
Address	Fax Number
_____	_____
City, State & Zip	E-Mail Address

***NOTE: Sarpy County is tax exempt and will provide the proper form upon request.**

Exhibit "A"
AGREEMENT

This Agreement is entered into by and between the County of Sarpy, in the State of Nebraska, a body politic and corporate, and hereinafter "County", and _____, hereinafter "Vendor".

WHEREAS, County is desirous of contracting for Mortgage Aperture Microfilm to Digital PDF Conversion for the Register of Deeds Office; and,

WHEREAS, the Vendor has been awarded this Agreement as a result of the bid made by Vendor in response to the Specifications and Request for Proposals prepared by County;

NOW, THEREFORE, for and in consideration of the declarations and mutual promises and covenants contained herein, the County and Vendor agree as follows:

I. DUTIES OF VENDOR

- A. Services to be rendered by Vendor under this Agreement shall be all those services necessary and proper for the installation and materials for Mortgage Aperture Microfilm to Digital PDF Conversion in conformity with each and every term, condition, specification, and requirements of the Bid Specifications and the Bid submitted by the Vendor.
- B. All provisions of each document and item referred to in Paragraph A above shall be strictly complied with the same as if rewritten herein, and in the event of conflict among the provisions of said documents, the provisions most favorable to the County shall govern.
- C. Prior to the commencement of any work, Vendor will place on file with the Sarpy County Clerk, the required certificates of insurance, if applicable.
- D. The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

- 1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.

2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
 3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.
- E. Vendor will submit an invoice to County for work completed based on the amounts specified in Vendor's bid. Such invoices shall be submitted to:

Register of Deeds Office
Sarpy County Courthouse
1210 Golden Gate Drive
Papillion, NE 68046

- F. The County and Vendor hereto specifically acknowledge, stipulate and agree that each and every term of the Bid Specifications and the Vendor's bid constitutes an essential term of this Agreement, and that, therefore, any violation of any term, condition, provision, or requirement constitutes a material breach hereunder, for which County shall have every right under the law to terminate this Agreement, and obtain any and all relief necessary.

II. DUTIES OF COUNTY

In return for full, faithful and diligent rendering of services set forth above, County agrees to pay to Vendor the amount specified in Vendor's bid upon submission of the required invoice and satisfactory completion of all required work.

III. BREACH

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice, the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

IV. SAVINGS CLAUSE

This Agreement shall be interpreted, construed and enforced under the laws of the State of Nebraska. It is understood and agreed by the County and Vendor hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms, conditions, or provisions shall not be affected, and the rights and obligations of the County and Vendor shall be construed and enforced as if the Agreement did not contain the particular part, term, condition, or provision held to be invalid.

V. SCOPE OF AGREEMENT

This Agreement, along with the Bid Specifications, and Bid by Vendor contains the entire Agreement between the County and Vendor, and there are no other written or oral promises, contracts or warrants which may affect it. This Agreement cannot be amended except by written agreement of both the County and Vendor. Notice to the County and Vendor shall be given in writing to the agents for each party named below:

County: Ms. Debra Houghtaling
Clerk of Sarpy County
1210 Golden Gate Drive, Suite 1250
Papillion, NE 68046

Vendor: _____

Sarpy County Purchasing Department

SARPY COUNTY COURTHOUSE
1210 GOLDEN GATE DRIVE, SUITE 1220
PAPILLION, NE 68046



Brian Hanson, Purchasing Agent
(402) 593-2349
Debby Peoples, Asst. Purchasing Agent
(402) 593-4164
Beth Garber, Purchasing/Contract Administrator
(402) 593-4476

Addendum #1

Mortgage Aperture Microfilm to Digital PDF Conversion For the Register of Deeds Office

Question 1: Page 3-Letter J- where is the energy efficiency ratio as stated by supplier listed other than here, and how does this pertain to this job?

Response: These factors are used to consider the award of a bid, where applicable. Not all factors may be applicable to this RFP.

Question 2: Actually, Letters I, J, and K, do these relate to this bid or are these standard factors you put in all bids?

Response: These factors are standard to the County RFP process.

Question 3: Regards to #3 on page 9, is there a timeline that the County would like this project completed? I take it our timeline should be for the quantity stated recognizing if you add or subtract per item #2 on page 9, this will affect the timeline.

Response: The timeline included within the vendor proposal shall be a proposed schedule. We understand that changes in the scope of work will impact the stated timeframe. It is the County's intention to work with the selected vendor within the timeframe submitted.

Question 4: What is the desired timeline or can we provide options to the agency?

Response: The County does not have a desired timeline.

Addendum #1
Mortgage Aperture Microfilm to Digital PDF Conversion

Question 5: Page 10, 'Size should default to letter, including over/undersized documents' would this be considered a function of the PDF for zoom sizing and/or your printer?

Response: The documents should be scanned to original size with the County having the option to print to letter.

Question 6: Page 10, 'Repair digital images that may be illegible due to the poor quality of the original aperture card. Describe process. This could run into dollars per image depending on how bad the original is. How are we to know what the quality expectations are of the County so that it will be accepted?

Response: It is unknown how many aperture cards are damaged; however the estimate is very low as the cards are in superior condition. Should the vendor be required to repair an image due to a poor aperture card, a line item has been placed on the Revised Bid Form.

However, the vendor will be responsible for repairing poor digital images from non-damaged aperture cards at the vendor's expense. Unless otherwise noted within the RFP, the County will follow the State of Nebraska guidelines for digital records. This information can be found here: http://www.sos.ne.gov/records-management/pdf/guideline_imaging_march_2003.pdf.

Question 7: On page 11, are the Social Security #'s in hand writing, printed, or both? How many times, approximately, has the form changed over the 162 years so we can know where to find the SS#?

Response: Social Security numbers are both hand written and printed. The form has remained relatively consistent. Social Security numbers are either on the first page or the signature page.

Addendum #1
Mortgage Aperture Microfilm to Digital PDF Conversion

Question 8: On page 2 there are 12 potential categories that are involved in the evaluation. So that vendors can provide solutions and options for the agency to consider are we able to provide optional services for increased accuracy either by submitting multiple bids or a single bid with alternates? Can the agency define how each category will be weighted in the evaluation so we can understand if they are looking for the least expensive overall solution or the best solution regardless of price?

Response: Vendors may take exception to the specifications through the Exceptions/Clarifications/Comments page on the RFP. Vendors should only submit one (1) bid. The factors listed in this section will be used, were applicable. The County does not use a weighted measurement for evaluation purposes.

Question 9: Can we propose to use commercial transport (FedEx or ups) as an option or must we also propose transport with our staff?

Response: Yes. FedEx or UPS is okay to use as long as the assets are insured prior to leaving the County facilities.

Question 10: Can all of the cards be transported in a single effort? Are they all boxed or must vendors provide costs to box assets for shipping.

Response: Yes all cards can be transported in a single effort. The costs for boxing the cards should be included in the bid. There is a line item on the Bid Form for project set up, which includes pick up, preparation and delivery.

Question 11: Just to confirm the format, the term Aperture Card Microfilm, is a bit ambiguous since aperture cards are one format and microfilm is another. Does the agency actually mean aperture card microform or do they mean roll microfilm? Can the agency please provide a digital picture perhaps with a back light and the dimensions of the original asset so that there is no confusion about the originals since there are many formats?

Response: The County is referencing aperture cards. A digital picture is attached to this Addendum.

Question 12: Is the film chip 35mm?

Response: Not applicable.

Addendum #1
Mortgage Aperture Microfilm to Digital PDF Conversion

Question 13: Is the card a standard dimension 7-3/8" x 3-1/4"?

Response: Yes.

Question 14: Is the film chip in the standard aperture location 5/8" from the right edge and measuring 2"x1-3/8" (35mm chip)?

Response: Sample aperture cards are attached.

Question 15: Does the card contain Hollerith punch data and/or printed or typed information at the top of each card? If so, what information is contained here?

Response: There are no punch data. Data is either hand written or typed.

Question 16: Regarding References. Since aperture cards are no longer created and since they were the least common format of all microform (film, fiche, aperture card) having a current customer for which a vendor has converted a large volume of aperture cards within the last two years is very restrictive and may severely limit competition. Typically conversion efforts are not an ongoing requirement for microfilm they are a single backfile effort, so it is rare that the customer is still an active customer. Can the agency consider removing the time requirement and that the customer be an active customer or consider allowing reference for microform in general rather than specifically aperture cards?

Response: Reference requirements will be modified as follows: Vendors are to provide a list of no less than three (3) references that have received this service within the last three (3) years. The list should include the name of the company along with the contact name, phone number, and email.

Question 17: 670k images on 400k cards means some of the cards will have more than one image. Does the agency require cards with multiple frames to be a single image or do they require these be split into separate images?

Response: Cards with multiple frames should be split into separate images.

Question 18: Is this two pages on one film chip or some type of custom aperture card with multiple frames?

Response: There are usually two (2) images per card.

Addendum #1
Mortgage Aperture Microfilm to Digital PDF Conversion

Question 19: Is there a polarity change between the frame and the inter frame gap between the frames or was a copy board used when two pages were filmed that was the same polarity of the pages (requiring manual cropping)?

Response: Both pages were shot using the same polarity. No copy board was used. Some cropping may be required.

Question 20: What would cause some cards to have more than one frame on the film chip?

Response: Multi-page documents can be put under the original first page number.

Question 21: It is unclear how items are to be grouped, indexed and delivered. The SOW reads "Scan to a multi-page PDF document, 1 PDF per record format" and "Records should be indexed by a directory with the book number" re vendors creating a directory for each book and naming the files sequentially as they are scanned? or: a. Are we indexing a page number from the image; b. Are we breaking books further down into documents based on some nomenclature on the cards or the images?

Response: Vendors are to file with the book number. Pages listed in that file with the same book number.

Question 22: The SOW requires "Size should default to letter, including over/undersized documents" It is more common to scan the images one-to-one and "print" to letter size. Does the agency want the vendors to re-size everything to letter size?

Response: Images should be scanned one-to-one with the County having the ability to print to letter size.

Question 23: The SOW requires right reading documents. Are the pages generally filmed right reading? Can we propose an automated solution to recognize and correct for orientation or does the agency require the more costly solution for a manual review of every image to correct orientation?

Response: Automated solutions are fine as long as it has a proven track record.

Addendum #1
Mortgage Aperture Microfilm to Digital PDF Conversion

Question 24: The SOW states “Auto cropping shall remove any solid back borders that surround images, if applicable” a. Do the pages always contain a polarity change at the page edge to facilitate automated cropping? b. It is common for archivists to leave a very small black border around all edges (1/8”) to demonstrate to the viewer that the entire image was captured without cropping data. If this is not done and a filming error cropped data or someone writes directly to the page edge it is impossible to determine if the crop is a result of a scanning error or a film/original error. Can the agency consider a small black border or would they prefer an automated solution for cropping to the page edge?

Response: Either a small black border or an automated cropping solution is acceptable.

Question 25: Are SSNs always typed to allow for some level of automated SSN redaction?

Response: Approximately 75% of the Social Security numbers are typed. However, some documents may have hand written numbers.

Question 26: Is the SSN always in the same location on small set of standardized forms?

Response: Generally, the Social Security numbers will be in the same location.

Question 27: Must the automated redactions be reviewed by a human?

Response: No.

Question 28: What about SSNs that are handwritten or that are not detected in the automated process? What about false positives?

Response: Should a Social Security number not be detected in the automated process or there is a false positive, the County requires a way to correct the errors.

Addendum #1
Mortgage Aperture Microfilm to Digital PDF Conversion

Question 29: The agency has stated that the cards must stay in the US and has stated that the vendor disclose the process and policies, however they have not specifically stated that any indexing or redaction must also be performed in the US. Is this a requirement and how will the agency police vendors to insure compliance?

Response: All indexing and/or redaction must be performed within the North American continent. The selected vendor will be required to sign an agreement that incorporates the RFP, Addendum and vendor response.

Question 30: Can we perform the tasks (related to RFP) outside USA? (From India or Canada)

Response: Tasks must be performed within the North American continent.

Question 31: Since the agency has stated 670k images and 400k cards, the price for redaction is likely closer related to the number of images, not the number of cards. Can the units for redaction be changes to a price per image?

Response: See attached Revised Bid Form.

Question 32: There exists a requirement to "Repair digital images that may be illegible due to the poor quality of the original aperture card." There is no definition as to how often this will occur nor a line item to be compensated for the time to fix filming errors. Can the agency at least provide a line item with an estimate for repairing filming errors so that vendors can be compensated and so they can be compared?

Response: It is unknown how many aperture cards are damaged; however the estimate is very low as the cards are in superior condition. Should the vendor be required to repair an image due to a poor aperture card, a line item has been placed on the Revised Bid Form.

However, the vendor will be responsible for repairing poor digital images from non-damaged aperture cards at the vendor's expense. Unless otherwise noted within the RFP, the County will follow the State of Nebraska guidelines for digital records. This information can be found here: http://www.sos.ne.gov/records-management/pdf/guideline_imaging_march_2003.pdf.

Addendum #1
Mortgage Aperture Microfilm to Digital PDF Conversion

Question 33: There are approximately 400,000 cards with 670,000 images. Can you tell me how many of the cards have a single image on them and how many cards have more than one image?

Response: No. The Bid Form has been modified to account a per image cost instead of a per card cost.

Question 34: This sentence from the RFP is a little confusing to me. Redaction shall be black out and include only social security numbers. (P9). The way I read this is that you want us to black out and redact only the social security numbers from the Aperture cards...after 1934. Is this correct?

Response: All social security numbers should be redacted. Social Security was not established until 1935. Therefore, there should not be any social security numbers on cards prior to 1935.

Question 35: On page 11, is this line 'Records should be indexed by a directory with the book number with the length of three buffered by leading zeroes (except Alpha Character Volumes) would be created under the MORT directory.' What is the MORT directory?

Response: Mortgage is a category found in the County directory which will appear under the historical records. A sample of the MORT directory is attached.

Question 36: You have requested indexing to be Book Number_Page.PDF. Is this combination always unique for your entire population of Aperture Cards?

Response: Yes, in order to transfer to a computer.

Question 37: Is the indexing information always found on the card itself or is it found on the images?

Response: Indexing information is found on the card and the image.

Question 38: Can pickup and delivery be done by a courier such as FedEx or UPS?

Response: See Question 8.

Addendum #1
Mortgage Aperture Microfilm to Digital PDF Conversion

Question 39: We understand that the cards must stay within the U.S. Can we transmit images offshore for redaction? Our employees have passed E-Verify; however, foreign nationals would not.

Response: See Question 29.

Question 40: Pricing is based per Aperture Card. We assume each card has one 35mm frame. Are we correct that you do not require individual images to be cropped from the frame?

Response: See attached Revised Bid Form.

Question 41: Can companies from Outside USA can apply for this? (From India or Canada)

Response: Sarpy County does not restrict vendor participation within the RFP process. Vendors must be able to meet the terms and conditions listed within the RFP.

Question 42: Will we need to come over there for meetings?

Response: Sarpy County reserves the right to meet with the selected vendor to discuss any and all aspects of the project.

Question 43: Can we submit our proposals via email?

Response: Proposals must be sealed bids submitted in accordance to the RFP. Bids must be addressed and delivered to the address identified within the RFP. Bids received after the date and time addressed in the RFP will not be considered.

Question 44: What is the size of the pages on the Aperture Card? When pricing, I typically need to look at the page sizes as follows:

- 8 x 11 - %
- 8 x 14 - %
- 11 x 17 - %
- Greater than 11 x 17 - %
- Large Format - %
- Other - %

Response: Pages are 8 ½" x 11" to 8 ½" by 14"

Addendum #1
Mortgage Aperture Microfilm to Digital PDF Conversion

Question 45: Is the Aperture Card film Silver or Diazo? (Silver = Original Film and Diazo means a duplicate copy of the film)

Response: The images on the film in the aperture cards are diazo.

Question 46: Do you want the Aperture Cards returned to you after the conversion or should we hold for destruction?

Response: The aperture cards should be returned to the County after project completion at the cost of the vendor.

All other terms remain unchanged.
Addendum must be acknowledged on the Bid Form.

BOOK 206 PAGE 11500 RECEPTION NO. 10507 CARD 3 OF 1 CARDS

Partial Deed of Reconveyance | LOCATION | 12-7-87
 TYPE OF INSTRUMENT | | DATE RECORDED

GRANTOR _____

GRANTEE _____

SARPY COUNTY
 REGISTRY OF DEEDS
 PAPILLION, NEBRASKA

MM 2800 3M BRAND FILMSORT® CARDS PRODUCTS OF 3M CO. ST. PAUL, MINN. 55101 U.S. PAT. NOS. 2,587,024 PRINTED IN U.S.A.

BOOK 100 PAGE 1 RECEPTION NO. _____ CARD _____ OF _____ CARDS

MORTGAGE | LOCATION | _____
 TYPE OF INSTRUMENT | | DATE RECORDED

GRANTOR _____

GRANTEE _____

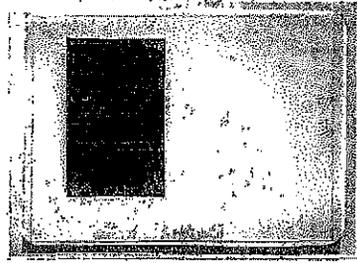
SARPY COUNTY
 REGISTRY OF DEEDS
 PAPILLION, NEBRASKA

MM 2800 3M BRAND FILMSORT® CARDS PRODUCTS OF 3M CO. ST. PAUL, MINN. 55101 U.S. PAT. NOS. 2,587,024 PRINTED IN U.S.A.

Mortgage TYPE OF INSTRUMENT Lot 181 Hanson's Lakes LOCATION 7-31-79 DATE RECORDED

GRANTOR James D. Morton & Wife

GRANTEE Bottorff Corporation



PLEASE NOTE IN ONLY PAGE FOR THIS CARD AND DOC

SARPY COUNTY REGISTRY OF DEEDS PAPIILLION, NEBRASKA

MMM 2606 3M BRAND FILMSORT® CARDS PRODUCTS OF 3M CO. ST. PAUL, MINN. 55101 U.S. PAT. NOS. 2,587,022 PRINTED IN U.S.A.

Deed of Trust TYPE OF INSTRUMENT See Instrument LOCATION 4-30-84 DATE RECORDED

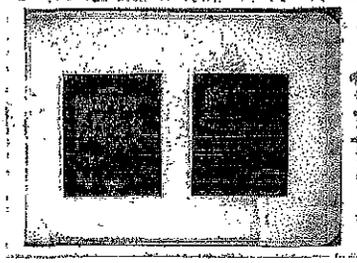
GRANTOR Patrician Equities Corp.

GRANTEE Steven W. Seline, Trustee

ie 203-2576 pdf

- PAGE 1 2 3 4 5 6

ANDERSON



MULTIPLE PAGES ASSOC WITH THIS DOC

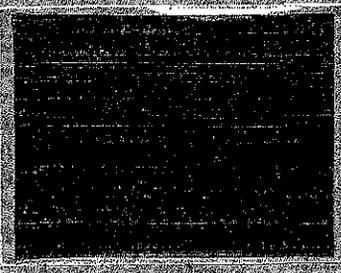
SARPY COUNTY REGISTRY OF DEEDS PAPIILLION, NEBRASKA

MMM 2606 3M BRAND FILMSORT® CARDS PRODUCTS OF 3M CO. ST. PAUL, MINN. 55101 U.S. PAT. NOS. 2,587,022 PRINTED IN U.S.A.

Mortgage TYPE OF INSTRUMENT LOCATION DATE RECORDED

GRANTOR

GRANTEE



SARPY COUNTY REGISTRY OF DEEDS PAPIILLION, NEBRASKA

MMM 2606 3M BRAND FILMSORT® CARDS PRODUCTS OF 3M CO. ST. PAUL, MINN. 55101 U.S. PAT. NOS. 2,587,022 PRINTED IN U.S.A.

ALL CARDS ARE THE SAME SIZE

← 3/4 →

← 7/4" →

Register of Deeds

Home Search View Book Images

- Aerials (STR)
- Cemetery Book
- Cemetery Index
- Construction Mechanics Liens
- Deed
- Federal Tax Liens
- Grantee
- Grantor
- Indx Fed Tax Lien
- Indx State Tax Lien
- Land Entry
- Land Index
- Lands
- Misc
- Mort
 - 197
 - 197_1576.pdf
- PASU
- Plats
- Quarters (TRS)
- Road Books
- SIDs
- State Tax Liens
- Subs
- UCCs

Batch



COMPANY NAME: _____

Sarpy County, Nebraska
Mortgage Aperture Microfilm to Digital PDF Conversion
REVISED BID FORM

Project Set Up Fees: \$ _____
Pick up, preparation, delivery

Price per Redacted Image: \$ _____

Price per Non-Redacted Image: \$ _____

Repair Digital Image, Per Image: \$ _____
(Due to poor aperture card quality only)

*Prices are to be F.O.B. - 1210 Golden Gate Drive, Papillion, NE 68046

No additional fees will be allowed or approved by the County.

Company Information

Years in business: _____

of employees _____

Total sales last 3 years _____

References

Company Name: _____

Address: _____

Contact Name: _____ Phone Number: _____

Date of Purchase: _____ Email: _____

Company Name: _____

Address: _____

Contact Name: _____ Phone Number: _____

Date of Purchase: _____ Email: _____

Company Name: _____

Address: _____

Contact Name: _____ Phone Number: _____

Date of Purchase: _____ Email: _____

I certify that this bid is submitted in accordance with the specifications issued by Sarpy County. I affirm that the original Specifications have not been altered in any way. Any alteration of the original Specifications, outside of an alternate bid, may be considered grounds for refusal of the bid.

I acknowledge receipt of the following addenda (if applicable):

Addendum #1 _____
Addendum #2 _____

Attachments: **Timeline**
Technical Requirement Checklist with Required Descriptions

_____	_____
Company Name	Company Representative (Please print)
_____	_____
Authorized Signature	Telephone Number
_____	_____
Address	Fax Number
_____	_____
City, State & Zip	E-Mail Address

***NOTE: Sarpy County is tax exempt and will provide the proper form upon request.**

IN WITNESS WHEREOF, we the contracting parties, by our respective and duly authorized agents, hereto affix our signatures and seals in duplicate this ____ day of _____, 2016.

(Seal)

COUNTY OF SARPY, NEBRASKA,
A body Politic and Corporate

ATTEST:

Sarpy County Clerk

Chairperson
Sarpy County Board of Commissioners

Approved As To Form:

Vendor: _____

Deputy County Attorney

By: _____

Title: _____

Sarpy County Purchasing Department

SARPY COUNTY COURTHOUSE
1210 GOLDEN GATE DRIVE, SUITE 1220
PAPILLION, NE 68046



Brian Hanson, Purchasing Agent
(402) 593-2349
Debby Peoples, Asst. Purchasing Agent
(402) 593-4164
Beth Garber, Purchasing/Contract Administrator
(402) 593-4476

Addendum #2

Mortgage Aperture Microfilm to Digital PDF Conversion For the Register of Deeds Office

Question 1: We understand the documents may consist of one page on one card or multiple pages across multiple cards. Knowing that information what is the average number of pages per document/record?

Response: The average number of pages per document is 4.5 pages.

Question 2: How many books do the aperture cards represent?

Response: There are approximately 192 books (+/- 5 books). Attached is a sample of how the books are organized.

Question 3: How many books span the 400k cards?

Response: 192 +/- 5 books.

Question 4: Do the books have a consistent number of pages? (i.e., the original books were always 600 pages or 1200 pages)

Response: No. There isn't a standard for the number of pages per book. See attached images.

Question 5: From the sample AP card photos there appears to be two types of cards, one with a manila color and one that is orange. Are these types grouped together or intermixed?

Response: The cards are grouped together, not intermixed.

Addendum #2
Mortgage Aperture Microfilm to Digital PDF Conversion

Question 6: For the orange type card it is a little difficult to determine where the document is in the frame. There appears to be a black copy board with perhaps a blip and a book and page number or a frame number at the bottom and something else at the top, with the document in the middle. Is this correct? What are the black bars at the side? Are these an attempt to black out partially cut frames?

Response: Black bars are perhaps shadow images from when they took the picture. Any black lines within the documents can be cropped.

Question 7: The book and page are clear in the title bar, can the agency provide examples of how the book and page number are depicted on the frame?

Response: Book and page numbers are depicted at the top of the frame.

Question 8: The aperture card contains grantor, grantee, type of instrument and other data. Does the agency require an image of the entire card in addition to an image of the frames in the film chip or just images of the frames?

Response: Vendors are not required to make an image of the card, only the images contained on each card.

Question 9: The card depicting Book 203 has two pages but the page number on the card is listed as only 2576; however the card depicting Book 180 has two pages and shows pages 12-13. This is a bit confusing. Does the card with book 203 actually contain pages 2576-2577? Does the Card with Book 180 Page 1 actually contain Pages 1-2?

Response: For this specific example, Book 203 page 2576 has two (2) images on one (1) card. Book 180, pages 12-13 is one (1) card with 2 pages. Each page in a book is numbered. There may be different pages on one card, but that does not mean these images are associated.

Question 10: Would it be possible to obtain 30-50 cards, with and without redaction?

Response: The County has not scheduled a formal walk through for this project. Vendors are able to view the cards in the Public Records Room of the Register of Deeds Office. Questions will not be answered during any review of the cards.

Addendum #2
Mortgage Aperture Microfilm to Digital PDF Conversion

Question 11: Will potential Vendors be expected to produce sample PDF images from the County's aperture cards prior to the award of the contract?

Response: The County reserves the right to request sample PDF images prior to award. After contract execution, Sarpy County will require the awarded vendor to produce sample PDF images from the County's aperture cards.

Question 12: How are the aperture cards currently organized? Are they in chronological order?

Response: Aperture cards are organized chronologically and numerically.

Question 13: The Conversion Requirements state that "Sarpy County shall have sole determination on record scan quality. Should a record not meet the quality expectation of the County, the County will reject the PDF." What are the County's expectations for digital image quality? The ELECTRONIC IMAGING GUIDELINES MARCH 2003 document referenced in Addendum #1 is generally silent on this. It only states "Enhancement" algorithms. These are techniques for processing an image so that the result is visually clearer than the original image. Nothing more. Based on this, to what extent is the Vendor expected to go to recover non-existent data from a damaged aperture card or from a poor quality piece of microfilm? If the quality of the aperture card or the film image on the aperture is so poor that it is not possible for a Vendor to deliver a scanned and cleaned image acceptable to the County, can the County supply the Vendor with the silver master aperture card of that aperture card or the original documents for conversion?

Response: Images should meet the 300 dpi guideline listed within the RFP. The County will provide the vendor with silver aperture cards; there are no original documents available. Should an aperture card be damaged, it should be brought to the County's attention for review. The County will work with the selected vendor on any damage situation. The cards have never been handled by the public and are in superior condition.

Question 14: The Delivery Requirements state that "Aperture cards must be returned at the same time as the PDF documents." Can the aperture cards be returned AFTER the County has reviewed and accepted the PDF images?

Response: Yes, aperture cards can be returned after County review.

Addendum #2
Mortgage Aperture Microfilm to Digital PDF Conversion

Question 15: Addendum #1 Question 37: Response "Indexing information is found on the card and the image." Does this response mean that each aperture will have the Book # and Page # printed on it and that each page on piece of microfilm on each aperture card will have the Book # and Page # on it?

Response: Yes.

Question 16: Since it is generally understood and common industry knowledge that automatic redaction of free form hand print text is not possible, and it is generally understood and common industry knowledge that machine print text that is obstructed by underscores or other artifacts, will likely not allow the text string (SSN) to be found, and therefore missed by a programmatic redaction process; Will the County require the vendor to review each page image to insure that 100% of all SSNs are found and either programmatic and/or manually redacted?

Response: Social Security Numbers should be programmatic redacted. Manual redaction is not required.

All other terms remain unchanged.
Addendum must be acknowledged on the Bid Form.

Addendum #2 – Attachment
Mortgage Aperture Microfilm to Digital PDF Conversion



