



RFI for IT Conversion Services for Shelby County, Alabama
This RFI Response Sheet must be included in response to be considered.

1.0) RFI Purpose

Shelby County seeks to contract with a single vendor who will be responsible for meeting the following requirements. The media to be converted is housed in the Property Tax Commissioner's Office located at 102 Depot Street, Columbiana, AL 35051.

Point of contact:

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2.0) Scope/Statement of Work

Project Description A:

- 1) Analog 16mm Film to Digital Image Conversion, Document Separation, and Indexing Services
- 2) Volume: 231 16mm units, 77,000 document sets, 231,000 frames
- 3) Digital Conversion must be acceptable image quality.
- 4) Separation services require prior knowledge of document structure
- 5) Data entry of up to 10 characters per document with data located randomly within document set
- 6) Conversion results to be delivered on DVD media

Project Description B:

- 1) Plat map conversion 18" by 24" to TIF images
- 2) Volume: 6000 maps, front side only
- 3) Digital Conversion must be acceptable image quality.
- 4) Data entry of map location number up to 6 characters
- 5) Conversion results to be delivered on DVD media

3.0) Mandatory Requirements

| Mandatory Requirements | Description | Vendor Response |
|------------------------|---|--|
| 1 | Bidder must document expertise in this type of film to digital media conversion and plat map conversion. | Description of Experience Attached <input type="radio"/> Yes <input type="radio"/> No |
| 2 | Bidder must document number of years of experience in this type of film to digital media conversion [Minimum 5 years required]. | Number of Years of Experience: _____ years |
| 3 | Bidder must provide a minimum of six client references for which bidder has provided film conversion services. Information provided must include a description of the project and complete contact information. | Complete List of Client References Attached <input type="radio"/> Yes <input type="radio"/> No |
| 4 | Bidders must conduct onsite inspection at Shelby County prior to responding to RFP. | Inspection Completed <input type="radio"/> Yes <input type="radio"/> No |
| 5 | Bidders must submit a successful conversion film test to Shelby County prior to responding to RFP. | Test Completed <input type="radio"/> Yes <input type="radio"/> No |
| 6 | Bidder must provide an example Statement of Work (SOW) including a description of technology used in the process. | SOW Sample attached <input type="radio"/> Yes <input type="radio"/> No |
| 7 | Bidder must be capable of completing the film project within six months of the official start date. | Confirmation of delivery data requirement <input type="radio"/> Yes <input type="radio"/> No |

4.0) Preferred Requirements

| Preferred Requirements | Description | Vendor Response |
|------------------------|---|--|
| 8 | Bidders preferred who have expertise in core business processing outsourcing (BPO) services including scanning all sizes of paper documents (e.g., large format), digital to 16mm archiving services and innovative data acquisition services | Description of BPO Expertise attached <input type="radio"/> Yes <input type="radio"/> No |
| 9 | Bidders preferred who also offer full service software systems integration services in support of the implementation of imaging and workflow solutions. | Description of Software Integration Services Attached <input type="radio"/> Yes <input type="radio"/> No |
| 10 | Bidders preferred who have expertise in related BPO supporting services such as records management consulting, on-site auditing, chain of custody (i.e., start to finish file security). | Description of Related Supporting Services Attached <input type="radio"/> Yes <input type="radio"/> No |

5.0) Installation, Training and Support:

- The solution is to be configured installed and tested and made operational within 6 months of official RFI award notification.
- Awarded company must provide system and services support (technical support desk, remote diagnostics, on-site technical visits).
- Awarded company must provide training and written documentation.
- Awarded company must have a local support representative (within 50 mile radius) that is available to deal with any issues or emergencies.

6.0) RFI Submission:

The Bidder should submit RFIs with individual unit prices reflected on all components of the above Project Descriptions. County reserves the right to purchase none, one or any portion or component of the RFI unit prices.

The Bidder must submit no less than (3) three references from current clients. The County reserves the right to use itself as a reference and to solicit references from clients other than those listed.

7.0) Evaluation Criteria:

Evaluation will be based on the County's sole judgment of the quality and features of the services and software offered, support capabilities of the firm and price.