

# STATE OF ALASKA

Department of Natural Resources  
Division of Support Services



## REQUEST FOR PROPOSALS (RFP) 2024-1000-0252 AS NEEDED DOCUMENT SCANNING SERVICES

### ADDENDUM 1

ISSUED APRIL 19, 2024

This addendum is being issued to answer questions from offerors and make changes to the RFP.

**Important Note to Offerors:** You are required to sign and return this page of the addendum document with your proposal. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this addendum are being changed. All other terms and conditions of the RFP remain the same. This Addendum is hereby made part of the RFP and is a total of six pages.

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COMPANY SUBMITTING PROPOSAL

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AUTHORIZED SIGNATURE

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DATE

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## **QUESTIONS SUBMITTED BY OFFERORS AND ANSWER FROM THE STATE**

**Question 1:** *What are the dimensions of the paper? 11" x 18 or bigger. This determines the price and equipment needed.*

**Answer 1:** Nome book pages should not exceed 11" x 18" tabloid sized pages. Most of the pages are legal sized or just under.

**Question 2:** *What percentage would you say is good quality paper to poor quality? For example: 80% good/standard and 20% poor/damaged?*

**Answer 2:** There are many problematic and fragile pages. There are approximately 25% good pages to 75% with poor legibility, and fragile or damaged pages.

**Question 3:** *The State is requiring a high quality 300 dpi image (SEC 3.02 #3), should an initial Color scan of the pages then be included in the deliverables as a back up to the Group IV TIFF?*

**Answer 3:** No, a backup color image is not necessary.

**Question 4:** *The State is requiring a thorough QC process (SEC 3.02 #4), does the State expect a report before final delivery of each page that has not met quality expectations and what reason it fell short?*

**Answer 4:** Yes, we require a report with the serial number and book and page of the poor-quality images to be delivered so we can review.

**Question 5:** *The State is requiring Grantor and Grantee Indexing (SEC 3.02 #6). Other common fields for indexing land records include document Date, Document Type, Volume/Page, Document Number, and Related Documents. Would the State like these fields included as well?*

**Answer 5:** Yes, required indexing is: book type, book and page, serial number, along with the Grantor/Grantee. Or variations, depending on what is available on the record.

**Question 6:** *The Indexing is required for all scanned pages, but Indexing happens at a document level. Should vendors offer per document pricing for the required indexed fields?*

**Answer 6:** See Change 2 in CHANGES TO THE RFP, page five.

**Question 7:** *The sample pages need to be indexed, but they are actually just one page of a possible multi-page document. Could the vendors receive the full documents?*

**Answer 7:** No, please index the portion available, as the scanned image of the page given is needed primarily for quality enhancement evaluation.

**Question 8:** *The samples do not match book/page on the actual sample page, could vendors receive the book numbers that these pages came from?*

**Answer 8:** No, please index the portion available, as the scanned image of the page given is needed primarily for quality enhancement evaluation.

**Question 9:** *Will this be the only round of sampling, or will there be an opportunity for vendors to do the initial scan of the pages themselves to show the difference their scanners and full process can make? Each vendor receiving the same microfilm roll could accomplish this task.*

**Answer 9:** At this time, we expect these samples to be the only round of sampling unless a need comes up at a later date.

**Question 10:** *The inventory for the Nome (SEC 3.01 PH II, pg 9) project seems to only average 20 pages per book. Could the State confirm this inventory?*

**Answer 10:** See Change 1 and 2 in Changes to the RFP, pages four and five.

**Question 11:** *The State has asked for enhancements to be performed (SEC 3.02 #3). There are many enhancements that can be performed on a given page. Does the State require Specific area enhancements? If so, would the State expect to see a before and after of the specific area enhancement delivered with the sample images?*

**Answer 11:** Yes, for samples we would like to see the before and after with all enhancements available to display the best image possible. For the awarded project products, we only require the final image showing the best quality after the scanning process and enhancements made exhausting capabilities.

**Question 12:** *There is mention of images coming from film (SEC 3.01 As Needed Scanning, pg 10), but there is no pricing for film on the cost sheet. There is also mention of “as needed services”. Should vendors include a price sheet with all available services to incorporate any future project that might fall under the master agreement?*

**Answer 12:** See Change 2 in Changes to the RFP, page five. Vendors are not required to provide a price sheet. Vendors are required to provide pricing as outlined on the cost proposal form.

## CHANGES TO THE RFP

### Change 1:

These portions of SEC 3.01 SCOPE OF WORK are being deleted in its entirety:

#### Phase I - Scanning of Nome Historic Books

- ~~• The Contractor must scan approximately 1,273 historic books, consisting of approximately 24,725 pages. Books are physically located in Nome, Alaska. DNR will provide onsite workspace and access contact to retrieve records for scanning.~~

#### Phase II - Scanning of Juneau Historic Books

- ~~• The Contractor must scan approximately 6,456 historic books, consisting of approximately 2,485,200 pages. Books are physically located in Juneau, Alaska. DNR will provide onsite workspace and access contact to retrieve records for scanning.~~

And is being replaced with:

#### Phase I - Scanning of Nome Historic Books

- The Contractor must scan approximately 1,273 historic books, consisting of approximately **273,150** pages. Books are physically located in Nome, Alaska. DNR will provide onsite workspace and access contact to retrieve records for scanning.

#### Phase II - Scanning of Juneau Historic Books

- The Contractor must scan approximately 6,456 historic books, consisting of approximately **2,236,650** pages. Books are physically located in Juneau, Alaska. DNR will provide onsite workspace and access contact to retrieve records for scanning.

### Change 2:

Attachment 4 Cost Proposal Form is being deleted in its entirety and is being replaced with:

## ATTACHMENT 4

### COST PROPOSAL FORM

Offerors must be aware this is a Request for Proposal process. Cost is only one of the factors that will be used to evaluate proposals submitted in response to this RFP. Other factors that will be evaluated are outlined in Section 5 of this RFP.

Offerors are to submit their cost using this Cost Proposal Form. The costs offered are to remain firm for the duration of the contract and are to include all direct and indirect costs, including, but not limited to, payroll, supplies, equipment, overhead, travel, and profit. **THE TOTAL CONTRACT COST shown on this form in table “4. TOTAL – For Evaluation Purposes Only” is the cost that will be used for evaluation and award purposes.** Failure to complete and submit this Cost Proposal Form will result in rejection of the offer as being non-responsive.

#### 1. PHASE I – SCANNING OF NOME HISTORIC BOOKS

LINE	DESCRIPTION	TOTAL COST
1.	Scanning of approximately 1,273 historic books consisting of approximately <b>273,150</b> pages.	\$ _____
2.	Cost per image over the approximate book/image counts provided on line 1. <u>(will not be calculated as part of the proposal total).</u>	\$ _____
3.	Cost per document for indexing. <u>(will not be calculated as part of the proposal total).</u>	\$ _____

#### 2. PHASE II – SCANNING OF JUNEAU HISTORIC BOOKS

LINE	DESCRIPTION	TOTAL COST
1.	Scanning of approximately 6,456 historic books consisting of approximately <b>2,236,650</b> pages.	\$ _____
2.	Cost per image over the approximate book/image counts provided on line 1. <u>(will not be calculated as part of the proposal total).</u>	\$ _____
3.	Cost per document for indexing. <u>(will not be calculated as part of the proposal total).</u>	\$ _____

#### 3. AS NEEDED SCANNING SERVICES

LINE	DESCRIPTION	COST PER IMAGE
1.	Image scanning and repair. <u>(will not be calculated as part of the proposal total).</u>	\$ _____
2.	Image creation and/or repair from film. <u>(will not be calculated as part of the proposal total).</u>	\$ _____
3.	Cost per document for indexing. <u>(will not be calculated as part of the proposal total).</u>	\$ _____

**4. TOTAL – For Evaluation Purposes Only**

ITEM	DESCRIPTION	TOTAL CONTRACT COST
1.	Add Phase I, line 1 and Phase II, Line 1	\$ _____

**END OF ADDENDUM 1**