

**Request for Proposal
Mille Lacs County
Document Scanning and Indexing**

Mille Lacs County is seeking proposals for the on-site scanning and indexing of the following documents by Phase. Interested vendors may visit the site prior to submitting their proposal; please call 320/983-8296 to set up an appointment.

Phase 1 – Recorders Books

Note: the dimensions are exclusive of covers.

Type, Number and Size	Method of Indexing/Special Notes
MORTGAGES <ul style="list-style-type: none"> ○ 94 BOOKS 11” WIDE X 18” LONG X 2” THICK ○ 19 BOOKS 8 1/2” WIDE X 14” LONG X 2 1/2” THICK 	Book, Page, Document Number, Date
DEEDS <ul style="list-style-type: none"> ○ 144 BOOKS 11” WIDE X 18” LONG X 2” THICK ○ 6 BOOKS 8 1/2” WIDE X 14” LONG X 2 1/2” THICK 	Book, Page, Document Number, Date
CONTRACTS <ul style="list-style-type: none"> ○ 5 BOOKS 8 1/2” WIDE X 14” LONG X 3” THICK ○ 8 BOOKS 11” WIDE X 18” LONG X 2” THICK 	Book, Page, Document Number, Date
MISC. <ul style="list-style-type: none"> ○ 19 BOOKS 11” WIDE X 18” LONG X 2” THICK ○ 12 BOOKS 8 1/2” WIDE X 14” LONG X 3” THICK 	Book, Page, Document Number, Date
MINERAL INTEREST <ul style="list-style-type: none"> ○ 1 BOOK 11” WIDE X 18” LONG X 1 1/4” THICK 	Book, Page, Document Number, Date
FARM NAMES <ul style="list-style-type: none"> ○ 1 BOOK 11” WIDE X 18” LONG X 1 1/4” THICK 	Book, Page, Document Number, Date
POWERS <ul style="list-style-type: none"> ○ 3 BOOKS 11” WIDE X 18” LONG X 2” THICK 	Book, Page, Document Number, Date

Type, Number and Size	Method of Indexing/Special Notes
<p>INCORPORATION</p> <ul style="list-style-type: none"> ○ 3 BOOKS 11" WIDE X 18" LONG X 2 1/4" THICK ○ 1 BOOK 8 1/2" WIDE X 14" LONG X 2 1/2" THICK 	<p>Book, Page, Document Number, Date</p>
<p>BONDS</p> <ul style="list-style-type: none"> ○ 4 BOOKS 11" WIDE X 18" LONG X 2" THICK ○ 1 BOOK 10 1/2" WIDE X 16" LONG X 1" THICK 	<p>Book, Page, Document Number, Date</p>
<p>LIENS</p> <ul style="list-style-type: none"> ○ 5 BOOKS 11" WIDE X 18" LONG X 2" THICK ○ 1 BOOK 11" WIDE X 17" LONG X 2" THICK 	<p>Book, Page, Document Number, Date</p>
<p>PLATTED AND UNPLATTED INDEX BOOKS (1858 TO MAY OF 1977)</p> <ul style="list-style-type: none"> ○ 2 PLATTED BOOKS 12 1/2" WIDE X 17" LONG X 3" THICK ○ 3 UNPLATTED BOOKS 11" WIDE X 18" LONG X 2 1/4" THICK 	<p>No indexing required, identify lands covered in title, these books function as indexes. Scan in a manner that separates red entries from black (mortgages are red).</p>
<p>PLATTED AND UNPLATTED INDEX BOOK (5-1977 TO 4-2003)</p> <ul style="list-style-type: none"> ○ 10 BOOKS 19 1/2" WIDE X 14" LONG X 3" THICK 	<p>No indexing required, identify lands covered in title, these books function as indexes. Scan in a manner that separates red entries from black (mortgages are red).</p>
<p>NUMERICAL BOOKS</p> <ul style="list-style-type: none"> ○ 19 BOOKS 11" WIDE X 18" LONG X 2 1/2" THICK 	<p>No indexing required, note start and end document numbers in title, these books function as indexes</p>
<p>GRANTOR/GRANTEE</p> <ul style="list-style-type: none"> ○ 32 BOOKS 16" WIDE X 18" LONG X 2" THICK 	<p>No indexing required, note to and from date in title, these books function as indexes</p>

Type, Number and Size	Method of Indexing/Special Notes
TORRENS <ul style="list-style-type: none"> ○ NUMERICAL REGISTER 2 BOOKS 14" WIDE X 17" LONG X 1" THICK ○ TRACT INDEX 2 BOOKS 12" WIDE X 17 1/2" LONG X 2" THICK ○ GRANTOR/GRANTEE 3 BOOKS 11" WIDE X 15 1/2" LONG X 2 1/2" THICK ○ CERTIFICATE BOOKS 22 BOOKS 11" WIDE X 18" LONG X 2" THICK 	<p>No indexing required, note beginning and ending document number in title.</p> <p>No indexing required, note platted or unplatted in title</p> <p>No indexing required, this book functions as an index.</p> <p>Book, Page, Certificate Number</p>
FIELD NOTES 1 BOOK 8 1/2" WIDE X 14" LONG X 2" THICK	No indexing required, scan book only
RECORD OF SURVEYS 4 BOOKS 13 1/2" WIDE X 16" LONG X 2" THICK	No indexing required, scan books only
THERE ARE ALSO 2 THIN BOOKS OF SURVEYS	Section, Township, Range

The proposal must indicate whether the books must be disassembled and who will be responsible for the disassembly. Note: older books cannot be disassembled due to their method of binding.

Phase 2a – Recorders Microfilm, Abstracts

Indexing Method: Microfilm: Document Number, Date, and Name if easily available
 Abstracts: Plat Name, Lot & Block or Section, Range, Township if unplatted

There are 62.5 lineal feet of microfilm cards to be scanned with anywhere from one to eight images per card.

There are 72.1 lineal feet of abstracts, legal size, with some double-sided documents.

Phase 2b - Veteran's Services Files

Indexing Method: Name: First, Middle, Last and Social Security Number

There are 70 lineal feet of standard documents; approximately 50% are double-sided. There are a limited number of legal size documents within this group.

There are also six books containing discharge records measuring 11” wide X 18” long X 2 1/2” thick, exclusive of covers.

The successful vendor will be required to sign a confidentiality waiver in order to work with these documents.

Phase 3 – Auditor’s Parcel Files and Transfer Cards

Indexing method: Parcel Identification Number XX-XXX-XXXX and year

There are 35 lineal feet of legal size documents, approximately 95% of which are double-sided and less than 5% require scanning in color.

There are 23 lineal feet of transfer cards.

The vendor will be expected to work closely with staff to coordinate scanning methodology that creates an interactive, amendable working file.

Schedule

The following schedule is to be followed to implement this project:

May 22	RFP Distributed
June 4	RFP Submittal Date
June 16	Board Approves Contract with Selected Service Provider
June 22	Phase 1 Starts with pre-implementation meeting with affected staff
June 22 to September 1	Phase 1; must be completed by September 1
September 1 to December 31	Phases 2a and 2b
January 1 to March 1, 2010	Phase 3

There is some flexibility in the start dates for Phases 2 and 3 based on an early completion of Phase 1. Phase 2b must be completed by December 31, 2009.

The vendor should plan on an initial project meeting with all affected departments prior to commencement of scanning. This meeting will include a representative from Information Systems Corporation, the vendor that provides the current scanning system and maintains the County’s scanning equipment.

Space will be made available in the Recorder’s Office for the contractor. Office hours available for the contractor will be 7 am to 5 pm Monday through Friday. Recorder document books will need to be accessed or referenced by staff or others on occasion while being scanned.

Format

The County utilizes Application Extender by Information Systems Corporation for its document imaging needs. The final product must be compatible with this system.

Submittal Requirements:

Proposals are due by **noon on June 4, 2009** to:

**Michele McPherson
Director, Land Services Office
County Recorder
635 2nd Street SE
Milaca, MN 56353**

Five copies of the proposal are to be submitted. The proposal shall be unbound and not exceed five single sided pages. The proposal shall include:

- Cost;
- Equipment to be used;
- Narrative of method of scanning, including details of index construction and quality control;
- Number of staff to be provided; and,
- A minimum of five references for similar projects that have been completed within the last five years.

No more than one page may be devoted to providing company profile and history information.