

IMAGING Q & A

Q. Are you looking for a vendor provided web hosted software to store and view the images post scan or will the images be ingested into your onsite system?

A. **No**

Q. Not sure what is meant by compatible with Butler County Imaging System?

A. **Butler is our imaging system, more details can be discussed by technical person after proposals are reviewed.**

Q. What dpi is required (image quality) - 200 dpi is standard?

A. **300 dpi**

Q. If images are being ingested into your onsite system and multi-page TIFF deliverable is required should each file be renamed with the child name only? (i.e -johnsmith.tif) If so, there is a good chance of duplicate file names.

A. **Files should NOT be re-named by child name - they should remain in the Parent Name, which is how SACWIS registers cases.**

Q. You are not requiring the vendor to breakdown or document type each file? (i.e - intake, adoption, etc.)

A. **Adoption files must be identified as court ordered sealed and access to adoption files must be separate. One CD per adoption with a password access code. All other files just scan front to back.**

Q. How long does the vendor need to maintain the records after scanning is complete and the images are delivered?

A. **60 days**

Q. Are you able to provide a data file (Excel) from your system that includes all index data attributed to each file to be scanned? (i.e. - childs name)

A. **No**

Q. It is more cost effective and accurate to create a barcode containing the index data vs. manual index entry.

A. **We need to be able to access the file by name.**

Q. Do you know approximately how many files are to be scanned for this project?

A. **No. There 125 four drawer file cabinets which are full. Allowance should be made for the file folders which take up quite a bit of room.**

Q. How many times per month does your staff access the physical files as they are stored now?

A. **Once per day.**

Q. From your internal scanning - do you know the percentage of backsides that need to be captured?

A. **20%**