



## Request for Proposal (RFP)

### Document Digitizing Project

The Village of Bellevue's Information Technology Department is seeking a long-term contracted vendor to help digitize various paper documents digitally.

The Village of Bellevue started its digitizing projects in 2008. The Village continues to seek help converting paper documents into digital Portable Document Format (PDF), allowing for more efficiency throughout the organization.

The Village would like meter cards, agendas/minutes, annual reports, various plans, and other information digitized. Future document digitization will be determined based on the available funds and Village Board approval actions. The vendor must schedule an onsite visit (Before the RFP February 16, 2024 deadline) to assess the estimated cost of the digitizing project.

The selected vendor will provide secure transport, standard prep (removal of paper clips, staples, and so on), scan, index (index fields should include year, vendor name, or customer name), quality assurance and verification, and export the files to a designated storage media that is secured on the vendor's network. PDFs are saved based on each folder. In addition, all PDF files will be scanned at 300 dots per inch to a searchable PDF format. Documents will be scanned by bitonal, color, or grayscale, depending on the original document.

Quality must be followed based on the image quality and ANSI standards statistical grid method to ensure the quality of images. Before export, all digital PDF documents must be indexed, verified, and visually inspected in all the index fields.

Simple reassembly in designated folders is only required. There will be no need to staple, paper clip, or reassemble the documents. The vendor may shred hard copy documents after final quality control measures have been met. After reviewing the PDF document and getting permission from the Village of Bellevue's project manager, the vendor must verify the shredding.

All PDF digitized and index files must be delivered to the Village of Bellevue via a secure encrypted USB or external disk drive. A secure FTP (SFTP) is acceptable for the download of files.

The vendor may respond to this RFP by providing information as follows:

- Letter
- Executive Summary
- About the vendor, background, and years of service.
- Overview of the company
- Detail production responsibility and methods of digitizing documents

- The price sheet details the cost of each scan and other fees regarding storage, transportation, etc.
- Conclusion

The vendor may email Tim Hennig, GIS/IT Manager, regarding scheduling a site visit and/or document digitizing questions. The email address is [thennig@villageofbellevuewi.gov](mailto:thennig@villageofbellevuewi.gov). No phone calls, please. All RFP submissions should be in a .pdf format and sent to [thennig@villageofbellevuewi.gov](mailto:thennig@villageofbellevuewi.gov).

The Village reserves the right to reject any or all RFP proposals.

All requested information is due by February 16, 2024, at noon central time.