



UNIVERSITY OF ARKANSAS AT LITTLE ROCK

Submit to: Purchasing Department Speech Comm Bldg. Rm. 111 2801 S. University Ave. Little Rock, AR 72204-1099	RFP Number	2012-19	Type	Term
	Buyer	Suzette Probst		
Phone: (501)569-3144	RFP Opening Date	February 21, 2012	Time	3:00 PM (CST)
	RFP Description	Records Scanning Project		

Addendum No: 1

The proposed RFP is modified as follows:

4.1 Documents

UALR ITS department has done a preliminary audit of files that need to be scanned, imaged, and indexed. Approximately 200,000 pages for scanning which are PRC records includes (front and back) on 9 1/2" x 11" card stock paper for file index setup located at the Records and Registration Department have been identified for the requested project.

4.4 Document Imaging and Indexing

Question: Clarification

1. We do want single image tiff's. The reason for this not so much the inserting but the search by users. Unless a person knows to look for multi-page tiff's they may not know to look in a certain place in ImageNow for other pages. We would recommend that the vendor create an id (one-up number) that identifies each entity. Therefore, if there are more than one page each page would be identified by the same id.
2. Resolution DPI 150

Addendum 1 (cont'd)

3. We would also like any field (such as name, degree, degree dates) that has multiple pieces of information, to have all names/degrees/dates in one field with commas between them. Each data field in the "CSV" file would be separated by another character such as a pipe | character. We would also like the alternate names to be coded with parenthesis as we discussed today.

For example:

Jones
Brown
Smith, Jane, Q

Would be coded as: Jones,Jane,Q,(Brown),(Smith)

A person with multiple degrees such as: BS, MBA would be coded as BS,MBA

These two pieces of data may appear as:

Jones,Jane,Q,(Brown),(Smith)|BS,MBA|<Other data would follow>

Please include in sealed bid proposal this addendum as part of the bid document.

Signature Acknowledgement of Addendum

Date