

1. What is the size range of the documents to be scanned (8 1/2" X 11" - 22" X 34") for instance?
  1. Majority is 8.5 X 11, but there are some drawings that are larger approx. (10% of total) and are mostly 1.5' X 1.5' (9%) but as large as 5' X 5' (1%).
2. Approximately how many documents are in the 26 boxes?
  2. Approx. 3000/box
3. Information concerning the breakdown of the documents to be scanned: how many OCR, how many color, and how many to be converted as PDF Image -only?
  3. The Index and Executive Summary pages of each document will be scanned as an OCR MS document (approx. 70% of total documents are bound (3 ring binders and combs), which contain an index and exec. summary, estimate 5% of the total job have an index and exec. summary). Approximately, 10% of total are color figures. Those that are converted to PDF image-only are 85% of total.
4. Are the bound documents in a binder that easily releases the pages or would they need to be cut out of the binder? If they need to be cut, do they need to be rebound before shipping the documents back?
  4. Yes, they are easily released from the 3 ring binders or combs, but must be rebound after scanning. Those that are stapled may also be separated, but need to be restapled after scanning.
5. Are the color documents mixed with the rest of the documents or are they separate from the rest of the documents?
  5. Yes, the color documents are mixed with the rest of the documents.
6. The large figures (black & white) what is the size of these documents? And what will the final resized dimension before scanning them?
  6. The majority of the figures (5% of total job) are 1.5' X 1.5' but there may be a few 5' X 5' (estimate 1% of the 5%), they will need to be resized to 11 X17. After scanning of the figures, they will need to be separated from the other documents, since they will be stored separately.
7. What is the required format of the OCR word document? Do they need to resemble the format of the original document?
  7. The final format will need to resemble the original.
8. Are there any blue prints to be scanned?
  8. Yes, there are a few blueprints.
9. Are the pages "originals" or copies? What is the condition of the documents?
  9. There is a mix of originals (est. 50%) and copies (est. 50%). They are in good condition.
10. What is the physical size of the boxes?
  10. The boxes are a depth of 10", width 1' and length of 15".
11. Any double sided documents?
  11. Yes, approx. 50% of total.
12. Is there any indexing, required for each image? If so, how many indexing fields are required?
  12. Yes, there is indexing of the each of the documents. For example, Site Cleanup-May2001 (disk #2) or for loose documents such as e-mail, it will be labeled as Misc. e-mail on Site Cleanup-May2001 (disk#3).

13. Does the project require all personnel to have security clearances?  
13. No, security clearance.
14. Please clarify that you need documents scanned into TIFF and PDF.  
14. The Index and Executive Summary pages of each document will be scanned as an OCR MS document. The remaining pages in the document may be scanned as an adobe image file, PDF.
15. Please clarify that you need OCR image into only MS Word files?  
15. Yes, the OCR image will be in MS Word.
16. Do you need QC on those MS Word files?  
16. Yes, they will need to be QC'd.
17. Do you need to keep the layout and structure of original image in the MS Word files?  
17. Yes, the layout and structure must be the same as original image in the MS Word file.
18. What are the scan resolutions?  
18. Standard resolution.