

DLNR Land Division  
Request for Scanning and Digitizing Services  
Scope of work

**Start:**

- Scan paper lease documents to digital files
- Land Division will provide an excel file with a list of Lease IDs for each lease to scan.

**Output Requirements:**

- Output must be in a standard PDF/A format (preference to be given for higher levels, e.g. PDF/A-2):
  - PDF Format Option: PDF/A-1a (includes accessibility features such as tagging and logical reading order)
  - PDF Format Option: PDF/A-1b
  - All documents must be fully text searchable.
  - All documents must include embedded OCR layer.
  - Handwritten recognition not required.
- File naming convention:
  - Lease document: LeaseID-legaldocs.pdf. Example: GL1234-legaldocs.pdf.
  - Other documents: LeaseID-boardsubmittals.pdf, LeaseID-compliance.pdf, LeaseID-correspondence.pdf, LeaseID-appraisals.pdf.
  - Each lease should be scanned into multiple files (usually 5 files) based on document sections. See image for “Example of a common lease layout” below.
- Create one folder per lease containing the digitized files, preserving original document order.
- Vendor to provide an excel file containing a list of files created, including: file name, Lease ID, page count, notes/issues, etc.
- Resolution: minimum 300 DPI Color
- Color, Double-sided (as needed)
- Ensure all pages are captured, oriented correctly (upright), and legible
- Provide skew correction
- Remove blank pages unless they contain marks or significance
- Bookmarks will not be used.
- Metadata will not be used.
- Include certified mail documents (group smaller items together on one page).
- If original is in color, please scan as color.
- If original is in black/white, please scan as greyscale.
- For each lease which has been completed, add a lavender colored page stating the date the scanning was completed, the Lease ID, and any relevant notes or exceptions.

DLNR Land Division  
Request for Scanning and Digitizing Services  
Scope of work

**Document Characteristics:**

- Care must be taken with the documents as some may be old and fragile
- Various sizes and types of paper (e.g. letter, legal, postcard)
- Each lease will include a stack of papers/documents (of varying amounts and sizes, example image provided below). Documents may include maps, images, and signatures.
- Oversized documents (e.g., maps) to be scanned appropriately and at sufficient resolution to be legible.

**Other Requirements:**

- Remove fasteners, staples, paperclips, bindings, etc. carefully. Minimize damage from staple removals; re-attach fasteners and re-staple afterward to match original condition.
  - Re-staple or re-bind in original groupings and order with the same type of fastener.
  - For spiral bound documents, please re-assemble as per the original condition with the same type of fastener. Land Division has a spiral binding machine which the vendor can use at our office location.
- Ensure all documents are returned in or near to their original condition.
- Maintain groupings and preserve document order within each folder.
- Confidentiality: Some folders may contain confidential information. Land Division will remove confidential information before providing to vendor.
- Vendor to provide resulting digital files via secure electronic transfer (e.g. SFTP, secure cloud link).
- If digital media is provided (e.g. CD/DVD), extract those files and combine them with the appropriate file. See image with CD in “Example of a common lease layout” below.

**Volume Estimate:**

- Initial project: 1 Lease
- Number of Leases over contract term: approximately 200 leases
- Number of standard pages (letter/legal) per Lease: **Varies widely**; possibly 3500 pages per lease
- Estimated standard pages (letter/legal):  $200 \times 3500 = 70,000$  pages
- A much smaller quantity of oversized pages (larger than letter/legal) exist within the lease files.
- Some number of small sized items (e.g. mail certifications, post cards) exist within the lease files.
- There may be a small number of leases which need to be updated with additional files during the contract period.

DLNR Land Division  
Request for Scanning and Digitizing Services  
Scope of work

**Logistics:**

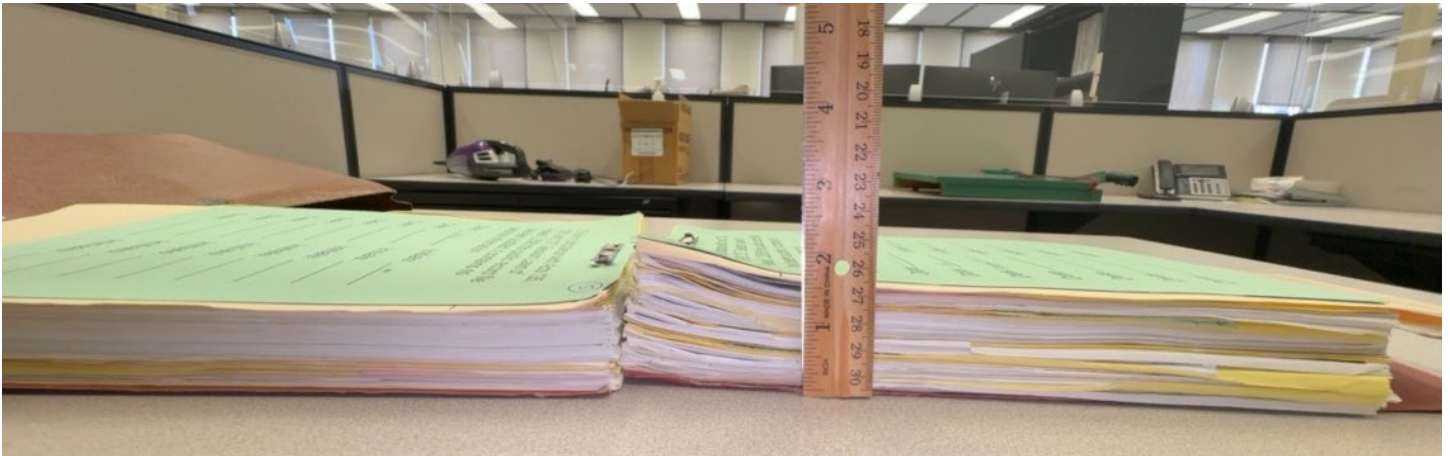
- On-site scanning: Preferred.
  - Coordinate with Land Division staff on usage of their equipment and space.
  - Office hours: Monday-Friday, 7:45am-4:30pm, excluding state holidays.
  - Land Division printers currently leased (may change): Xerox C9281, Xerox C8270
  - Liability insurance will be required for any of the vendor's workers working on-site.
- Off-site scanning:
  - Provide options for pickup/return.
  - Provide safe-handling services to ensure documents will not be damaged. Return documents in nearly the same condition as they were provided.
- Vendor must maintain chain-of-custody, safe handling, and secure handling of documents during transport and while in possession of the documents regardless of site location.
- Other insurance requirements may be required as well (e.g. automobile, general liability) based on transport requirements, location, etc.

**Pricing:**

- Request pricing per page and type.
- Vendor to provide pricing for all PDF/A and logistical options they are able to provide. Land Division will select based on best value and pricing.
  - Option #1: On-site, PDF/A-1a output.
  - Option #2: On-site, PDF/A-1b output.
  - Option #3: Off-site, PDF/A-1a output.
  - Option #4: Off-site, PDF/A-1b output.
- Vendor may provide additional pricing for higher PDF/A levels (e.g. PDF/A-2). Preference to be given for higher levels.
- Please specify whether on or off site.
- Vendor to provide estimated turnaround time per batch.

DLNR Land Division  
Request for Scanning and Digitizing Services  
Scope of work

Example of 1 binder (portion of lease):



DLNR Land Division  
Request for Scanning and Digitizing Services  
Scope of work

**Example of a common lease layout:**

- Blue (pre-sorted) #1: Legal Documents
- Blue (pre-sorted) #2: Board Submittals
- Pink: Compliance documents (e.g. insurance, bonds)
- Green: Correspondence (e.g. certified mail documents)
- Bound reports: Appraisal reports

