



**ARTURO GUAJARDO, JR.**  
**HIDALGO COUNTY CLERK**

**MEMORANDUM**

TO: Martha Salazar, Purchasing Director  
FROM: Annette C. Muniz, Chief Deputy *AM*  
DATE: March 10, 2008  
SUBJECT: Request for Proposal

Our office is requesting proposals to convert vital records which include, birth, delayed birth, and death records from paper to digital images. The scope of work is as follows:

1. Convert paper images to Tiff format as acceptable to clerk's office to integrate with the current system, using Resolution 300 DPI or better.
2. Convert approximately 500,000 vital record documents from varied size paper to highest quality possible digital Tiff images. (see attached)
3. In order to minimize any inconvenience to the public, all scanning must be performed on-site or within a two (2) mile range of the county clerk's office.
4. 100% of images must be individually viewed and quality assured by a human to ensure image quality. The total project timeline is 90 days. Timeframe is NOT negotiable.
5. Converted images must be delivered on USB external hard drives. Proposer must provide one back-up copy on CD or DVD.
6. Proposer must provide a 100% quality assurance guarantee on all images. Images deemed not adequate by Hidalgo County Clerk's Office must be rescanned at no cost to Hidalgo County.
7. Proposer must warrant all data and images for a period of two (2) years.

Due to the recent increased public demand on these records, it is imperative that this request be handled with the utmost consideration.

You may contact me at (956) 318-2119 or ext. 6105 for additional information or for questions you may have.

Thanking you in advance for your assistance on this matter.

ATTACHMENT: *Archive Accurate*

*Act # 1100-415-40-180-002-0-341*

THIS IS AN ESTIMATE.

**BIRTH RECORDS (1985 TO PRESENT HAVE BEEN SCANNED)**

2100 BOOKS

150 PAGES PER BOOK

PAGE SIZES – 9 1/2 X 7 1/2, 8 1/2 X 7, 8 1/2 X 11, 8 1/2 X 6.

TOTAL RECORDS 315,500

**CORRECTIONS**

127 BOOKS

150 PAGES PER BOOK

PAGE SIZES – 9 1/2 X 7 1/2, 8 1/2 X 11, 5 1/2 X 9.

TOTAL RECORDS 19,050

**DELAYS**

361 BOOKS

100 PAGES PER BOOK

PAGE SIZES – 9 1/2 X 7 1/2, 8 1/2 X 11.

TOTAL RECORDS 36,100

**DEATH RECORDS**

672 BOOKS

150 PAGES PER BOOK

PAGE SIZES – 9 1/2 X 7 1/2, 8 1/2 X 11.

TOTAL RECORDS 100,800

**INDEXES**

BIRTH 21 BOOKS – 700 PAGES PER BOOK = 14,700 PAGES

DELAY 6 BOOKS – 700 PAGES PER BOOK = 4,200 PAGES

DEATH 4 BOOKS – 700 PAGES PER BOOK = 2,800 PAGES

PAGE SIZES – 15 X 18, 8 1/2 X 14.

TOTAL PAGES 21,700 PAGES

\* The delay index cards will be recorded on pages for indexing. These totals are also part of the estimated number of indexes to be scanned.