



Proposal For Backfile Conversion/Load to Solution

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Submitted To: Honorable Lyda Ruijter, Stamford City and Town Clerk

Proposal Date: 1/12/2023

Description

IQS will scan books to be loaded to the clerk's LRMS system and linked to existing indexing. IQS will transport books for scanning at our secure facility in Liverpool, NY.

Project Scope

- Backfile Conversion of land record volume 5794 back to volume 4900 (5/20/2001 – 1/2/1998).

Plan of Work (16-20 weeks estimated active time)

- IQS will digitize directly from the land record books.
- IQS will perform a thorough QC of all images to ensure the highest quality and completeness.
- IQS will set first pages, where an indexing specialist identifies the first page of every document to ensure there is a match in the index. Any discrepancies will be reported to the clerk.
- IQS will load/link the digital images to the clerk's LRMS, making more records available online.

Pricing

Est. Units	Unit Price	Est Total
313,250	\$0.30	\$93,975.00

The totals listed above are estimated totals, this project will be billed on actual units processed. Pricing is good for sixty (60) days. IQS will transport the books for scanning at no extra cost.