

The Department of Government Services (Commercial Registration Division) is seeking bids to convert 68 rolls of microfilm to TIFF images.

DESCRIPTION OF EXISTING SYSTEM

In June 2004, the Department implemented a new computer system for the Commercial Registrations Division called Companies and Deeds Online (CADO). On a go-forward basis, documents are scanned to the CADO system during the registration process.

In January 2005, the Internet component of the system was launched. The web-based application was developed using ASP.NET, an Oracle database and a LibertyNET document management system. The solution is scalable and flexible to ensure ease of expansion.

Records registered between 1980 and present are available on the CADO system. Records registered prior to 1980 are indexed on paper ledgers which makes title searching a very time-consuming task. The reference documents prior to 1980 are also paper based.

A microfilm copy (59 rolls) of these 162 indices was made in 1980. The Department is currently involved in a conversion project, which will provide this index information on CADO.

Description of Microfilm

The Commercial Registrations Division (Registry of Deeds) has 68 rolls of 35MM microfilm containing deeds related documents and associates indices in black and white format. Each roll contains on average 1100 images per roll for approximately 75000 images. A typical document registered by the Registry of Deeds will have the following attributes:

- Document pages will be handwritten and contain signatures and annotations.
- Documents will contain survey drawings depicting land boundaries and building structure placements.
- Index data will contain information in relation to registered documents such as; party names, property location, dates and consideration.

The microfilm covers deeds registered between 1825 and 1930. As such, variances are bound to occur between rolls, and from frame to frame on a particular roll such as;

- page size – the vast majority of images will be 8.5" x 14";
- orientation – the vast majority will be portrait;
- skewness;
- brightness, contrast and degree of speckling;
- polarity – occasional changes from negative to positive may occur on a roll;
- blank pages may be included or pages may be advanced; and
- Document pages were handwritten and contain Signatures, Annotations, Building Plans, & Structures.

The Successful Vendor will be required to Convert images on 35MM microfilm to 300 dpi TIFF images (average file size should be approximately 50-60KB per image); with no less than Group IV Compression

- Perform quality assurance on converted images;
- Store microfilm in secure storage, protected from fire, water and environmental (e.g. humidity and temperature) hazards;
- Maintain master copy of converted images until Department has verified same;
- Reconvert images, at vendor's expense, which fail to meet standards; and
- At vendor's expense, return microfilm by bonded courier to the Department upon completion of verification by the Department.

The rolls of microfilm do not contain blips or header information. The vendor will be required to name each image as determined by the registry.

The vendor will be required to produce images that are equivalent or better in quality to the microfilm copy and has no loss of information.

The method of transferring the converted TIFF images from the vendor will be by DVD.

Questions Concerning this Conversion should be directed to:

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