



**Alternative Micrographics Inc**

12011 Highway 71 NE

Spicer, MN 56288

Phone: 320.796.2599

RFQ for the Minnesota Digital Library

Date: 12-27-09

Submitted by: **Alternative Micrographics Inc**

12011 Highway 71 NE

Spicer, MN 56288

Phone: 320.796.2599 Fed I.D. # 41-1441089

Attention: Kurt Krim

Alternative Micrographics Inc is a 26 year old business located in central Minnesota. We are **independently own and operated by Mike Baker with 26 years of valued customer business.** We are well known in Minnesota for high quality Microfilming, Digital Scanning and Microfilm Conversion to Digital.

We have scanned thousands of boxes of sensitive documents both new and very old including: Court Files for the 1st, 5th, 6th, 7th, 8th and 9th Judicial Districts, Several Hospitals, Jennie O Turkey Store and several small businesses. **We have successfully scanned paper documents dating back to the late 1800's on a variety of paper stocks.** We also have successfully converted hundreds of rolls of Microfilm, both 16 and 35 mm. We handle sensitive court and medical documents including Adoption records, Criminal Files, Probate and Civil files. All of our employees have signed letters of confidentiality and many have been employed by AMI for many years.

AMI also converts Microfilm to Digital images using the latest scanning technology from Mekel - there Mach 5 unit. We use several High Speed Digital Scanners from Bell and Howell and InoTec. We also use the Industries Gold Standard for Front End Batch Capture Software - Kofax v. 8.5. All scanning is done to the Industry Archival Standard of Tiff 6 images with either lossless or no compression. Nothing that we do in our scanning processes is proprietary in any way. All indexing can be provided back to our customers in industry standard csv file. Also files can be given back to our customers in other file formats such as PDF and Jpeg 2000; however the Tiff 6 format is universally accepted as the standard.

AMI follows the Western States Digital Best Practices guidelines for the digitization processes. All images are reviews by our employees and we have several other important safeguards in place to ensure all images are correctly done to the highest standards. All Meta data applied to the images are



## **Alternative Micrographics Inc**

12011 Highway 71 NE

Spicer, MN 56288

Phone: 320.796.2599

index and blindly verified by another operator to ensure that they have been accurately applied. We do not out source any of our processes to over seas companies.

We can provide upon requests several letters of recommendation regarding our quality of services.

### ***Security***

AMI maintains the chain of custody of our customer's materials during the entire imaging processes. We currently have our own vehicles for document pickup and delivery. We do not use any third party delivery companies and only trust the materials to our employees. AMI has successfully images very sensitive and delicate documents, we use high quality scanners that do not damage the paper. We can also do hand fed feeding of the documents; however this is usually not necessary. AMI maintains on site alarm systems for security of the premises.

### ***Quality Control***

AMI double checks all materials being received and inventories all products coming in. All images are reviewed by the operators for quality of scans and are adjusted as needed to ensure a high quality image.

### ***Scanning & Reproduction capabilities by product type.***

#### **Textual Documents – Books, Magazines, Journals etc.**

AMI has the ability to scan unbound materials using our high speed scanners. We can scan these images in a variety of formats including: Tiff 6 in a Lossless or non-compressed format, PDF format and can convert to Jpeg 2000 formats. We can also take bound books and slice the bindings off for complete imaging in duplex modes. We can scan the images in 1 bit bitonal, 8 bit grayscale and 24 bit color. Depending upon the quality of the originals, we can also complete OCR scans on the images and convert the image to text. Images can be completed in a variety of dpi settings – 200 dpi to 400dpi. Our maximum size of documents are: 11"x17".

#### **Newspaper from Microfilm**

AMI can convert all types of roll film both 16mm and 35mm to digital images in a variety of formats. We can complete high speed conversions of entire rolls of film with the highest degree of accuracy. Images can be in a Multipage Tiff or PDF image or broken down into individual images. Pages can be indexed separately or as a multipage image. All images are reviewed by the operator for quality of image. Computer enhancement of the images can be used depending on the customer choice to depeckle, deskew and enhance the images. Images can be completed in a variety of dpi settings – 200 dpi to 400dpi. The Images can be either bi-tonal or grayscale and be in either Tiff 6 or PDF formats. OCR



## **Alternative Micrographics Inc**

12011 Highway 71 NE

Spicer, MN 56288

Phone: 320.796.2599

can be completed on the images depending on the quality of the film. It is best to OCR original film and not duplicated or working film.

### **Paper to Microfilm**

AMI can image to Microfilm a variety of documents and sizes. We can provide to our customers both 16mm, 35mm and jacketed fiche. All images are review by the operator for quality. All film is processed in house and we have 26 years of film experience. Once on film we can provide both film and digitized images back to the customer.

### **AMI-DocuView**

AMI has developed our exclusive AMI-DocuView self contained Image Searching and viewing system. The most driving feature of this system is that you don't need any expensive software programs to search for and view images. It uses a standard Tiff viewer to open and view images and uses Google Gears for the high powered searching of Indexing information. In conjunction with this program is a complete DVD Indexing system. As your DVD collection of images grows the Master Indexing DVD provides the user a simple method for finding the desired images and locating which of the many DVD's they are located on. **The images and the indexing for the images are contained as Tiff files and a standard csv file – so nothing on the DVD is proprietary.** We use high quality DVD's for the Archival process and the industry standard + format. The + format provides for error correcting parity information. The images and indexing can also be imported into other programs as needed.

### **AMI-View Web based document retrieval and viewing system**

AMI has developed an exclusive web based Image/Document retrieval system using a standard web browser interface via a SSL (secure Socket layer) connection. This web based system allows the end user to securely search for and retrieve images/documents using the industry standard PDF Adobe viewer. No special software or hardware is needed except for a standard Windows or Mac computer system and a static IP address. The web searching interface can be tailored to the institutions unique searching circumstances. All images/documents are held in our Storage Area Network and backed up daily to LTO tape systems. Also all images are written to our exclusive AMI-DocuView DVD retrieval and archival system. With AMI-View system the institution does not need Servers, Storage Servers, Backup Systems, Power Systems, Web Servers and expensive software. We provide all this for our customers at a very low monthly storage fee only. We have most all of the Minnesota District Courts, several Hospitals and businesses using this system and because of the simplicity of the system it does not fail.



## Alternative Micrographics Inc

12011 Highway 71 NE

Spicer, MN 56288

Phone: 320.796.2599

### FTP Server

AMI uses a secure FTP Server to transport of files to and from clients. It can be setup as ftp write or read only and SFTP as needed.

### Technical Metadata

AMI will provide to the end user the following technical Metadata in a tab or coma delimited CSV file.

2. Local Identifier (to be supplied by the institution contributing originals)
3. MDL Identifier (file name for the asset as outlined in Appendix B)
4. Publisher
5. Date Digital
6. Type
7. Format
8. digiSPECSformat
9. digiSPECSsize
10. digiSPECSbitdepth
11. digiSPECSresolution
12. digiSPECScompression
13. digiSPECSwidth
14. digiSPECSheight
15. digiSPECShardware
16. digiSPECSsoftware
17. digiSPECSsystem
18. digiSPECSchecksum

### Scanning Equipment that AMI employs is as follows:

<u>Manufacture</u>	<u>Item</u>	<u>Model</u>	<u>Sizes</u>
1. Meke	Digital Microfilm Scanner	Mach 5	16mm & 35mm
2. Inotec	High speed digital scanner	Scamax 401	11x17
3. Inotec	High Speed Digital scanner	Scamax 410	11x17
4. Inotec	High Speed Digital Scanner	Scamax 5000	11x17
5. Inotec	High Speed Digital Scanner	Scamax 5000	11x17
6. Bell & Howell	High Speed Digital Scanner	8010	11x17
7. Bell & Egenuity	High Speed Digital Scanner	9125	12.5x40



**Alternative Micrographics Inc**

12011 Highway 71 NE

Spicer, MN 56288

Phone: 320.796.2599

**Software:**

1. Kofax - Ascent Capture V 8.0 <http://www.kofax.com/document-capture-software/>
2. Mekel - Quantum Scan <http://www.mekel.com/microfilm-scanners/machV-microfilm-scanner.html>

**Additional Peripherals:**

Complete data center to include:

16TB SAN (storage area network) fully redundant with RAID 6 in a Iscsi redundant data path with redundant power supplies and controllers.

Three Microsoft Windows Servers with redundant power, dual nic, dual cpu's and Server 2003 and 2008 OS.

Two Microsoft Windows 2003 Web servers

One Microsoft Windows 2003 server to FTP and OCR.

Quantum Tape Library System LTO-3

Misc hardware items to support a redundant server environment.

Other items:

- We backup our customer files to Archival Quality DVD's and we place a permanent copy of these DVD's in our Bank Safety Deposit Boxes.
- All Images adhere to National and Technical Standards, nothing we do is proprietary.
- We adhere to the Western States Digital Imaging Best Practices.
- We can handle large back scanning conversions.



**Alternative Micrographics Inc**

12011 Highway 71 NE

Spicer, MN 56288

Phone: 320.796.2599

**Checklist of Capabilities.**

Bi-tonal or Grayscale Paper Scanning up to 11"x17" including all smaller sizes of paper. Either simplex or duplex high speed scanning.

Color Scanning up to 11"x17" including all smaller sizes of paper. Either simplex or duplex high speed scanning.

**Newspapers**

- Grayscale scanning from 35mm positive microfilm     yes     no
- Grayscale scanning from 35mm negative microfilm     yes     no
- Grayscale scanning from 16mm positive microfilm     yes     no
- Grayscale scanning from 16mm negative microfilm     yes     no

Please note your ability to deliver to the MDL the digitized asset

- Gold CD                             yes     no
- Gold DVD                          yes     no
- External Hard Drive            yes     no
- SFTP                                 yes     no



**Alternative Micrographics Inc**

12011 Highway 71 NE

Spicer, MN 56288

Phone: 320.796.2599

- Firm Name

- Alternative Micrographic's Inc.

- Firm Address

- 12011 Highway 71 NE,

- City, State, Zip

- Spicer, MN 56288

- Telephone Federal Identification Number

- 320.796.2566 41-1441089

- Signature

- \_\_\_\_\_

- Name and Title of Authorized Signer

- Kurt Krim, Sales



**Alternative Micrographics Inc**

12011 Highway 71 NE

Spicer, MN 56288

Phone: 320.796.2599