



Attachment A
Statement of Work

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF MEDICAL EXAMINER**

Project Goals and Activities

PAPER FILES

Case files (Paper Documents) – Preferred output: PDF

In order to achieve the identified outputs and outcomes, the project includes digitization of the agency's historical records between **1996 and 2001**. The total number of records to be digitized is approximately 18,400 cases representing 1,503 to 4,604 records per year for 6 years (**See breakdown below**).

- 1) Documentation Prep is required (Removal of Staples, Paper clips, photo copying if necessary)
Cases are archived and accessioned by year and then by case number
(I.e. 96-0001 – 96-0050) Where "96" represents calendar year 1996 and 0001 is the first case of that year.
Cases are boxed approximately 50 cases per box
Case files are 8 ½ x 11"

- 2) Historical Case files to be scanned (Paper Documents)

- 1996 – 1554 cases
- 1997 – 1503 cases
- 1998 – 1619 cases
- 1999 – 4583 cases
- 2000 – 4516 cases
- 2001 – 4604 cases

Total Case files – 18,400 x 30 Pages/per file
Approx. Total Pages to be scanned – 552,000

INDEXING

Once cases are scanned they must be indexed

The software solution provided for indexing OCME records must be industry standard compatible, allowing for future integration with OCME's Microsoft SQL forensic database.

All digital records must be stored on an on-site server provided by OCME, enabling high availability and long-term data storage.

The digitization of the data must be done in such a way that the data is readily accessible and protects the integrity of the records from loss due to natural disasters and human error.

Indexing Requirements

Case Number
First Name
Last Name
Age
Race
Gender
Cause of Death
Manner of Death

PHOTOGRAPHS AND X-RAYS

Photographs (Polaroid's and 35mm) - Preferred output: Uncompressed JPEG at least 300dpi

Note: ~50% of all cases are "Natural Deaths" of which during the 70's and 80's very few photos were taken. ~1% of cases are "Review of Medical Records" where no photos were taken. However, in the later years - post 1990's – more photos were taken for all manners of death and this will be reflected.

POLAROID'S

Revisions have been made to include all Polaroid's and not only those under the 65 year mandate, which was 1974-1989.

1974 through 1989: 5,723 cases scanned with approx. 5 photo's per case = 28,615

1990 through 1994: 7,612 cases scanned with approx. 12 photos per case = 91,344

Total Polaroid's to scan - ~ 120,000

35MM SLIDES

Revisions have been made for the 35mm slides, which has been expanded beyond our Historical scope which was originally 1995 – 2002. Also, based on actual case data the average is 10 -12 cases per file in those year beyond 2002.

- 1995 – 1815 cases (may have photos) approx. 12 photos per case = 21,780
- 1996 – 1554 cases (may have photos) approx. 12 photos per case = 18,648
- 1997 – 1503 cases (may have photos) approx. 12 photos per case = 18,036
- 1998 – 1619 cases (may have photos) approx. 12 photos per case = 19,428
- 1999 – 2287 cases (may have photos) approx. 10 photos per case = 22,870
- 2000 – 2269 cases (may have photos) approx. 10 photos per case = 22,690
- 2001 – 2304 cases (may have photos) approx. 10 photos per case = 23,040
- 2002 – 2055 cases (may have photos) approx. 10 photos per case = 20,550
- 2003 – 1902 cases (may have photos) approx. 10 photos per case = 19,020
- 2004 – 1613 cases (may have photos) approx. 10 photos per case = 16,130
- 2005 – 1590 cases (may have photos) approx. 10 photos per case = 15,900
- 2006 – 1498 cases (may have photos) approx. 10 photos per case = 14,980
- 2007 – 1451 cases (may have photos) approx. 10 photos per case = 14,510

Total 35mm slides to scan - ~250,000

X-RAYS

1985 and 2008. A fair guess has been made of 50,550 sheets of film.

Expected Outcomes – Assumptions

The hard copies of paper records, including photographs, and other miscellaneous documents in every case file will be converted into digital images, formatted, and indexed to establish searchable data fields, so that statistical reporting data can be created for OCME (internal reports), law enforcement, other government entities (local and federal), and the public.

Document handling will encompass the following:

- a. **Document Disassembly**
 - i. Remove all staples, paper clips, binder clips, etc.
 - ii. Identify media type to insure proper image quality
 - iii. Insert prep sheets to identify any Post-it Notes or odd/unusual media
- b. **Document Imaging**
 - i. Scan all prepped media
 - ii. Institute initial quality control check to verify all documents have been electronically captured
 - iii. Up to 2 searchable fields must be established for indexing
- c. **Store completed Case files**
 - i. Vendor must create a system that clearly identifies the digitized case files from the case files that are not digitized.
- d. **Index/Search Set-up**
 - i. Identify searchable data fields as defined by OCME staff.
(Up to 8 searchable fields must be established)
 - ii. Provide enterprise-wide software, including a viewer version
- e. **Final Quality Control Check**
 - i. Verify 100% of all information has been captured, indexed and stored in its proper location
 - ii. Document Re-assembly and “Physical” Filing