

From: [KDLA LRB Application](#)
To: [Wilson, Cynthia S \(Bourbon County Clerk\)](#)
Cc: [Halbmaier, Rebecca L \(ELC\)](#); [Van, Renita \(ELC\)](#)
Subject: Bourbon Co Clerk_RE: Grant Package and Application FY24C2
Date: Monday, October 2, 2023 3:20:00 PM
Importance: High

Currently your FY24C2 Local Records Program Grant application does not meet criteria for completeness and compliance and cannot move forward. For this cycle only, KDLA will be re-opening the cycle to allow for applications to be updated to meet basic compliance requirements. Becca Halbmaier, West Regional Administrator, will be assisting with this process. She will be contacting you to discuss options and next steps.

Below is a general overview of requirements that must be met for the grant application to be in compliance and potentially funded. Becca will work with your office to assist in completing and is available to consult through the process.

- Invitation for Bid Proposal Project Specifications
 - Section 1-3: Project specifications should be separated by task (preservation activities, scanning, index). This will allow additional vendors to bid.
 - Section 1 and 2: What are the specifics of “restoration”?
 - Section 1: Updated project specifications with additional specifics are suggested to receive comparable bids.
 - What series is included in this section?
 - 10 bundles of loose marriage documents from 1798-1804 were restored in FY1985-86 grant – are any of these records included in this current section?
 - Provide additional specifics for the scanning process. Will you want copies of the digital images? How will they be delivered? How will they be organized/foldered? This will allow vendors to provide comparable bids and make sure your office receives the deliverable/product you require.
 - Section 2: Date span of records should be included
 - Section 3: Updated project specifications with additional specifics are suggested to receive comparable bids.
 - “Marry” digitized images into management system is not a grant fundable task.
 - Provide additional specifics for the indexing process. What fields should be indexed? Will the indexes be created from the scans created in Section 1?
- Bids
 - Sections 1-3: provide current bids from all bidders in their entirety – including any “no bid” responses.
 - Bids must be current
 - Site visit dates are required
 - Bidders must be able to provide requested services and/or complete requested tasks for each section.
 - Section 1-2: Two (2) eligible bids received. An additional bid is required for funding consideration.
 - DRMS and US Imaging do not provide restoration services

Please note that while the timeframe is limited, KDLA is committed to assisting where possible. This process should begin as soon as possible. Becca will be in contact with your office this week (October 2-6) to discuss details and help with next steps. Please advise if you are uninterested in continuing and/or if another individual in your office should serve as point of contact. FY24C2 application resubmission deadline is October 31, 2023.

Nicole Bryan

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-----Original Message-----

From: Wilson, Cynthia S (Bourbon County Clerk) cynthia.wilson@ky.gov
Sent: Thursday, August 31, 2023 8:41 AM
To: KDLA LRB Application LRB.Application@ky.gov
Subject: Grant Package and Application FY24C2

****CAUTION**** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk ServiceCorrespondence@ky.gov<<mailto:ServiceCorrespondence@ky.gov>> for any assistance.

Please see the attached Grant Package and Application for FY24C2.

Thank you

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Bourbon County Clerk
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