



## **Addendum D: Estimated Volume Characteristics**

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# Estimated Volume Characteristics

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The estimates provided are intended to allow vendors to respond to a uniform set of assumptions. The estimates are based on limited samples and the characteristics of the document population to be converted could vary.

## 1 VOLUME LEVELS

The expected volumes are presented in Table 1 of the PWS. The expected minimum volume for the base period is 342M images, and a maximum volume of 704M. The expected minimum volume for option period 1 is 480M images, and a maximum volume of 837M. The expected minimum volume for option period 2 is 360M images, and a maximum volume of 743M. These volumes are not a commitment to ship any particular quantity, they are provided solely for calculating data entry requirements (see section 3).

## 2 VOLUME CHARACTERISTICS

VA estimates that the combined volume for all irregularly-sized, non-paper or digital media (microfiches, microfilms, CDs, thumb drives, hard drives, documents of size greater than 11x17, etc.) is estimated to be less than 1% of the total image volume.

VA estimates that photographs will comprise 1.4% (not inclusive of the other or non-standard size or non-paper media) of the total image volume.

VA estimates that less than 1% of all documents are unscannable (Reference *Addendum E: Business Scanning Rules* for the rules for identifying and handling unscannable source materials).

VA estimates that 45% of the documents will require conversion to searchable PDF, with the remainder scanned to image-only PDF.

The estimated proportions are expected to remain constant through the ramp-up period and full production.

## 3 DATA EXTRACTION AND INDEXING

Data extraction as outlined in section 3 of *Document Indexing Recommendation and Data Field Extraction List* (Addendum C) will be required on forms VA 21-526 and 21-526c. VA estimates that 5% of the total image volume will be from these forms and require data extraction. Each claim will have one form VA 21-526 or 21-526c (templates are available at [www.va.gov/vaforms](http://www.va.gov/vaforms)). VA estimates that 65% of the claims will have a handwritten form 21-526, and 35% will be typed.

VA estimates that on average each claim will have 30 documents, each requiring index values for “date of receipt”, “document type”, “claim number”, and “Veteran name”, as described in sections 2.3 and 2.4 of *Document Indexing Recommendation and Data Field Extraction List* (Addendum C). The “Veteran Name” and “claim number” index values will be provided to the Contractor via the Document Control Sheet for each claim folder or set of loose materials. These two index values are applied uniformly to all

images that result from a set of source material attached to a DCS. The claim folder has 700 images on average. For loose material, the average page count is 15 pages, or 30 images.