

QUESTIONS AND ANSWERS

1. WILL A PRE-BID CONFERENCE BE SCHEDULED PRIOR TO THE REQUIRED SUBMISSION DATE? NO.

IF NOT A FORMAL PRE-BID CONFERENCE, WILL THE OPPORTUNITY BE GRANTED TO REVIEW THE RECORDS TO DETERMINE THEIR CONDITION? YES, MICROFICHE CAN BE REVIEWED ON DECEMBER 5TH, 2018 BETWEEN 10 A.M. AND 11 A.M. THERE WILL BE SAMPLES FOR YOUR REVIEW. VENDORS/BIDDERS ARE REQUIRED TO SEND AN RSVP IF YOU ARE GOING TO ATTEND, TO RITA LUMIA AT RLUMIA@NYCOURTS.GOV, BY DECEMBER 3RD, 2018 AT 5 P.M.

2. WHETHER COMPANIES FROM OUTSIDE USA CAN APPLY FOR THIS? (I.E. FROM INDIA OR CANADA) NO.
3. WHETHER WE NEED TO COME OVER THERE FOR MEETINGS? THE WINNING BIDDER (VENDOR) INITIALLY.
4. CAN WE SUBMIT THE PROPOSALS VIA EMAIL? NO, ONLY "NO-BID" LETTERS WILL BE ACCEPTED VIA EMAIL. SEE SECTION II. - NO-BIDS
5. WOULD IS BE POSSIBLE TO REVIEW THE MICROFICHE IMAGES BEFORE THE BID OPENING DATE? YES. DECEMBER 5TH, 2018 AT 10 A.M. AS STATED IN QUESTION 1 VENDORS NEED TO RSVP BY DECEMBER 3RD, 2018 AT 5 P.M.
6. ARE YOU ABLE TO TAKE AND SHARE A PHOTO OF A FEW OF THE MICROFICHE SO WE CAN REVIEW THE LAYOUT AND A SAMPLING OF THE IMAGING SPACING BEFORE THE BID OPENING DATE? NO
7. SEC. 7 STATES THAT "ALL WORK MUST BE PERFORMED AT THE CONTRACTOR'S FACILITIES". DOES ALL WORK NEED TO BE COMPLETED IN NEW YORK STATE? NO.

IF NO, DOES ALL THE WORK NEED TO BE COMPLETED IN THE USA? YES.

8. SHOULD ALL IMAGES ON A SINGLE MICROFICHE BECOME ONE PDF DOCUMENT? YES.
9. IF THERE MORE THAN ONE CASE FILE PER MICROFICHE SHEET? NO, ONLY ONE ESTATE FILE PER CASE.
10. DO SOME MICROFICHE SHEETS HAVE 2 OR MORE CASE FILES? NO.

PAGE: 2
QUESTIONS AND ANSWERS
RFB#18-SCQ-001

11. IS THE YEAR, FILE NUMBER, LAST NAME AND FIRST NAME FOR EACH CASE ON THE FIRST IMAGE FOR THAT CASE? YES.
12. IS THE YEAR, FILE NUMBER, LAST NAME AND FIRST NAME OF EACH CASE ON THE HEADER OF THE MICROFICHE SHEET? YES
13. IN SECTION VII3., UNDER THE HEADING “REJECTED AND UNACCEPTABLE BIDS/PROPOSALS”, IT STATES, “UCS ALSO RESERVES THE RIGHT TO REJECT ANY BIDDER.....WHOSE FACILITIES ARE.....TOO REMOTE FROM THE UCS LOCATIONS TO RENDER SERVICES IN A TIMELY MANNER. IS ALBANY, TOO REMOTE? NO.
14. CAN A DATA FILE BE CREATED AND PROVIDED TO THE CONTRACTOR THAT INCLUDES THE, 4-DIGIT YEAR, ALONG WITH THE CORRESPONDING FILE NUMBER, THE LAST NAME AND THE FIRST NAME FOR EACH MICROFICHE? NO.

THIS WOULD BE USED TO VALIDATE THE FILE NAMING AND ACCURACY.
15. WHAT ARE THE DIMENSIONS (WIDTH, HEIGHT, LENGTH) AND AVERAGE WEIGHT OF A FICHE BOX? 10 X 12 X 15 — 50 LBS. APPROXIMATELY.
16. CAN YOU PROVIDE A PHOTO OF A 16 X 6 AND 17 X 7 FICHE? NO.
17. DOES A CASE FILE ALWAYS START ON A NEW FICHE? YES
18. SECTIONS 3, 8 AND 9 CONTAIN A NUMBER OF REFERENCES TO PAPER DOCUMENTS. PLEASE CONFIRM THERE ARE NO PAPER FILES. NO PAPER DOCUMENTS.
19. DESCRIBE THE PAGE /IMAGE CROPPING REQUIREMENTS. KEEP TO THE ORIGINAL SIZE.
20. WHAT IS THE DESIRED COMPLETION SCHEDULE FOR THE DIGITIZATION OF THE 11.5 MILLION IMAGES? BY AUGUST 2019.
21. BASED ON THE 105 BOXES AVERAGING, 1,544 FICHE PER BOX, HOW MANY BOXES WILL THE CONTRACTOR BE SHIPPED IN EACH SHIPMENT? THE COURT IS NOT SHIPPING THE BOXES. THE AWARDED CONTRACTOR WILL BE RESPONSIBLE FOR PICKING UP AND RETURNING THE MICROFICHE TO THE COURT.

PAGE: 3
QUESTIONS AND ANSWERS
RFB#18-SCF-001

22. WHAT IS THE TURNAROUND TIME FOR RECORD ACCESS DURING THE CONVERSION PROCESSING? 48 HOURS.
23. HOW MANY RECORDS REQUESTS PER DAY/WEEK DO YOU ANTICIPATE? APPROXIMATELY ONE (1) REQUEST PER WEEK.
24. SINCE THE ELECTRONIC TRANSFER OF THE DIGITAL IMAGES MAY NOT BE PRACTICAL DUE TO IMAGE SIZES, WILL THE DELIVERY VIA HARD DRIVES OR DVDS BE ACCEPTABLE? DVDS ONLY.
25. WILL THE COURT CONSIDER MODIFYING THE PRICING SHEET TO:
- A. ADD A LINE ITEM FOR THE ELECTRONIC DELIVERY MEDIA? NO.
- B. CHANGE THE IMAGING PRICING FROM PER FICHE TO PER IMAGE? PER IMAGE. THERE IS AN AMENDED PRICING SHEET AS THERE WAS AN ERROR ON THE ORIGINAL.
26. RFB. PAGE 7 "TERM OF AWARD" – WOULD YOU CLARIFY WHEN THE CONTRACT WILL BE AWARDED? INITIAL DETERMINATION TO BE MADE AS SOON AS POSSIBLE. HOWEVER, CONTRACT MUST BE APPROVED BY NYS ATTORNEY GENERAL AND NYS OFFICE OF THE STATE CONTROLLER BEFORE IT CAN BE AWARDED.
- AND WHEN YOU WOULD LIKE THE PROJECT COMPLETED? ON OR BEFORE AUGUST 30, 2019 – SEE ATTACHED AMENDMENT.
27. DO YOU WANT THE PRICE SHEET RESPONSE TO REFLECT COST PER IMAGE OR COST PER FICHE? PER IMAGE. SEE AMENDED PRICING SHEET.
28. CAN YOU PLEASE PROVIDE A LIST OF LOCATIONS FROM WHERE WE NEED TO PICK UP BOXES? ONE (1) LOCATION, SURROGATE'S COURT, QUEENS COUNTY, 88-11 SUTPHIN BLVD., JAMAICA, N.Y. 11435, 7TH FLOOR, ROOM - 712-A

QUESTIONS AND ANSWERS

RFB #18-SCQ-001

29. HOW MANY DOCUMENTS WILL THERE BE IN ONE BOX? NO DOCUMENTS AT ALL, ONLY MICROFICHE – MICROFICHE WILL BE BOXED AND READY FOR PICK-UP, ARRANGEMENTS TO BE MADE PRIOR TO PICK-UP.
30. WHAT IS THE TURNAROUND TIME FOR ONE BOX TO BE DIGITALIZED? NOT IMMEDIATELY, AS LONG AS THE DEADLINE IS MET.
31. UPLOADING DOCUMENTS TO COUNTY'S SOFTWARE IS NOT IN THE VENDOR'S SCOPE, IS THIS CORRECT? CORRECT, NO DOCUMENTS ---ONLY MICROFICHE AND WE WILL UPLOAD ONCE WE HAVE DVD.
32. ARE THERE ANY DOCUMENTS EXCEPT LETTER AND LEGAL SIZE? THERE ARE NO DOCUMENTS, ONLY MICROFICHE. IMAGES ON THE FICHE ARE ONLY LETTER AND LEGAL SIZE.
33. WHAT INFORMATION SHOULD THE VENDOR NEED TO INDEX FROM THE DOCUMENTS? PLEASE SEE THE RFB #18-SCB-001, PAGE 12, NO. 5, FILENAMING.
34. DO WE NEED TO DO OPTICAL CHARACTER RECOGNITION REQUIRED FOR THIS PROJECT? NO.
35. ALL MICROFICHE NEED TO BE RETURNED TO THE LOCATION WHERE THEY WERE PICKED UP? YES.
36. IS THIS A NEW REQUIREMENT? NO, IF NOT, CAN YOU PLEASE PROVIDE THE NAME OF THE CURRENT VENDOR? THERE IS NO PRIOR VENDOR, THIS IS A ONE TIME PROJECT.

ELIGIBILITY CRITERIA TO RE-COMPETE? IF THERE IS ANOTHER PROJECT, THERE WILL BE ANOTHER BID.
37. IS THERE AN APPROVED BUDGET? YES. IF SO, WHAT IS THE DESIGNATED BUDGET FOR THIS PROJECT? IT IS NOT THE POLICY OF UCS TO DISCLOSE THE APPROVED BUDGET FOR THIS PROJECT.
38. IF THE BOXES ARE NOT ON THE GROUND FLOOR OF THE PICKUP LOCATION IS THERE AN ELEVATOR THAT THE VENDOR WILL ALLOWED TO UTILIZE TO REMOVE THE BOXES? YES

QUESTIONS AND ANSWERS

RFB #18-SCQ-001

39. WILL THE VENDOR BE ALLOWED AN EXCLUSIVE AND CONVENIENT PARKING LOCATION THAT WILL ACCOMMODATE A VAN OR TRUCK, WITHIN A SHORT WALKING DISTANCE FROM WHERE THE MICROFICHE BOXES ARE LOCATED? YES, PRIOR ARRANGEMENTS NEED TO BE MADE WITH RITA LUMIA, SECURITY WILL BE NOTIFIED AND THE VENDOR WILL BE GIVEN A SPOT TO PARK IN THE LOT LOCATED IN THE BACK OF THE COURTHOUSE, ENTRANCE IN BASEMENT WHERE ELEVATOR IS LOCATED AND VENDOR WILL TAKE ELEVATOR TO 7TH FLOOR, ROOM 712-A TO PICK-UP BOXES.
40. IS THERE A CHARGE FOR PARKING? NO.
41. WHO IS THE UCS-DESIGNATED PERSON FOR FORMS UCS 420 AND UCS 421, AND WHAT IS THEIR CONTACT INFORMATION SO THOSE FORMS CAN BE FILLED OUT COMPLETELY? RITA LUMIA.
42. ON PAGE 17 IN THE SECTION TITLED "RECORDS RETURN" THE DOCUMENT STATES THAT " ,,,,CONTRACTOR MUST RETURN THE FICHE IN THEIR ORIGINAL BOXES TO THE COURT". THEN IN THE SECTION TITLED "DOCUMENT STORAGE", THE DOCUMENT STATES THAT THE "...CONTRACTOR WILL BE RESPONSIBLE FOR THE DESTRUCTION OF THE FILES UPON CERTIFICATION OF THE SCANNED RECORDS...". WILL THE BOXES NEED TO BE RETURNED TO THEIR ORIGINAL PICKUP LOCATION, AND THEN SHIPPED BACK AT A LATER DATE TO THE VENDOR FOR DESTRUCTION? NO, THE MICROFICHE WILL BE RETURNED TO THE COURT WITH THE DVD NOTHING IS BEING DESTROYED.
43. IN THE DOCUMENT TITLED "ESSENTIAL COMPONENTS OF AN EFFICIENT RECORDS STORAGE FACILITY" REFERENCES IN THE BID DOCUMENT, ON PAGE 6 IS THE STATEMENT, ".....HAS A ZONED DRY-PIPPED SPRINKLER SYSTEM (PREFERABLY WITH A 250 F TO 300F RATING WITH INDEPENDENTLY ACTIVATED HEADS) THAT IS MONITORED 24 HOURS A DAY. THE SYSTEM SHOULD HAVE A MANUAL SHUT-OFF OVERRIDE". DOES THIS REQUIREMENT NEED TO BE MET BY THE OFF-SITE RECORDS STORAGE FACILITY? NOT APPLICABLE TO THIS BID OR THIS PROJECT.

PAGE: 6
QUESTIONS AND ANSWERS
RFB #18-SCQ-001

44. TERM OF AWARD – PROJECT COMPLETION TO BE EXTENDED TO AUGUST 30TH, 2019. AMENDED ATTACHED.
45. WHAT IS THE REDUCTION RATIO OF THE FICHE? APPROXIMATELY 24X
46. ARE THE FICHE SHEETS EXACT REGISTRATION? THESE ARE EXACT REGISTRATION, THESE ARE TRUE FICHE NOT JACKETED FICHE.

**AMENDMENT # 1 TO RFB# 18-SCQ-001: DIGITAL IMAGING
Queens County Surrogate's Court**

Amendment #1 to RFB

The Surrogate's Court Queens County has amended the specifications for the above RFB:

- 1.) The Exhibit A/Pricing Sheet has been revised to request Conversion: Imaging Microfiche pricing **per Image**.

Please see attached revised Exhibit A/Pricing Sheet.

This Amended Exhibit A/Pricing Sheet must be submitted with your bid response. Failure to do so will result in the disqualification of your bid submission.

- 2.) III. Award, "Term of Award" has been amended to extend the project completion date to August 30, 2019.

All other items in the RFB specifications remain the same.

The Bid Opening Date of **Monday, December 10, 2018 at 3:00 p.m.** remains the same.

AMENDMENT #1 – REVISED EXHIBIT A / PRICING SHEET

VI. Exhibit A/Pricing Sheet – RFB# 18-SCQ-001

Service by Type	Price	Per	Estimated Quantity	Overall Cost
Pre-Conversion				
Transportation of records to and back from the vendor's facility	\$	Box	105	\$
Conversion				
Imaging microfiche	\$	Image	11,550,000	\$
Total Cost				\$

Company Name: _____

Authorized Officer's Name and Title: _____

Signature and Date: _____