

Q&A

1. The RFB estimates that the files will require 2,025 boxes, as this is an estimate, the actual, final cost may vary depending on the total number of boxes actually used. Is this acceptable?

Final Cost is based on number of images.

2. Does the awarded contractor have to use certain size/type of boxes or is that up to the contractor?

Boxes used must securely hold files and will be marked by the Court. Files must be returned in boxes shipped.

3. Will the contractor be required to come on site to box the files?

No, boxes will be provided by vendor but packed by Court.

4. Can all of the files be picked up at one time?

It is preferred that the files be sent by file year in groups of 2 to 4 years at a time.

5. Can a common carrier (i.e. FedEx, UPS, nation-wide mover,...) be used to transport the boxes?

Files can be transported by an insured bonded carrier in compliance with Section 7 of Bid Proposal.

6. On page 9 of the RFB, there is reference to 1.9 million and then 3.6 million pages, can you provide a more accurate count?

The proper estimate is 3.6 Million.

7. Can you describe what sort of binding is use for the bound files and can those files be unbound?

The files are bound with fastener clips and can be unbound for scanning. Pages should then be rebound in order. Some pages may also have staples which can be removed and not replaced for scanning purposes.

8. Is there a time frame in which the scanning must be completed?

Project completion date March 2020.

9. Do the physical folders have to be scanned ?

Yes, front and back.

10. How many documents will be there in one box? Are all documents prepared and ready for pick up at one time or will multiple trips need to be made?

The number of files per box varies but on average there are 25-30 per box. (See question 4).

11. Will you provide the next box to scan once the previously provided box completed and returned? What is the turnaround time for one lot of boxes to be digitized?

Files will be sent for scanning grouped by year and proceeding type. Groups will be prepared for pick-up on same day as drop off.

12. Do you need to OCR the documents?

No.

13. What information should vendor need to index from the documents?

Please see section 5 of bid proposal for indexing details.

*File#_LastName_FirstName_fileDate(yyyy-mm-dd)_ProceedingType.PDF.
This information is clearly marked on file face.*

14. Do we need to provide the digitized documents in specific folder structure?

Please see section 5 of bid proposal for indexing details.

15. If the documents are scanned in as is format, what is the ratio of Color & B/W documents and single & double sided documents?

All images are in black and white.

16. What location(s) will the vendor need to pick up from and deliver to? How many locations?

One location- 18 Richmond Terrace, Staten Island, NY 10301.

17. How many boxes or sets of files will be released to the vendor at each pick-up, on average?

Files will be released for scanning by years (projected 2-4 years) approximately 85-100 boxes each shipment.

18. What location(s) will the vendor need to pick up from and deliver to? How many locations?

One location- 18 Richmond Terrace, Staten Island, NY 10301.

19. What is the indexing criteria? (How many fields do we need to index for each file?)

Please see section 5 of bid proposal for indexing details.

20. Will the New York require an index database file? In what format?

Please see section 5 of bid proposal for indexing details.

21. What is the level of preparation required? (Removal of fasteners, staples, post-it's, etc.)

The files are bound with fastener clips and can be unbound for scanning. Pages should then be rebound in order. Some pages may also have staples which can be removed and not replaced for scanning purposes. No Post-its will be included.

22. What level of reassembly is required? (Do we need to apply to fasteners, post-it's and rearrange the documents in the same order after scanning?)

Files should be rebound with fasteners in order received.

23. Are you looking for specifically New York local vendor?

No.

24. Is there budget fix for this project? If yes, How much?

This is a special project and the state does not disclose this information.

25. Is this a new requirement? If no, then who is the current vendor?

This is a special project. The state currently has a contract for scanning set to expire on January 31, 2019. All state contracts are listed awards are listed at <https://www.ogs.ny.gov/> .

26. Can you provide a total estimate of the number of onionskin pages?

Onion Skin paper is contained in less than 3% of files.

27. If onionskin pages are defective the image will be defective as well. Do you have a recommendation on how to fix the image in such cases?

Defective onion skin can be photocopied and then scanned.

28. What's the anticipated number of boxes to be picked up on a daily basis? Do you anticipate daily or weekly pickups?

Files will be released for scanning by years- projected 2-4 years sent at a time approximately 85-100 boxes. Pick up- drop off schedule will be set with winning bidder.

29. What's the anticipation to have the scanning completed by for each pickup?

2 times monthly.

30. How many locations/courts does the awarded vendor need to pick up boxes from? If several are the locations/courts at the same or at multiple locations?

One Location - 18 Richmond terrace, Staten Island, NY 10301.

31. For example, if a particular folder has 50 pages. Does the vendor create a single PDF or a PDF for each page?

One PDF of all 50 pages is acceptable.

32. Can the vendor deliver the scanned images electronically?

Non electronic back up media is required. See section 5 of the RFB..

33. Is there a way you can share us the conference call/webinar details so that we can attend the Pre- Proposal conference remotely?

No The pre-proposal conference is designed for on site presentation. However attendance at the pre-proposal conference is not mandatory.

34. Is attendance at the Bid conference mandatory in order to respond to this RFB?

Attendance is not mandatory but recommended.

35. Is this solicitation open to vendors from out of State?

Yes.

36. Can the scanning be performed out of State (Specifically in Bristol ,PA).

Yes.

37. Will the responses to all questions be posted to a <http://ww2.nycourts.gov>

Yes.

38. Would the state be willing to ship the project to a vendor out of state?

Transportation of files is to be arranged by vendor see section 7 of the RFB.

39. Is there a current contractor who is doing the document scanning services? If so can we see the current contact and pricing?

The State of New York currently has a scanning contract which is set to expire on January 31, 2019. Information regarding current awards are available at <http://ww2.nycourts.gov>. To view/review awarded contracts you must make a request at the aforementioned website under the Freedom of Information Law.

40. Can any part of the project be outsourced to a company out of the US?

No.

41. Is the bid limited to NY State vendors? If, no is bid limited to US vendors?

Out of State vendors are permitted . Out of country vendors are not.

42. Will any preference be given to preferred source vendors?

Please see section III - Award of the RFB as well as Attachment 1, page 1 (Preferred Source Notification).

43. What is the anticipated start and completion dates for this bid?

Start - March 2019.

Completion March 2020.

44. Is Compliance with the Storage Facility Standard for zoned dry-piped sprinkler system, with manual shut off a requirement or a preference?

Required as per section 7 of proposal.

45. Exhibit A/Pricing sheet indicates pricing per page. Standard Document imaging pricing is per image, e.g. A single double sided page would be billed as, 2 images. Will you change the pricing to per image? If not, what percentage of double sided pages are in the estimated quantity of 3,600,000 pages?

No 1 page = 1 image, double sided pages = 2 images, file contain less then 1% double sided images.

46 The description of records (p.9) of specifications estimates 1,900,000 pages; the General Volume (p.9) estimates 3,600,000 pages. Please clarify estimated volume.

The proper estimate is 3.6 Million.

47. Indexing & Metadata (p.11) – Is there a requirement for both “a simple flat file” and the index file naming convention as described? If yes, please explain further.

Yes pdf files must conform to naming conventions as described in RFB section #5 - Indexing and Metadata.

48. File naming Examples – Is it correct that some file numbers will contain an alpha character and some do not? e.g. 1940P100 and 1950-201

Yes.

49. Attendance at the pre-bid conference mandatory to be selected as the winning bidder?

No.

50. The total volume of pages is listed as 1,900,000 once and most other times as 3,600,000. Please confirm the total volume of pages.

3,600,000 is the correct estimate.

51. In the Imaging industry it is commonly understood that one page is equal to a sheet of paper with information on 1 side as it creates 1 image. Also it is understood that 2 pages is equal to one sheet of paper with information on both

sides as it created 2 images. Please confirm if this is the courts understanding as well. This is critical as pages and images can be misinterpreted at times.

No. 1 page = 1 image, double sided pages = 2 images, file contain less then 1% double sided images.

52. Section 7 states that, “All work must be performed at the Contractor’s facilities”. Does all work need to be completed in the USA? If yes, does all work need to be completed in New York State?

Work can be done outside New York State, but not outside of the United States.

53. Should each paper folder be scanned to create one PDF document?

Yes.

54. Will we need to create more than one PDF per paper folder?

No.

55. Section 1. Description of Records states that “All records are... clearly marked with individual file number and proceeding type.” It does not state that the Last Name, First Name and File Date are clearly marked. Please explain where the Last Name, First Name and File Date would be located for PDF.

Last name, First Name, file # and proceeding type are clearly list on the cover of each folder.

56. In Section VII.3, 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, NY too remote?

No.

57. Can a data file be created and provided to the Contractor that includes the File

Number and the associated Last Name, First Name, File Date? This would be used to validate the file naming to improve accuracy.

Not available for this project.

58. How many different possible Proceeding Types are there?

Five, Probate , Administration, Small Estate, Guardianship and Misc.

59. Is the court able to provide a complete or partial list of Processing Types before the bid is due?

Five, Probate , Administration, Small Estate, Guardianship and Misc.

60. What are the addresses of the locations where the boxes are stored?

18 Richmond Terrace, Staten Island, NY 10301.

61. May the boxes be picked up in multiple visits?

Yes

