

Post Pre-Bid Conference

Q & A

- 1) Within the Q & A document, the Answer to Question # 7 states, "The files are bound with fastener clips and can be unbound for scanning. Pages should then be rebound in order." Is it acceptable to rebound the pages with a standard black binder clip in replacement to the fastener clips? This will eliminate the very time consuming task of realigning pages on 2 hole punch fasteners.

Pages bound by metal fasters must be rebound with metal fasters. Any staple, paper clip or alternative binding removed for scanning does not need to be reapplied.

- 2) Please confirm that all blank images should be deleted or explain in detail what should happen to all blank images.

No blank page images should be included in file contents any reverse page containing markings, i.e. timestamp or annotations must be scanned.

- 3) Please confirm that the transportation cost should include both pick-up of boxed documents and return delivery of documents.

Yes, transportation cost should be for pickup and return.

- 4) Please confirm that pick-up of all boxes in one visit is not acceptable to the court.

Please see Q & A questions # 4, 17 & 28

- 5) Is 17 visits to pick-up and/or return boxed documents acceptable to the court? This will be ~128 boxes per visit.

Please see Q & A questions 17 & 28.

- 6) Within the Q&A document, the Answer to Question # 12 states in regard to the location of the index information which includes (Year, File #, File Date, Last Name, First Name and Proceeding Type) , "This information if clearly marked on the file face. We observed multiple documents that did not include this information on the folder or on the first page in the folder. Is it acceptable to leave a field blank if any of these indexing details are not on the file folder, the folder tab or the first page of the file?

Naming convention as outlines in section 5 of bid proposal is required. The Court will work with awarded vendor to provide necessary fields.

- 7) **Some pages within older files are brittle and the paper is changing color. Is it acceptable to scan these images as greyscale instead of black & white to capture a quality image?**

All images should be readable and printable. See RFB Section 3- Standards for Producing Digitized Files.

- 8) **Please confirm that the front of the file folder, the inside cover of the file folder, the back of the file folder and the back inside cover of the file folder all must be scanned if there is information on any page. Also please confirm that the file folders can not be cut in any way.**

File Jackets must be scanned face and back. File folders from 1943 to 1969 should scan inside covers only when they have annotations.

- 9) **Since the naming of files is to be included with the cost of imaging the 3,600,000 pages, it would be best if you were to provide the number of files to be named rather than giving us an estimate of 25 - 30 files per carton. In other words, if one vendor is using an average of 25 files per carton (50,625 file names) and another vendor is using an average of 30 files per carton (60,750 file names), the prices quoted are not comparable. It might be better if all vendors quoted on 60,750 files to be named.**

Please see RFB see section I-Purpose and Scope and section IV- Pricing.

- 10) **At the meeting the vendors had mentioned that the cost for re prepping the records to include insertion of all the scanned documents back into the metal fasteners is extremely labor intensive and would be very costly. Since you will be actively retrieving information from the new electronic files, would it be acceptable to return the folders with the documents rubber banded or one large clip around the documents?**

See question 1 above.

- 11) **Since all the cartons are to be returned and the cost of transportation will reflect the pickup and return of all 2,025 cartons, how will we determine the cost for post destruction of documents. It would be extremely expensive to re ship the documents back to us for destruction. Normally the documents are shipped to us for scanning, electronic images returned to you, original cartons held by us until we receive your authorization to destroyed and then they are destroyed by shredding.**

Please see amended price sheet RFB 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.