

QUESTIONS	ANSWERS
BID RESPONSE & GENERAL QUESTIONS	
<p>1. Would you consider a third-party offshore vendor for coding? The documents will remain onshore however it will be viewed by a third party on a secure server.</p>	<p>No. As indicated in the RFB provision, “Subcontracting”, “Subcontracting and any other transfer of any duties or obligations to be performed hereunder is prohibited, except that subcontracting will be permitted, but only with the prior written consent of UCS to the proposed subcontractors, for: (i) pick-up and delivery services by duly licensed and insured common carriers or nationally recognized courier services; (ii) document destruction by a qualified document destruction service; and (iii) disaster recovery record restoration services by a vendor with a proven track record in the field of record restoration.” See also response to question 22 below re locations outside the United States.</p>
<p>2. Describe the type of bindings that are used to bind the documents</p>	<p>Perfect binding</p>
<p>3. Can we alter the pricing sheet?</p>	<p>No. See RFB specifications, Document Enclosure Checklist, #3, p.5 :“Do not alter this solicitation in any manner. Any changes, deletions, or additions (including the addition of supplemental terms and conditions) to this RFB or to any exhibits or appendices to this RFB, including Exhibit A/Pricing Sheet, may result in the rejection of the bid as non-responsive.” See also Bid Response/Proposal: Original and Copies, pp.18,19: “Do not retype or amend any portion of this solicitation. Failure to provide all original documents and the requested number of copies may result in disqualification of a bidder’s response.”</p>

<p>4. Do you have an average of how many pages per document and how many documents there are?</p>	<p>No. This is unknown, but range is from 4 pages to hundreds per document. The average number of pages per case file has not been calculated. A single case file will include various numbers of documents, each of which will need to be disbound, and this number varies widely by case. Documents are generally double-sided.</p>
<p>5. Do you need us to pick up all 650 boxes at one time or will the project be picked up in phases? What is the turnaround time?</p>	<p>Pick up of boxes will be as directed to the awarded contractor, with the goal of efficiency for both parties. All work must be performed in a commercial reasonable time period, as determined by UCS.</p>
<p>6. Do we need to perform OCR or deliver back searchable PDF's?</p>	<p>No. We did not ask for this in the RFP.</p>
<p>7. What vendor do you currently use for scanning services?</p>	<p>There is no current vendor for records of this type.</p>
<p>8. What is the anticipated start date for the project?</p>	<p>The start date will be determined by when the NYS Office of the Comptroller approves the new contract to the awarded vendor.</p>
<p>9. After scanning, are the documents to be returned to 45 Monroe Place, Brooklyn, New York prior to destruction?</p>	<p>No</p>
<p>10. How long after the scanning is completed will it be until the boxes are destroyed?</p>	<p>Per the RFB provision, "Records Destruction" the awarded contractor must destroy records "upon request" and provide proof thereof within 30 days of UCS request.</p>
<p>11. How would you like the scan documents returned? As PDFs or searchable PDFs?</p>	<p>We have not asked for OCR'ing in the RFP.</p>
<p>12. Roughly how many pages are there per document?</p>	<p>This varies widely, but many are hundreds of pages long.</p>

13. Roughly how many folders are there per box?	Zero. Records are not in folders.
14. Would it be possible to schedule a site visit for us prior to submitting our proposal?	There will not be any site visits for RFB # OCA/RM-254.
15. Our organization is requesting the current or most recent active Contract Award information for digital imaging and related services provided to the NYS Appellate Division 2nd Judicial Department. Please include all contract award documents, successful & unsuccessful bidder pricing sheets, and any other relevant information pertaining to the award and the winning award amount.	There is no existing current or active contract responsive to your request.
16. Do the documents have to be re-bound? or just placed back in the binding with a rubber band holding them in place?	They do not need to be rebound. Papers need only be returned to the boxes in order.
17. Are the documents in redwells?	No.
18. Do the boxes have to be removed all at once or can we schedule multiple pick-ups?	They may be picked up all at once or in multiple trips, subject to agreement of UCS.
19. Is there a database that the Courts can provide to help automate the indexing requirements? A look up file?	No.
20. Will the transfer of documents occur only once or twice?	Boxes may be retrieved in one or more loads.
21. Will the transfer of documents occur multiple times? If so, how many times are expected?	See answer above.
22. Are there any restrictions in regard to the geographical location of the Contractor’s facilities?	As indicated in the RFB provision, “Rejected and Unacceptable Bids/Proposals”: “UCS also reserves the right to reject any bidder: (i) whose facilities and/or resources are, in the opinion of OCA, inadequate, too remote from the UCS locations to render services in a timely manner in accordance

	<p>with all requirements of this solicitation...” It is the determination of UCS that companies and performance of services located outside the continental United States constitute a “too remote” location. UCS further retains the right to make a determination in awarding the bid as to whether any other proposed location within the United States is “too remote.”</p>
<p>23. What is the average number of pages per file? (how many separate folders/binders?)</p>	<p>This is unknown, but range is from 4 pages to hundreds per document. The average number of pages per case file has not been calculated. A single case file will include various numbers of documents, each of which will need to be disbound, and this number varies widely by case. Documents are generally double-sided. Records are not in folders or binders.</p>
<p>24. How are the files bound? Can you provide an image or an in-depth description, or both?</p>	<p>Perfect binding. Please refer to V. Program Requirements and Scope of Services, starting on p.8</p>
<p>25. Does the vendor need to be located in NYS?</p>	<p>See response to question 22 above.</p>
<p>26. If not, do they need NYS insurance if the work will be performed in another state?</p>	<p>Yes. Bidders must provide all certificates of insurance as required by the RFB specifications. Please refer to the RFB, paragraph Insurance Requirements starting on p.21.</p>
<p>27. What is the estimated weight of each of the 650 boxes?</p>	<p>Roughly thirty pounds.</p>
<p>28. Will all materials be boxed and available for pick-up at one time?</p>	<p>Yes.</p>
<p>29. Will the boxes be ready for pick up, shrink-wrapped on pallets or as individual boxes?</p>	<p>As individual boxes.</p>

<p>30. For a freight pick up of materials, is there a dock and would a truck need a lift gate?</p>	<p>There is no dock.</p>
<p>31. Please list the approved methods for disbanding the perfect-bound document sets?</p>	<p>Guillotine.</p>
<p>32. Will confidential materials be boxed separately from non-confidential records or co-mingled in boxes?</p>	<p>The confidential records are not separated from the non-confidential records. However, confidential books are stamped “Confidential”. Data sheets that accompany each shipment identify the confidential records. They are highlighted and stamped “Confidential”.</p>
<p>33. Proof of Disability Benefits Coverage, MetriTech is a business outside the state of New York, with no employees in the state of New York, where all work would be performed outside the state of New York, are we correct that we need to apply for a Certificate of Attestation of Exemption, Form CE-200?</p>	<p>Yes, vendors outside the state of New York must provide with their bid response a Certificate of Attestation of Exemption, form CE-200.</p>
<p>34. When can we schedule a date and time to review a sample of the documents before submitting a bid?</p>	<p>There will not be any site visits for RFB # OCA/RM-254. There will be no opportunity to review the documents.</p>
<p>35. How similar are the documents to the Appellate Court, 1st Judicial Department (Manhattan) documents? How are they different?</p>	<p>A full and relevant description of the documents is contained in the RFB.</p>
<p>36. Will there be a manifest included in each box? If a manifest does exist, could the manifest also be provided electronically?</p>	<p>No. There will be a single list of all boxes. We assume the court will be able to provide a digital copy, but we do not guarantee it.</p>
<p>37. Section V.1 Program Requirements and Scope of Services; Description of Records, states that disbinding will be required. Would a small table top paper cutter be adequate, or would a large paper guillotine be required?</p>	<p>Guillotine.</p>
<p>38. Section V.5 Program Requirements and Scope of Services; Indexing and Metadata, states that a Document Type is</p>	<p>The following are the document types in this series:</p>

<p>required to be identified for each document. How many different Document Types are there roughly? Please list the different Document Types</p>	<p>Amicus Brief Appellants Appendix Appellants Brief Appellants Brief and Appendix Appendix Excessive Sentence Letter Brief Miscellaneous Supplement Other (Use for any document type not otherwise listed) Record on Appeal Record on Review Reply Brief (Use for any document with “Reply” in name) Respondents Appendix Respondents Brief Respondents Brief and Appendix Supplemental Appendix Supplemental Brief Supplemental Record Sur-Reply</p>
<p>39. Section V.7 Program Requirements and Scope of Services; Handling, Transfer, Storage, and Security states that, “All work must be performed at the Contractor’s facilities”. Does all work need to be completed in New York State? If no, does all work need to be completed in the USA?</p>	<p>See response to question 22 above.</p>
<p>40. Section VI. Exhibit A/Pricing Sheet lists a price Per Page instead of a price Per Image for Digital Imaging. In the Digital Imaging industry when the word “Page” is utilized it is commonly understood that one page is equal to a sheet</p>	<p>One page is the equivalent of one image, and vice versa.</p>

<p>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.</p>	
<p>41. 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?”</p>	<p>No.</p>