

RFB-8JD-1902-CattaraugusFam: Questions and Answers

Q-Who is the current contractor for these kinds of digitizing services?

A-There are many

Q-What is the estimated contract award date?

A-Sealed Bids will be open on August 15, 2019 and the contract will be awarded once all necessary due diligence is completed.

Q-Will the Court provide the contractor with a manifest of materials to be picked up? Will it list boxes? Will it list the file numbers within each box?

A-Yes to all

Q-Do the file folders themselves need to be scanned?

A-Yes, please scan the front cover of each folder only.

Q-Can the files be picked up all at one time?

A-Yes

Q-Is there a loading dock at the Catt County Family Court building?

A-No, but there is a large receiving door.

Q-How would the boxes exit the building to a waiting truck, via an alley or on the street?

A-Via our parking lot outside of the receiving door.

Q-Is there an area where boxes could be placed on pallets and shrink wrapped before shipping?

A-The vendor will have to take the boxes out of the basement on a cart or a two-wheeler. You can palletize and shrink-wrap them in the parking lot or in your truck.

Q-Are the boxes of files on the first floor of the building?

A-Boxes are in the basement, which is also where the receiving door is located.

Q-If files are not on the first floor, is there a freight elevator for the contractor to use?

A-N/A

Q-If Sealed files are found, what is the expectation of the contractor? Should the files be returned immediately, or securely stored until destruction?

A-Any sealed files should be returned

Q-Is there a time limit for UCS review of files/images?

A- Until completion of third-party review (average time frame is 90-days)

Q-When would you like the scanning to be completed?

A-6-months from date awarded

Q-After the scanning is completed how long would you like us to store the boxes prior to destruction?

A-Until completion of third-party review (average time frame is 90-days)

Q-Are all the records boxed and ready to be picked up?

A-Yes

Q-In what order are the files boxed?

A-They will be in sequential order by File Number

Q-Will there be an electronic manifest provided for each box?

A- There will be a sheet listing the documents included in each of the boxes

Q-Approximately how many dockets are contained within each folder per file type?

A-It varies

Q-Is there a sense of pages per document?

A-NO, it varies

Q-How are images and data file to be returned?

A-On CD's

Q-What years do the documents span?

A-1998 - 2014

Q-It states in the RFP that we need to check for the correct sequence in the file when doing the prep work. What is the correct sequence?

A-Sequential order by File Number

Q-May the boxes of court documents be picked up by a commercial carrier?

A-No, this must be done by the vendor

Q-Will all of the documents need to be destructed?

A-Yes

Q-Can you please provide the name of the vendor and the current contract value and eligibility criteria to-re-compete?

A-No, we have used various vendors to provide document destruction.