

RFB-8JD-1901A-ErieFam: Questions and Answers

Q -Page 12, Section 7 – Handling and Transfer

A-The files will be boxed by the court and ready for pickup; A manifest will be provided listing each box and which file numbers will be in those boxes.

Q-Page 14, Section 8 Access during conversion processing

A – None of these documents are legally restricted; In an effort to minimize vendor interruptions the court will limit requests for files to once per week unless there is a special circumstance where the court would need a file right away.

Q-Page 8, Section 1 Description of Records

A – Please see information listed under the caption “File Naming”.

Q-Page 9, Section 3 -File Integrity

A – The files are to be scanned as found. This note is there only to cover a case where the contractor spills a box of records and must put it back together

Q-Can all documents be picked up at one time?

A – Yes

Q-Do we have to scan any hand-written notes or sticky notes? If so, will they be required for OCR?

A – Only hand-written notes need to be scanned and they do need to be OCR.

Q-Are the scans of envelopes included in the estimated number of images?

A – There are no envelopes, but the front of each folder is to be scanned. This is included in the estimated number of images.

Q-Can the court elaborate further on the size and type of document that is considered “smaller-size” attachments?

A –Most pages are standard letter-size, but there will be an occasional page that is smaller or larger. All are to be scanned.

Q-What is the estimated number of files per box and dockets per file?

A –They fluctuate

Q-Can the manifest be provided in MS Excel?

A –No, A manual log will be provided

Q-Can SEALED envelopes be returned in batches?

A –Yes

Q-Why did the original RFB # 8JD-1901 result in a “No Award”?

A – Because the Q&A didn’t go out to everyone on the bidders list. It became a “no award” because it could be considered an unlevelled playing field. All of the Specs remain the same.

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

A-Yes

Q-Will the boxes be palletized?

A-No, All of the boxes will be moved to the loading dock for the vendor to load accordingly.

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-How do we report vendor references?

A-You can include a page (Word Document) in your bid package

Q-Your document checklist states that you require NYS Workers Comp and NYS Disability Insurance. What do we do if we are not located in New York State?

A-You can contact the New York State Workers Comp Board to see if you qualify for an exemption.