

BID ADDENDUM
SP-18 Rev. 11/17/16

Elizabeth Basso
Contract Specialist
860-713-5611
Telephone Number

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
450 Columbus Boulevard, Hartford, CT 06103

BID NO.:	19PSX0006
Bid Due Date:	9 October 2019
Date Addendum Issued:	September 19, 2019

PLEASE NOTE:

This document has been marked as "Returnable". Electronic submittal of this document indicates that your company has read and accepted any modifications to the bid that are contained in this Addendum.

BID ADDENDUM #1

DESCRIPTION:

Document Imaging Services

FOR:

Department of Administrative Services, All Using State Agencies, Political Subdivisions, and Not-for-Profit Organizations

BIDDERS NOTE:

Question & Answer document attached.

This ITB will be used for individual Client Agency imaging projects. All Client Agencies work separately from each other. One Client Agency project needs will not be the same as the next Client Agency project needs.

Client Agencies that have need of any of the services listed under Exhibit B will provide the Contractor with a Statement of Work (or work with the Contractor to create the Statement of Work) that outlines the documents, the pick-up and drop off schedule, the delivery requirements, what services are needed, the number of documents/boxes, the location of the boxes, if indexing or numbering is required, or if another service listed is required.

1. *Question:* Can the State provide the estimated number of boxes that will be ready for pickup at one time? For all remaining boxes, what would be the estimated quantity for interval pickup?

Answer: The State does not have that information as it is dependent on individual Client Agency project needs.

2. *Question:* Will boxes be ready for pickup? Will the Contractor have to prepare boxes for pickup?

Answer: Typically the Contractor does not prepare boxes for pickup.

3. *Question:* What are the conditions and age of the mentioned documents? Are any of the materials mentioned subject to damage? If yes, can the State provide an estimated quantity and type of damage?

Answer: The documents will be of varied condition and age. Some may be subject to damage. The State does not have the estimated quantity as it is dependent on individual Client Agency project needs.

4. *Question:* Are there any notes (handwritten or sticky notes) affixed to any of the mentioned documents? If yes, will notes be required for scanning?

Answer: Yes, there may be notes affixed from time to time. The Client Agency will determine if the notes are to be scanned, etc. and communicate that to the contractor.

5. *Question:* Will file folders and document separator/packets be required to scan? Are these storage products included in the estimated quantity of documents requiring scanning?

Answer: The State does not have that information as it is dependent on individual Client Agency needs.

6. *Question:* Will the county provide an electronic file listing for each box? Or an electronic manifest (Excel or Word doc) for the documents that are available for pickup?

Answer: Some agencies will have an electronic manifest, others will not. Some may request this of the Contractor.

- 7. Question:** Bates Numbering: numbering used in the legal, medical, and business fields to place identifying date/time-marks on images and documents as they are scanned or processed. Will this mentioned numbering format be utilized in the indexing format or as a separate function?

Answer: Some Client Agencies may need the Bates numbering be applied to images or documents. This is not typical of scanning projects.

- 8. Question:** Can the State provide an example of Bates Numbering?

Answer: There is no standard for Bates Numbering, nor is there a specific method. This will depend on the Client Agency's needs and their current practices and requirements regarding Bates Numbering.

- 9. Question:** Can the State provide an example of the indexing format? What is the estimated total number of files to be indexed?

Answer: Indexing is dependent on the document and the Client Agency needs. The State does not have the total number of files involved as each project is dependent on individual Client Agency inventory and needs.

- 10. Question:** Can contractor disassemble bound documents? Does the document need to be reassembled? What is the estimated quantity of documents that will need dis-assembly and re-assembly?

Answer: Contractors may need to disassemble and reassemble documents. The State does not have an estimated quantity for this.

- 11. Question:** Per ITB, coding on a per document basis may be required? Can the State elaborate with regards to this function? Also, can the State provide an estimated quantity, frequency of occurrence and an example?

Answer: Coding would be dependent on the document and what the Client Agency needs are. The State does not have an estimated quantity or frequency of occurrence for coding.

- 12. Question:** Can the contractor pick up all the documents in a single visit from the specified State location?

Answer: That will be dependent upon the project and the Client Agency needs.

- 13. Question:** What is the expected time frame to complete the conversion of all listed conversion of images?

Answer: As this is many projects, not one project, there is no one time frame to complete these services.

14. Question: Are all of the documents in good condition?

Answer: See the State's response to Question #3.

15. Question: Is there an approved budget? If so, what is the designated budget for this project?

Answer: The State does not provide budgetary information with solicitations.

16. Question: Approximately, how many pages require data entry work?

Answer: The State does not have that information as it is dependent on individual Client Agency project needs.

17. Question: What is the indexing criteria (how many fields do contractors need to index for each file)?

Answer: The State does not have that information as it is dependent on individual Client Agency project needs.

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

*Answer: See **Scope**: This solicitation will replace the following Contract award(s) in part or in total: 15PSX0086, available for viewing at https://biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=15507*

19. Question: The ITB excludes Microform. Was Microform bid separately? If so, what is the contract? Can microform conversion be listed under value added services?

Answer: Microfiche, microfilm and associated services are covered under Contract Award 18PSX0139. Here is a link to that contract: https://biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=20941. Microform conversion may not be included in this ITB.

20. Question: Exhibit A page 8 of 11 speaks to Bradley International Airport specific language. Will Bidders be required to enter the security there for document productions?

Answer: This is "standard" solicitation language.

21. Question: Whether companies from outside the USA (i.e. India or Canada) can apply for this?

*Answer: No. See **Overview**: Location of the Contractor must be within the continental United States. These services may not be performed remotely or via email.*

22. Question: Whether Bidders need to come to Connecticut for meetings?

*Answer: No. See **Overview**: When requested by the Client Agency, Contractor will be required to attend meetings and pickup and drop off documents at various locations throughout the State.*

23. Question: Can we perform the tasks related to RFP outside the USA (i.e. India or Canada)?

*Answer: No. See **Overview**: Location of the Contractor must be within the continental United States. These services may not be performed remotely or via email.*

24. Question: Can the ITB responses be submitted via email?

*Answer: No. See **#3. Online Bid Responses** Any Invitations to Bid (ITB) posted by DAS/Procurement Division must be submitted electronically.*