

## RFP 22- 37915 RFP Digital Storage

### RFI Log

RFI #	RFI	Response	Responder
1	Clarify Due date	Friday, April 22nd 11:00AM	Procurement
2	Clarify submission type	Digital. Via e mail, or file transfer	
3	Is this a new requirement? If not, can you please provide the name of the incumbent, the current contract value, and eligibility criteria to re-compete?	Yes- new work, no existing contractor.	
4	How many documents will be there in one box? Are all documents prepared and ready for pick up at one time or will multiple trips need to be made?	It is estimated that there are approximately 2,000 - 2,500 files in each box. Some of the files are in filing cabinets and will need to be packed in boxes. Some of the files are packed in boxes. The amount of trips will be at the contractors discretion.	
5	Can we pick up all the documents in a single trip?	Yes, if the contractor would prefer.	
6	Do we need to apply any naming convention to files?	At this time RIOC does not have a naming convention to apply, possibly something like: Department Name and Date of the folder Ex: HR201103-1, based on this name we understand that this file belongs to the HR department and documents inside are dated March 2011, the last digit indicates that the date contains multiple folders, we can adopt something like this in the naming Convention or can work with winning firm to establish a convention.	
7	Do we need to provide the digitized documents in a specific folder structure?	We would like to see options for this. As it is our first time. Likely structure to involve a "main" folder for each department and subfolders for years and then months etc. Though some departments may have unique needs that are TBD.	
8	What is the ratio of the pages – single-sided/double-sided?	Approximately 70/30	
9	What is the level of preparation required? (Removal of fasteners, staples, post-it's, etc.)	The contractor will need to remove staples, bindings, paper clips, etc.	
10	What level of reassembly is required? (Do we need to apply to fasteners, post-it's and rearrange the documents in the same order after scanning?)	The contractor will need to reassemble the documents into their original state.	
11	Are you using any document management software?	SharePoint through NYS	
12	Is there an approved budget? If so, what is the designated budget for this project?	We are not able to disclose the specifics of this financial information.	

	Is it required that the respondent have a Certified Document Imaging Architect (CDIA+)?	
13	We have several Laserfiche Certified Architects on staff who would be available during the performance of such a contract.	No
14	Is the 30% MWBE participation contract goal for the entire project or can that be satisfied on one of the components e.g. just for scanning services?	N/A - an MWBE exemption has been approved by the state- no MWBE goals.
15	Does a NY State MWBE need to be utilized for this project?	N/A - an MWBE exemption has been approved by the state- no MWBE goals.
16	There are some conflicting statements as to what is required for submission. Can you please confirm that an electronic submission via email will be accepted for this solicitation due to the Covid pandemic?	Confirm - ONLY electronic submissions will be accepted. This can be done via e-mail or a file sharing link.
17	Will digital signatures be accepted on any documents requiring signatures?	Yes, on bid documents. If awarded, contract signatures may be necessary.
18	Due to the Covid pandemic, many Government authorities have postponed the requirements for notarization. Can you please confirm that documents can be notarized post award/post pandemic?	At this time, the State of New York
19	Is extraction of images on the CD's and Cassettes desired and, if yes, what is the estimated number of images?	Yes, we do not have an approximation of images.
20	Is temperature-controlled storage required for all the boxes or a subset and, if yes, how many?	Temperature controlled storage is required for all boxes.
21	Due to the upcoming submission deadline, can registration in the State's Vendor Responsibility System ("Vend-Rep System") be postponed until receiving notification of award?	No- this is a state requirement
22	Due to the upcoming submission deadline, can the MWBE participation contract goal be postponed until receiving notification of award?	N/A - an MWBE exemption has been approved by the state- no MWBE goals.
23	Can you please confirm that all documents within the boxes will be scanned?	All documents currently in file cabinets and boxes will need to be scanned.
24	Do any of the boxes contain books or pamphlets that cannot go through a high-speed production scanner?	We anticipate there may be several books or pamphlets.
25	Are any of the historical documents fragile and require special handling?	Yes, some of the documents are aged and may require special handling.
26	Are all the documents standard letter/legal pages?	Many are letter/legal size.
27	What is the anticipated total number of images per box (a page with information on both sides is counted as two images)?	We have utilized the approximation of each box having between 2,000 - 2,500 potential images (page with info) per box. This number may be higher or lower per box.

28 Regarding the Human Resources software, how many users would need access to it? Are there any other systems (FRIS/ATS) that need to be integrated with it? Are you looking for the software to manage the records retention on the digital HR files? And, what other functionality is RIOC looking for within the software?	Approximate users would be 5, integration with ADP would be ideal. Yes, records retention and other HR files for the lifecycle of an employee. We are open to other functionality that will make the HR processes digital and secure.
29 Finance boxes - reduction	The RFP lists 50-75 boxes for the Finance dept, this has been reduced to approximately 20 boxes.
30 MWBE & SDVOB Goals Update	The original RFP included MWBE and SDVOB goals, since posting the RFP, RIOC has received an exemption for this project for MWBE goals. Please seek or provide good faith efforts or a justification letter with regard to SDVOB goals.