



Addendum 1
RFP No. 09-06 Document Management Services
July 27, 2009

ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN THE SAME

SINCERELY,

TRECIA DEMBY
PROCUREMENT MANAGER

THIS ADDENDUM IS TO BE SIGNED AND DATED BY PROPOSERS AND SHOULD BE SUBMITTED AS
PROOF OF RECEIPT WITH THE SUBMISSION OF RESPONSES.

SIGNATURE: _____ DATE: _____

NAME OF FIRM: _____



Q.1. What are the documents that will be scanned and stored?

A.1. Contracts, Plans, Blueprints, etc.

Q.2. How are they currently being stored (file cabinets/boxes)?

A.2. Filing Cabinets, Boxes, Central filing.

Q.3. How old are they?

A.3. Between 1 day old and 50 years old.

Q.4. How many different document types and what are the size ranges?

A.4. Contracts in letter and legal size, Plans, Blueprints, etc. MPA is unable to provide accurate data on size ranges. Vendor is required to provide pricing on all size range

Q.5. Are the documents front and back and do we scan both sides?

A.5. Yes, both sides must be scanned on double sided documents.

Q.6. Are the documents all originals or are they copies?

A.6. Original and copies.

A.7. Are the documents “scan ready”, i.e., have they already been prepped?

A.7. Not at this time.

Q.8. What are the index fields for the documents (number of fields and characters per field)?

A.8. At this time, MPA is interested in the indexing of active physical records according to the coded fields.

Department	Coded Fields	Pages
Planning and Development	1	15,000
Human Resources	1	8,000
Operations (Central)	1to2	20,000
Courthouse Center	2 to 3	Blueprints
Customer Service	2 to 3	15,000



Accounting	1 to 2	50,000
Purchasing	1 to 2	2,000
Accounts Payable	3 to 4	10,000
Other	1 to 2	5,000

Q.9. How many pages do you estimate there are to be scanned?

A.9 . This indicates an estimate only

Department	Coded Fields	Pages
Planning and Development	1	15,000
Human Resources	1	8,000
Operations (Central)	1to2	20,000
Courthouse Center	2 to 3	Blueprints
Customer Service	2 to 3	15,000
Accounting	1 to 2	50,000
Purchasing	1 to 2	2,000
Accounts Payable	3 to 4	10,000
Other	1 to 2	5,000

Q.10. How quickly does the job need to be completed from pick-up date?

A.10. Within 120 days.

Q.11. After the back file is completed, how much day-forward scanning will there be, and at what frequency?

A.11. Limited, most day-forward scanning will be completed by MPA.

Q.12. Do you want the documents returned, stored, or destroyed?

A.12. Returned.



Q.13. If returned, do we leave them in the scanning form or do they need "De-prep" to put them back into their original condition?

A.13. Return in original condition.

Q.14. Will you need access to the documents during the conversion process?

A.14. There is a possibility that some documents will need to be accessed during conversion process.

Q.15. If you do need access during conversion, what is the required response time and what format would you like the retrieved document in (a FAX, scanned image or the original)?

A.15. They must be scanned and sent to MPA within 24 hours of request.

Q.16. What DPI is required for the scanning?

A.16. 300 color / 200 black & white.

Q.17. Will any images need to be in color or will all scanning be black & white?

A.17. Color, Black and White is required.

Q.18. What is your estimated number of concurrent users of the hosted images and data?

A.18. The estimated number is Forty (40).

Q.19. Are any images coming from a mainframe or will the contractor be scanning everything from paper?

A.19. The contractor will be scanning all documents.

Q.20. If any images are to be transferred from a mainframe, how many and in what format?

A.20. N/A



Q.21. Will you require any special features with the hosted solution like work flow, redaction, etc.?

A.21. Workflow will be needed and any other feature deemed necessary.

Q.22. Due to the detail requested through the above technical questions, will the MPA consider extending the due date for proposals until August 12, 2009 in order for vendors to incorporate the responses into our work plans, pricing and process workflow?

A.22. No.

Q.23. Re-confirm that this RFP is only for the Software not the Secured Storage & Records Retrieval Services?

A.23. Correct Software...

Q.24. Re: page 11 of the RFP; please confirm that items "1." and "2." listed under "APPLICATION MANAGEMENT SERVICES FOR LICENSOR PROGRAMS" refer to the Licensor's hosting site and not to an MPA site.

A.24. Please give Both Options in Proposal.

Q.25. Re: page 11 of the RFP, "LICENSOR SOFTWARE REQUIREMENTS", item 1. Please identify the web and desktop applications from which access to the Document Management System (DMS) will be required?

A.25. Web Browser & Interface with Microsoft Word.

Q.26. Please identify all intended sources of documents (paper and electronic) and other types of content that will be captured (through scanning operations) or imported (electronically) into the Hosted DMS?

A.26. Paper, Email, PDF, & CAD



Q.27. Is it MPA's intent for the Contractor to provide a back-file conversion? If so, what is the volume of the back-file conversion? How many pages, size of pages, percent single sided, etc.?

A.27. If possible please entail your back-file conversion processing and abilities.

Q.28. Are there any existing electronic files that will need to be converted or migrated to the new system? If so, how many documents and how are they currently managed? How much hard disk storage do these electronic files require?

A.28. Yes, size is undetermined at this point in time.

Q.29. Does MPA desire to perform any in-house scanning into the hosted system? If so, what types of scanners will be utilized?

A.29. Yes, Utilizing IKON Canon iR C4080/C4580 & Canon iR7086-7105 with scanning functionality.

Q.30. If MPA does not own scanners or multifunction peripherals (MFPS), do you want scanners proposed as part of our response?

A.30. N/A

Q.31. Regarding page 12 of the RFP under "PRICING", you request pricing on "Monthly E-mail Management Fee". Email management needs are not defined in the RFP. Please define your email management requirements and what email software is in use at MPA?

A.31. Can vendor software also handle emails as part of a folder & is there any management fee associated with that feature. Currently Microsoft Exchange 2007.



Q.32. Will MPA allow a minimal price adjustment after the initial 3 year term?

A.32. No.

Q.33. What happens if we do not have six references in government, how about if the majority of references are not government, page 13 item 2.2.2 states such clause, please advice if we can still participate.

A.33. Yes

Q.34. Please re-confirm that this RFP is only for Software not the Secured Storage and Records Retrieval Services

A.34. Software and Hosting Services only.