



January 13, 2014

Addendum 2

RFP # 7541374

Document Scanning, Underground Storage Tank Records

Department of Environmental Management

Closing Date and Time: January 22, 2014, 2:00 PM EST

The closing date and time above have been changed from:

January 7, 2014 at 11:00 AM, EST specified in the original solicitation

Answers to all questions received by the December 18, 2013 deadline are attached below.

NOTICE OF CHANGE

In RFP Section 2, Performance Evaluation, and Section 2B Work Plan, the words "and detailed budget" are hereby deleted. All cost, budget and pricing information should be confined to the sealed cost proposal.

George Welly

Interdepartmental Project Manager

Questions RFP 7541374 Document Scanning, UST Records

Question 1. Can companies from outside of the USA, including India and Canada participate in the RFP? Is there a requirement that original documents must be scanned in Rhode Island?

Answer 1. The documents shall not leave the United States.

Question 2. Are face-to-face meetings in Providence mandatory?

Answer 2. No, they are not mandatory.

Question 3. Can the contracted services be performed outside of the USA, including India and Canada ?

Answer 3. No

Question 4. Can proposals be submitted via email ?

Answer 4. The Office of Purchases does not accept e-mailed proposals. Most proposals arrive via parcel services; hand-submitted proposals are not required, and attendance at bid openings is not required.

Question 5. Does the project outcome seek to provide digital access only, or to conserve physical file space as well?

Answer 5. Digital access is the primary goal. Documents will be refiled at the office for continued direct public examination.

Topic 6. (multiple questions) Each record is to be assigned a coding number. Is it necessary to record that on the physical file as well? Are there hard copy label requirements? For example, do the hard copy documents need to be labeled with unique document identifier to allow for cross referencing with the electronic files?

Answer 6. The opposite is the case- each file already has a coding number assigned, Project Code, which is on the hard copy documents, and which will become the digital record identifier. See answer 23.

Question 7. What is the actual number of drawers, not cabinets?

Answer 7. There are 153 four-foot drawers. Most are full, except for up to four inches of lateral clearance for ease of file removal.

Question 8. Shall all the contents be restapled or rebound in their current arrangements?

Answer 8. Yes, the integrity of file order is necessary to continue unsupervised public examinations.

Topic 9. (multiple questions) Shall all of the colored documents be scanned and recorded in color? Reference See requirement E, page 6, requiring: "Document capture/imaging of black & white and color images at 300 dpi resolution" Please confirm what types of originals would require color scanning (e.g., charts, graphs, photographs, highlighting, etc)? Please provide an estimate for percentage of document collection that is in color.

Answer 9. Approximately five percent of the documents are in color and those that are in color should be scanned and recorded in color.

Question 10. Shall numbered tab sheets without any printed characters be scanned in order?

Answer 10. Yes.

Topic 11. (multiple questions) Please confirm that RIDEM is looking to have the vendor create a SQL or other database for all images and data that can be used within RIDEM and the general public. The RFP notes that the database will be in a SQL Server/Access/Excel format. Contractor respectfully requests further details on the database requirements. Specifically, are all three formats required? Or, does RIDEM prefer one specific format?

Answer 11. The database, in the form specified in the technical requirement section of the RFP, will be imported into RIDEM's enterprise database management system which already provides the searching tools required. There are no additional requirements to the database format beyond those mentioned in the technical section.

Question 12. Page 5 of the RFP states that the contractor will create a database in a form that is readily accessible to the public to search and review files. The RFP also requests the deliverable on a portable hard drive. Is this deliverable format sufficient to meet the public accessibility requirement or is RIDEM asking for a platform that would allow remote public access?

Answer 12. See answer to number 11. The portable hard drive shall contain the database (SQL, Access or Excel) that contains the metadata of the documents. It shall also contain the actual digitized documents in the required folder structure as described in the technical section of the RFP.

Question 13. Please confirm if any large format (greater than 11"x17") originals will be included in the population. If yes, what is the largest dimension anticipated?

Answer 13. No, the largest format will be 11"x17".

Question 14. Please confirm how RIDEM would like the vendor to capture the document hierarchy? For example, if an expandable/redweld folder contains a comb-bound booklet, file folder, and multiple stapled and loose sections, at which level should the images be captured and indexed at?

Answer 14. Every bound document in a physical folder should be digitized into a single PDF file and "bound" can mean stapled, paper-clipped or otherwise constrained together. All documents in a **physical** folder should be digitized and placed in the same **digital** folder.

Question 15. Is it possible to get samples of the DocTypes (e.g., Closure Assessments, Site Investigation Reports, Corrective Action Plans, etc)?

Answer 15. Yes. Attached to this Addendum, 7541374A2 are copies of a closure assessment (Exhibit B), and a Site Investigation Report (Exhibit C). These attachments are "disk-based" files and are accessed from the green "D" in the search results for the addendum.

Question 16. The project completion date is listed as September 30, 2014; however, the selection criteria list the ability to complete project by August 1, 2014. Please clarify the desired project completion date.

Answer 16. August 1, 2014

Question 17. Are there specific security requirements for transporting and housing the documents at the vendor facility?

Answer 17. Files must be secured by the vendor when files are out of this office.

Question 18. Page 10, Section 4 requests a total firm fixed price for completion of the project and also requests that a unit rate be provided for pricing on a per page basis.

- a. Please provide the total estimated page count for cost estimating purposes.
- b. Request verification that all labor, travel, and other direct costs for all tasks under this RFP (such as database creation, training, monthly reporting, weekly meetings) should be included into the per page unit. Or, shall tasks outside of scanning be provided as separate items in the cost spreadsheet?

Answer 18. a. The estimated page count is approximately 925,000 pages.

- b. All tasks associated with creation of the database, including compensation and benefits, travel, reporting, meetings, a portable hard drive, and any other media used to transfer files shall be included in the per page unit cost. Training and other recommended goods and services ancillary to the prime deliverable shall be priced in a separate cost spreadsheet.

Question 19. Is there a page limit for the technical proposal? Is there a page limit for the cost proposal?

Answer 19. Cost proposals shall be limited to one page. There are no limitations placed on the technical proposal.

Question 20. Page 13 of the RFP requests that the proposal be provided in electronic format with the proposal marked "original". Should the technical and cost proposals be provided on the same digital format or should separate digital formats be provided for each?

Answer 20. Cost proposals are submitted as a signed printed original and three printed copies. Cost proposals do not require a digital copy and shall not be included in the technical proposal container envelope or pdf proposal file.

Question 21. Page 12, Section 6 indicates that the technical and cost proposals be submitted separately; however, Page 9, Item B. Project Work Plan requests that the work plan provide a detailed budget. It is assumed that the budget would be based upon the contractors cost proposal and thus, we are seeking clarification on whether any cost or budget data should be included in the technical approach of the proposal?

Answer 21. In Section 2, Performance Evaluation, and Section 2B Work Plan, the words “and detailed budget” are hereby deleted. All cost, budget and pricing information should be confined to the sealed cost proposal.

Question 22. Page 5, Compensation and Payment Terms, indicates that the contractor should invoice based on RIDEM approved deliverables with a breakdown by hours for each deliverable. Please confirm that since this is a firm-fixed price, the breakdown of hours would not be required for the invoice.

Answer 22. That is correct. A breakdown of the hours is not necessary as cost is calculated on a per page basis.

Question 23. PAGE 6: 2 PROJECT RESPONSIBILITIES. Is it possible to get a sample of the electronic file (Excel) that includes all the LUST Project fields?

Answer 23. Page 1 of the latest UST master register is attached below as Exhibit A. The Project Code (PROJECT_CDE) is the primary identifier.

EXHIBIT A, RFP 7541374

LUST LIST 1-6-2014, PAGE 1

PROJCT_CDE	UST_fac id	PROJCT_NME	PROJCT_ADS	TOWN_NME	STATUS_CDE	PROJCT_DTE
0102-LS	534	LAVIN'S MARINA	110 SHORE DRIVE	BARRINGTON	I	10/27/1989
0103-LS	1507	BARRINGTON MOBIL	170 COUNTY ROAD	BARRINGTON	I	7/13/1990
0104-LS	723	STRIPER MARINA	TYLER PT. ROAD	BARRINGTON	I	3/28/1991
0105-ST	16106	RI COUNTRY CLUB	150 WYATT RD	BARRINGTON	I	8/1/1991
0106-LS	448	BARRINGTON GETTY	227 COUNTY ROAD	BARRINGTON	I	1/1/1992
0107-LS	134	HAMPTON MEADOWS	235 NEW MEADOWS ROAD	BARRINGTON	I	5/20/1992
0108-LS	1619	BARRINGTON YACHT C	32 BARTON STREET	BARRINGTON	I	6/3/1992
0109-ST	16831	JOAN BOOTH INTERIOF	301 SOWAMS ROAD	BARRINGTON	I	8/22/1994
0110-LS	8	VIC'S TEXACO	424 MAPLE AVENUE	BARRINGTON	SRO	12/30/1994
0111-LS	96	SAUNDERS BROTHERS	242 COUNTY ROAD	BARRINGTON	A	2/2/1995
0112-ST	18161	SARTOR PROPERTY	31 NYATT ROAD	BARRINGTON	SRO	2/27/1997
0113-LS	2810	BRICKYARD PUMP STA	LEGION WAY	BARRINGTON	SRO	8/28/1997
0114-ST	15972	BARRINGTON SHOPPIN	COUNTY ROAD	BARRINGTON	I	2/5/1999
0115-LS	382	ST ANGELO MOTORS (F	236 COUNTY ROAD	BARRINGTON	I	4/17/2001
0116-ST	1382	BARRINGTON HIGH SCI	220 LINCOLN AVENUE	BARRINGTON	SRO	8/30/2001
0117-ST	NR	LITTLE PROPERTY	28 RUMSTICK DRIVE	BARRINGTON	I	8/15/2002
0201-LS	1968	EXXON STATION (FORM	335-339 METACOM AVENUE	BRISTOL	I	9/3/1999