

**REQUEST FOR PROPOSALS FORM FOR SUBMISSION OF QUESTIONS**

Q#	Question	RFP Reference (document and page-section-item)	Response
1	What condition are the documents in?	RFP Section 2.1	Various conditions, but most have be in architectural tubes and kept dry.
2	<p>Can the JCC provide more information on the primary site in San Francisco, Sacramento, Los Angeles, and San Diego?</p> <ul style="list-style-type: none"> <li>• Approximate <i>current</i> volume at each facility</li> <li>• Do these facilities have loading docks, freight elevators, etc.</li> <li>• Are there any unique requirements for building entry related to the current COVID-19 pandemic?</li> </ul> <p>Will the JCC be willing to ship documents from outlying Counties to one of their hub facilities, or is the expectation that the selected vendor will coordinate pickups from each County?</p>	RFP Section 2.1 d, e	<p>The primary site is San Francisco, which has the largest archive of drawings. FS estimates that scanning services will be required for somewhere in the range of 1,500 to 10,000 drawings over the term of the Agreement. It also has a loading dock and elevators. The JCC is willing to ship from outlying counties.</p> <p>The other hubs will have the drawings ready at the door of the building, with a contact person who will let the driver in to pick up the packages.</p>
3	Does the JCC anticipate that content will contain Protected Health Information (PHI)?	RFP Section 2.1	No.
4	<p>Does the JCC anticipate that microfilm and/or microfiche will be included in the scanning volume?</p> <p>If so, can the JCC provide an estimate of the volume</p>	RFP Section 2.1	No.
5	<p>Does the JCC anticipate that any bound books will need to be scanned</p> <p>If so, can the books be disassembled for imaging, or will they need to remain intact</p>	RFP Section 2.1	No.

Q#	Question	RFP Reference (document and page- section-item)	Response
6	Will full text OCR, or zonal OCR, be required? If so, what is the minimum expected accuracy rate at the character level for small format documents and/or large format plan set drawings?	RFP Section 2.1	No.
7	What is the preferred method to deliver output image files to the JCC? <ul style="list-style-type: none"> <li>• Portable HDD or SSD</li> <li>• USB Flash Drive</li> <li>• Digital download</li> </ul>	RFP Section 2.1	Digital Download.
8	Can the JCC provide the most common indexing requirements for Task Orders <ul style="list-style-type: none"> <li>• Folder structure?</li> <li>• File naming scheme?</li> </ul> Is there a database the JCC can provide that the selected Vendor can use to facilitate file indexing?	RFP Section 2.1	Naming: The folders will have the same name of the drawing set and files will be named with the corresponding sheet number, e.g., 33C1-01.2 will be the folder name for all the sheets of the drawing set 33C1-01.2 and the files within should contain the sheet numbers of each of the sheets within the drawing set, e.g.: <ul style="list-style-type: none"> <li>• A-4.12</li> <li>• E-1.00</li> <li>• M-6.02</li> <li>• P-1.06</li> </ul>
9	Can the JCC specify the file management system that the images and indexing information will be loaded into?	RFP Section 2.1	We have various filing systems. This should all be scanned into Adobe PDFs.
10	May proposers add rows to Form 11 – Cost Proposal to provide unit pricing for additional services that may be required. For example: pick up & delivery services, portable HDDs, CDs/DVDs, etc.	Attachment 11 – PRICE PROPOSAL WORKSHEET	No.

Q#	Question	RFP Reference (document and page-section-item)	Response
11	Is this a re-bid of RFP-FS-2019-20-AA? If yes, why is it being re-bid?		Yes, this is a re-bid. Previous RFP evaluation documents were processed erroneously resulting in the need to re-bid for fairness of all bidders.
12	Is it an absolute requirement to maintain physical facilities in all the mentioned locations (San Francisco, Sacramento, Los Angeles, and San Diego)?	Page 4	No.
13	Can third-party overnight couriers be used to ship documents?	Page 4	Yes.
14	What is the average number of documents per set?	Page 3	50.
15	Does every scan job require printing?	Page 3	No - less than 1% require printing.
16	What is the average volume of hardcopy prints?	Page 3	Varies.
17	Please describe the wrapping requirements.	Page 2	Acid free paper.
18	Please clarify storage requirements, both physical and electronic.	Page 4	The facility should have a dry and secure facility in which to store JCC documents and ship them back when completed. The prospective Service Provider must also document that they have reliable procedures and secure storage capacity to ensure they can retain any electronic files created for a period of 30 days after creation, whereupon they must be deleted.

Q#	Question	RFP Reference (document and page-section-item)	Response
19	If applicable, what is the length of physical storage?	Page 4	The vendor can return them immediately, if they want.
20	If physical storage is a requirement, how should bidders present fees in the pricing spreadsheet?	Page 4	No fees for temporary physical storage.
21	Please provide the estimated volumes of documents to be processed.	Page 4	Scanning services will be required for somewhere in the range of 1,500 to 10,000 drawings over the term of the Agreement
22	Why is JCC asking for a 24-hour timeframe on all projects?	Page 4 varies.	This is only for rush printing jobs and a few must have scans for immediate facilities maintenance problems. This is only in emergencies.
23	Are all hardcopy prints required to be in original size, i.e., if the plan set includes "D" and "C" sized drawings, does the vendor revert images to the original size?	Page 4	The scanned documents must be true to the original drawing scale of the documents being scanned. However, we will almost always want half size prints to save paper and will specify.
24	All projects scan-on-demand or is there a backlog?	Page 4	There is a backlog and most work will be scheduled ahead of time.