

**RFP0717DISTUREC**

Digital Imaging of Student Records

Addendum #2 – August 10, 2017

**Questions & Answers**

 1.       Is there an existing or past contract for this work for student records prior to 2013-14? The District most recently contracted with Scanning America, Inc. for student record microfilming and scanning services from the 2011-12 and 2012-13 school years.

a.       If yes, who is the incumbent vendor? Scanning America, Inc.

2. RFP page 3, Section C indicates that proposers must provide information for Sections C-G. RFP page 9, #1 and #2 then requests similar and additional information. Where should the proposer’s answer to page 9 #1 and #2 be placed? Answers to Questions 1 and 2 can be placed in Section C4.

a.       Page 9 #1 appears to request almost the same information as C4. Is placing this info in C4 acceptable? Yes

b.      Should the answer to page 9, #2 be placed after Section G? The answers to both questions on page 9 can be placed in Section C4.

3.       Will student files already be in boxes, or does the Vendor need to provide boxes and box up the files? Yes, they are in banker’s boxes and include a spreadsheet of files in the box, as well as a label on the outside indicating the files contained within.

4.       If files are already boxed…

a.       What size are the boxes? Banker boxes approximately 12" high x 15" long

b.      Do the boxes have lids? Yes

c.       Will the boxes be shrink-wrapped and palletized by the District? No

d.      Approximately how many boxes will be in the batch for Year 1, Year 2 and Year 3?

Year 1 – Approximately 64

Year 2 – Approximately 54

Year 3 - Approximately 64

e.      Will the District be providing a manifest of the contents of each box? Yes

5.       Is there a loading dock at the Administrative Annex building that can be used for retrieval and return of materials? Yes

6.       Can the student folders be cut for imaging? No

7.       Can you please estimate the total number of pages in a student file? The number of pages varies per student, but most files range from 20-100 images.

a.       How many pages in each student file need to be imaged (from the beginning through the Immunization Report)? Approximately 10-40 pages

8.       Should the files be imaged in black and white, or color? Black and White

a.       If there are any color pages, could you estimate the % of pages to be imaged in color? N/A

9.       What naming convention should be used for the PDF files? Student's last name, first name as shown on the files

10.   Will the PDF files need to be OCR’d? No

11. Will Rockwood School District consider extending the deadline to submit proposals. At this time, the original deadline of August 15, 2017 stands as is.