



ADDENDUM #1

**REQUEST FOR QUOTE NO. 2002-0-2021/LD
CONVERSION OF MICROFILM AND MICROFICHE RECORDS TO DIGITAL RECORDS**

DATE: 11/10/21

A. The purpose of this addenda is to allow for a question deadline and to extend Zoom Bid Opening Due Date to the following:

QUESTION DEADLINE DATE IS:

MONDAY, NOVEMBER 15, 2021 BY, NO LATER THAN 2:00PM EASTERN TIME!

ON-SITE VISIT:

**DISTRICT ADMINISTRATION OFFICE, MEETING ROOM SDO-01-125, 1939 SE FEDERAL HIGHWAY,
STUART, FL 34994**

THURSDAY, NOVEMBER 18, 2021 FROM 1:00PM – 4PM EASTERN TIME

NEW ZOOM BID OPENING DUE DATE IS:

MONDAY, NOVEMBER 29, 2021 BY, NO LATER THAN 2:00PM EASTERN TIME!

Bids@martinschools.org is inviting you to a scheduled Zoom meeting.

<https://martinschools-org.zoom.us/j/85808391750>

Meeting ID: 858 0839 1750

One tap mobile

+13017158592,85808391750# US (Washington DC)

+13126266799,,85808391750# US (Chicago)

B. Also provide responses to vendor questions as follows:

1. **Question:** Can the film be shipped out of state to a specialty "Microfilm" scanning location?
Answer: Yes, this may be accomplished with the awarded vendor at the Vendor's expense.
2. **Question:** Do you have specific indexing requirements and how would you like the film to be indexed? Can you provide an example?
Answer: Would prefer to have them indexed by name and possible DOB, as long as it meets the confidentiality policy, Item# 3.9.
3. **Question:** Section I, Item# 38, pertaining to subcontractors with the confidentiality of the film/fiche and the possibility of the film/fiche going to an outside company other than the awarded vendor may have conflicts?
Answer: Subcontractors are identified only by need. It is up to the awarded vendor to provide their services and only utilize a sub, if they can't provide all of the needs of the District. The subs services would be direct based under or with the awarded vendor with insurance requirements.



4. **Question:** Are all the rolls of film and microfiche Microfilm 15mm, 16mm, or 35mm or both?
Answer: Will be determined at the site visit.
5. **Question:** Are the Rolls located within plastic guards that need to be opened prior to scanning?
Answer: Each roll is equipped with its own square plastic container that it is housed in.
6. **Question:** Are the rolls microfilm blipped? Your film may or may not have these blips? Are any of the roll's blip encoded? If yes, what is the estimated percentage?
Answer: No, they are not blipped, each student record has a page at the end of the record saying "next student record."
7. **Question:** Can you give us your best estimate of the average number of pages per student record on the roll microfilm?
Answer: Each roll is different, there may be 2000 on one roll and 7,000 on another. There is no consistency on the number of images on each roll.
8. **Question:** There is no information regarding how you want the film indexed. Are we indexing by the roll (if so, what info do you need) or are we breaking the rolls up and grouping the images (again, how would you want that done)?
Answer: Would prefer each student indexed by name and possibly DOB. It is at the direction of the vendor to provide options for indexing with ease.
9. **Question:** For the 1,150 reels of roll film, do you have an estimated breakdown of rolls that will contain images in the A and B channel (Front & Page back) on the roll film?
Answer: There are no front/back images to our knowledge.
10. **Question:** Do you have an estimate of the number of rolls that are 100' in length and number of rolls that are 215' in length?
Answer: Best guestimate is the longest at 215.
11. **Question:** For the reels of film, what is the indexing requirements? Does each roll represent a single multipage image file labeled by the descriptive information on the end cap of each Box? Or does the District require each individual document to be identified and indexed? If each individual document, what index values will need to be capture off the image??
Answer: Each record is multiple pages, separated by a paper that states "next student file", each box has the date range of the record it contains. I would like each "batch" in a single record to be indexed by last name, first name and DOB, if possible.
12. **Question:** For the microfiche, will each fiche represent a single multi-page image file?? What are the indexing requirements for the microfiche?
Answer: Microfiche jackets each contain from 1-20 sheets in each jacket, each record is already indexed by name and DOB.
13. **Question:** Does the District have an electronic file they can provide the vendor to assist in the indexing?
Answer: Yes, that would either be the FOCUS database or FILEBOUND.
14. **Question:** Will the District release all the rolls and microfiche at the same time so there is only one pickup required?
Answer: Yes.



15. **Question:** For both the microfilm images and the microfiche images: where will the images be stored by the District?

Answer: They should be separate images as we have to have them uploaded into either FILEBOUND or FOCUS to search by name. The student records should be separate documents in order to search by name, not one large document.

16. **Question:** Do you know the length of the Rolls of Microfilm?

Answer: They are either 100 foot or 215 foot rolls, each one varies.

17. **Question:** For the Roll microfilm, do you need each student's record on that roll to be a separate document, or can the entire roll be scanned as one large document?

Answer: Each student record needs to be separate by how many images for each record, and definitely not one large document.

18. **Question:** A vendor located out of state requested an exception to samples being sent as opposed to on site visit. **Section II, Item#15 Demonstrations, specifies** there may be an opportunity to receive samples of the microfilm (4-5 rolls) and microfiche(10-15 sheets) for scan testing? Vendor may request samples for testing of microfilm and microfiche.

Answer: No exceptions, one site visit for all vendors for transparency.

All other terms and conditions of this RFQ remain unchanged.

This Addendum shall be considered an integral part of the RFQ and Contract Documents and this Addendum must be signed and returned with your submittal **by 2:00 p.m. on November 29, 2021.** Failure to comply may result in disqualification of your bid submittal.

Lenora S. Darden

Lenora Darden, MCPP, CPPB, CPSM
Purchasing Supervisor

Acknowledgement is hereby made of Addendum #1 to RFQ# 1002-0-2021/LD: Conversion of Microfilm and Microfiche Records to Digital Records.

Authorized Signature

Firm

Printed, Title

Date

Email Address