



ADDENDA #2

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

DATE: 11/15/21

A. Provide responses to vendor questions as follows:

1. **Question:** Page 2 of RFQ and Page 15 3.3: The items listed for pricing include 1,000 rolls of 100' Microfilm and 1,000 rolls of 215' Microfilm, which conflicts with the p.15 3.3 Volume and Condition listed of an estimated 1150 reels of microfilm. Please confirm the quantity of microfilm by 100' and/or 215' rolls?
Answer: There are approximately 1,150 reels of film in total; some are 100;' and some are 215'.
2. **Question:** Page16, 3.8 Pickup and Delivery Is a 3rd party carrier such as Fedex or UPS with secure, traceable shipping an acceptable method of transport?
Answer: Yes
3. **Question:** Onsite Visits are scheduled for Thursday 11/18/21. Would the District consider a ZOOM meeting for the onsite visit in order to allow those vendors from out of state an opportunity with full transparency?
Answer: Per Page 15, Section 3.1, If necessary, Contractor may bring their equipment to the MCSD for samples of their scanning to be done on site at MCSD as to not have any microfilm reels or microfiche jackets leave the custody of MCSD before a Contractor is selected. Questions will not be addressed at the site visit, only to view and test the film and fiche.
4. **Question:** Would the District provide sample pictures to all interested vendors of the materials, any information written on the microfilm boxes or microfiche jackets, a sample of the indexing information as written?
Answer: Samples of the materials will be available at the on-site visit.
5. **Question:** Is the information to be indexed typed or handwritten? Is it all readable?
Answer: It is both, typed and handwritten and yes all are readable, some images are lighter than others.
6. **Question:** The scope of work does not mention specifically how records are to be either named or indexed (the file naming convention). What is the naming convention to be used? Which fields are to be used?
Answer: Last name, First name, DOB.
7. **Question:** How many records/files are there on average per each microfilm roll? How many pages makes up the typical record/file to be named?
Answer: There is no typical file, all students can contain from 10-100+ images, depending on their status when in school.
8. **Question:** On Page 3 there is a cost form which is by microfilm roll and or by microfiche card. Is that form to include all project cost?
Answer: Yes, per the Request for Quote form, Unit price shall include all charges with extended Total and Grand Total prices.
9. **Question:** In Section 3.1 it implies the vendor is to also to provide digital storage. Is this request referring to the digitized images being placed on to a hard drive or to be placed in a document management systems and or both? There are no specifications for a document management application.
Answer: This is for the conversion, not storage of a document management application.



10. **Question:** Are the microfiche cards to be named/indexed as per the information in the card header?

Answer: Yes

11. **Question:** Should records that encompass multiple microfiche cards be combined into one tiff file record?

Answer: There are no microfiche that have multiple cards. However, if there is, they are considered one file.

12. **Question:** Are the microfilm rolls blipped, blipped at a per image basis, or blipped at a record/file basis? Or not at all? If not blipped are the records on the rolls separated by any other means? If so please describe?

Answer: Refer to Addendum #1.

13. **Question:** Does the District currently utilize a database that allows them to find a student record on the microfilm rolls?

Answer: Refer to Addendum #1.

14. **Question:** Page 23 is the sub-contractor list. Since sub-contractors are not permitted on this project may we exclude this document in our response?

Answer: Refer to Addendum #1, Response #3.

15. **Question:** Can you please provide answers to questions already provided to respondents?

Answer: Refer to Addendum# 1.

16. **Question:** Can the submittal date be extended by one week to November 24th? We did not receive this RFQ until 11-11?

Answer: Yes, the submittal due date is extended to Monday, November 29, 2021.

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 Addenda #2 to RFQ# 1002-0-2021/LD: Conversion of Microfilm and Microfiche Records to Digital Records.

Authorized Signature

Firm

Printed, Title

Date

Email Address