

**Addenda #1 to the
Request for Proposals – Professional Services Pertaining to Document
Imaging and Retention (the “RFP”)**

The Indiana Finance Authority (“IFA”) provides the following notice in regards to the RFP. Capitalized terms used herein and not otherwise defined shall have the meanings ascribed to them in the RFP.

**FURTHER INFORMATION REGARDING DOCUMENTS TO BE ELECTRONICALLY
IMAGED**

The IFA understands and acknowledges that there is little information regarding the size and quantity of the documents contained at the ITRCC Administration Building located at 52551 Ash Road, Granger, Indiana. To the best of the IFA’s knowledge, there are at least at least 7,500 documents that will need to be electronically imaged, but further information regarding the quantity of document is unknown. The IFA expects interested Respondents will be able to better evaluate the quantity of the documents to be electronically imaged (and how that would affect the Respondent’s pricing) at the Site Visit on February 20, 2018.

REQUIREMENT THAT SERVICES BE PERFORMED ON-SITE

As stated in the RFP, the IFA expects that the winning Respondent, in performing the Services, will place its trained personnel and equipment on-site at the ITRCC Administration Building. This would be the IFA’s preference, as it avoids any concerns or logistics regarding transfer and security of the documents.

Notwithstanding the above preference, the IFA recognizes that allowing a winning Respondent to perform the Services at a facility of the Respondent may lead to a more efficient and cost-effective result. Thus, Respondents may include in their Proposal an alternative quote for all fees and costs that would be incurred by providing the Services at a facility of the Respondents. If providing such alternative quote, the Respondent shall include information demonstrating its ability to properly secure the documents and keep detailed records and/or inventory of all documents removed from the ITRCC Administration Building.