

## Responses to Questions Submitted to the Request for Proposals – Professional Services Pertaining to Document Imaging and Retention (the “RFP”)

The Indiana Finance Authority (“IFA”) provides the following responses to pertinent questions received by the Authorized Representative in regards to the RFP. Responses are denoted in **red text** and appear under each pertinent question. When appropriate, the IFA has merged or consolidated questions received to avoid duplicate answers. Capitalized terms used herein and not otherwise defined shall have the meanings ascribed to them in the RFP.

1. What are the hours of operation for the scanning project?

Hours of operation will be 8:00 AM to 5:00 PM (EST).

2. Does IFA have any specific guidance regarding the file naming convention or other document indexing requirements?

The IFA expects each file to have a specific name, with such files then saved in subdirectories based on file type. For example, all blueprints would be saved in a directory titled “Blueprints”. The file would then be saved in a mile-marker subdirectory, using a file name of the project number & date on that specific blueprint. A Respondent may propose a file directory tree and naming convention in its Proposal.

3. Where will the on-site scanning be performed?

The documents are in a file room in the ITRCC Administration Building and the scanning room will be a different room (identified in the Site Visit) in the Administration Building. The Respondent will be responsible for moving the documents from the file room to the scanning room and then, once the Services are completed, to the staging area for shipment final shipment. The ITRCC will be responsible for moving any documents from the off-site location (pole barn across the street from the Administration Building) to the scanning room.

4. Does ITRCC require any training for working on-site?

Yes, all on-site employees of the Respondent will be required to attend a one (1) hour safety seminar on the first day of commencing work.

5. Is there any microfilm, microfiche, or other non-paper media that will require duplicating?

No.

6. Are all files required to be scanned in color?

No, only files that require color to identify specific factors of the file (ex: as-builts; photographs) must be in color.

7. Are the books of photographs to be scanned?

Yes, in color.

8. How will duplicates be identified?

Duplicates will be identified by the ITRCC prior to work commencing, and such duplicates will only pertain to blueprints and/or site plans.

9. Are the engineer journals (yellow books) in the secondary location to be scanned?

No.

10. Will an internet connection be available?

No.

11. Will power for the machines be available?

Yes. 120v power will be available in the scanning area.

12. Who will move the documents in the main building to/from the scanning area?

The Service Provider (i.e., winning bidder).

13. Can a project timeline over 30 days be proposed?

Yes, as noted in Addenda #3 to the RFP, the IFA acknowledges it may take longer than thirty (30) days to complete the Services. Thus, the thirty (30) day expectation to complete the Services required under the Agreement may be disregarded.

Notwithstanding the above, a Respondent should include in its Proposal the amount of time it reasonably expects it will take to complete the Services. The IFA will take such information into consideration in evaluating the Proposals, and such time expectation submitted by the Respondent shall be included in the Agreement.

14. Can the bid be presented as a per item scanning fee.

No, as noted in the RFP, the Respondent should include a quote for all fees and costs that would be incurred in providing the Services, with such quote being in the form of a “flat-fee” to provide the Services. Exceedances to the total cost included in a Respondent’s Proposal will not be permitted.

15. How many documents are there to be scanned?

This is unknown. The IFA estimates there are over 200,000 files, but there is no guarantee of the total number. The Site Visit provided Respondents with a “general” idea of the document volume.

16. Are the documents currently in boxes or file cabinets?

The documents are in file cabinets, boxes, and stacked in two separate building locations at the ITRCC Administration Building. Respondents should be aware that, in some cases, the documents are multi-sized, damaged or brittle, bound, rolled, stapled, and may require additional care such as taping, flattening, or un-stapling to ensure maximum resolution during the electronic imaging process. IFA expects fragile or other type documents that require special handling to be processed in the safest way to protect the integrity of the original document and ensure readability in the electronic format.

17. In regard to returning documents to their original state-- would this include books, if any?

Yes. Once electronically imaged and approved by the IFA, documents shall be returned by bidder to their original state (restapled, bound, rolled, etc.) and placed in specific boxes organized by document type.

18. In regard to cost, does special handling apply to photographs as well?

Respondent should include in its Proposal any charges for special handling of any documents. However, the Proposal should include a quote for all fees and costs that would be incurred in providing the Services, with such quote being in the form of a “flat-fee” to provide the Services. Exceedances to the total cost included in a Respondent’s Proposal will not be permitted.

19. If we take the documents off site; can we choose which Scanning Center to utilize after creating a document log?

Yes, but the Respondent must identify any third-party vendors in its Proposal and those vendors must adhere to the same requirements of the Agreement. In addition, the Respondent is responsible for preparing and providing a receipt for each individual document that leaves the facility, and will be fully responsible/liable for the documents once they leave the ITRCC Administration Building until they are returned to such building.

20. Will IFA be loading the files into boxes, or will the vendor be responsible for providing boxes?

The Respondent is responsible for loading the boxes, but such boxes will be provided by the IFA. Once electronically imaged and approved by the IFA, the documents shall be returned by Respondent to their original state (restapled, bound, rolled, etc.) and placed in specific boxes organized by document type.

21. We were told that blue prints should be scanned in Grey Scale. What is driving this decision?

Documents may be scanned in grey-scale if they do not include any specific color identifications that are significant to the document (Ex: as-builts; photographs). All blueprints may be scanned in color if you prefer.

22. Indexing- Do you want named PDFs or PDFs with a .csv file?

.pdf files only.