



San Ramon Valley Unified School District

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April 10, 2018

Addendum/Clarification No. 1
Title: Document Archiving Solution
RFB# 761

The following clarifications, changes, additions, deletions and corrections hereinafter set forth shall apply to the RFP Documents for this project and shall be made a part thereof and subject to all the requirements thereof, as if originally specified and/or shown.

SUBMITTED QUESTIONS by various Proposers in black fonts,
District's answers, in BLUE FONTS.

Item 1

QUESTION:

The City has indicated that there will be a potential for 300 users. Of the 300 users, how many does the city anticipate will be accessing the system at the same time?

ANSWER:

As noted under the licensing model on page 15 of the RFP a minimum of 50 concurrent users should be supported at minimum.

Item 2

QUESTION

Can the 4,137 boxes / 58 drawers Paper Files be broken down by Department - Even if it's an estimate? (Superintendent, HR Personnel, Budget, Payroll/Accounts Payable, Special Education, Facilities) As from our years of experience with over 50 School Districts each departments Scanning Requirements and Cost differ because of Document Prep Rules, type of documents, and Indexing. So it would be impossible to give an accurate price without knowing this.

ANSWER:

Estimated files/boxes per department:

Business Office/Payroll – 769

Special Education – 458

Site/Student Files – 1,832

Ed/Student Services – 26

Facilities/Maintenance – 25

HR – 968

Superintendent – 117

Item 3

QUESTION:

Microfilm/Microfiche - Can you break down how many Microfilm rolls and Microfiche Sheets you have?

ANSWER:
YES.

Item 4

QUESTION:

Microfilm/Microfiche - Do you want the Microfilm converted and indexed by Roll?

ANSWER:
YES.

Item 5

QUESTION:

Microfilm/Microfiche - Do you want the Microfiche sheets converted and indexed by the sheet title header?

ANSWER:
YES.

Item 6

QUESTION:

Does SRVUSD want the Paper files returned or shredded?

ANSWER:
That will be determined by retention schedules. We will determine which can be destroyed vs which we need to have returned after imaging.

Item 7

QUESTION:

Please confirm all the Paper files and Microfilm/Microfiche will be Full Text OCR? (Text Searchable)

ANSWER:
Yes, all will need OCR.

Item 8

QUESTION:

Does SRVUSD want the Paper files and Microfilm/Microfiche scanned in 300 DPI Black & White?

ANSWER:
YES.

Item 9

QUESTION:

Does SRVUSD want the Paper Files returned in the folders they came in?

ANSWER:
For the files returned, yes we would want them in the current file folders.

Item 10

QUESTION:

Does SRVUSD want the Paper Files re-prep? (Re-Stapled, Paper clipped, etc.)

ANSWER:
No, that should not be necessary.

Item 11

QUESTION:

Can all the Paper Files and Microfilm/Microfiche be picked up at one time for digital conversion?

ANSWER:
Yes. That can be coordinated.

Item 12

QUESTION:

Is there an estimated or required completion date for back file conversion services?

ANSWER:

There is no set date for full completion, estimated is 2019-2020 school year.

Item 13

QUESTION

Will all paper and microfilm/fiche materials need to be picked up at one time or in multiple pick ups? (weekly/monthly/quarterly)

ANSWER:

The pickup schedule is flexible, would possible to have it be all at once.

Item 14

QUESTION

Will existing documents need extensive preparation prior to scanning?

ANSWER:

There could be some once we retrieve from the storage.

Item 15

QUESTION

Once boxes are completed will they be returned to SRVUSD sites or will they need to be stored by the proposer?

ANSWER:

We will determine which boxes need to be returned to us or destroyed depending on retention guidelines.

Item 16

QUESTION

On page 15, under "Licensing Model" the District states there are 300 potential users. **Question:** Of the 300 potential users, how many will be "view only" users?

ANSWER:

View only would account for most users, figure for a max of 100 scanning and 200 view only.

Item 17

QUESTION

For back file conversion component, can the District identify specific document types and provide/labeling/approximate quantity of each document type? If yes, is it acceptable for vendors to provide a cost per image scanned?

ANSWER:

Each department could review and provide basics for the files should we decide to send offsite for scanning in the future, currently that information is not readily available.

Item 18

QUESTION:

Based on the "Supplemental Pricing" Form there is no line item for "permanent removal fees" cost per box. Has the District accounted for this line item?

ANSWER:

Please provide your permanent removal fees as additional information for the Supplemental Pricing.

Item 19

QUESTION:

Will the District be re-issuing “Supplemental Pricing” Sheet based on discussion during pre-bid meeting where the District stated it would like to see a range for cost?

NOTE: It would be very difficult for a vendor to responsibly provide the District with pricing ranges based on the current information provided. At a minimum vendors would need to know:

- a. What are specific SOW for Back File Conversion Services?
- b. What are the different document types?
- c. What is the indexing criteria by document type?
- d. What are the document prep requirements (i.e., removing staples, binder clips, fasteners, binders, tabs, sticky notes) by document type?
- e. Will documents need to be re-assembled?
- f. Are all documents black and white, greyscale, color scanning (or will auto color detection) be required?
- g. What % of documents are color or will require auto color detection?
- h. What % of the documents are double sided?
- i. Are there photographs – will they need to be scanned in color?
- j. What are the different document sizes?
- k. What will dpi need to be set at?
- l. Will documents require OCR?
- m. What % of the documents require special handling (i.e., sleeve)?
- n. Will document destruction be required after scanning?

ANSWER:

The Supplemental Pricing sheet is an inquiry on a possible future contract services. It's not the basis or a criteria for award for RFP#761. We currently do not have any detail information on any of the inquiries listed (a – n) at the moment. Should the District decide to pursue the back-file conversion service in the near future, more specifics will follow and provided. At the moment, the intent is to have some sort of budgetary number or rough estimate.

Item 20

QUESTION:

On page 13, the District states: Items 11 & 12.

11. Incorporate and improve workflow for enhanced document processing
12. Non-disruptive workflow for enhanced document processing

Questions: What specific document workflow improvements is the District seeking based on past experiences? Can the District provide specific examples?

ANSWER:

Currently, the main improvements we want to have are the online storage, ease of access and sharing of files digitally both internally and externally.

Item 21

QUESTION:

What do you mean by PDF export out of Laserfiche? How will you export all associated metadata for refiling purposes?

ANSWER:

We can export our files from our current Laserfiche solution and merge into the system of choice depending on specifications of that system.

Item 22

QUESTION:

How many documents exist within Laserfiche for migration?

ANSWER:

File Storage	Approximate Storage Currentiy
Laserfiche	59.75 GB
Paper Files (Cabinets and Boxes at GRM and Locality)	4,137 boxes / 58 Drawers
Microfilm/Microfiche	22 boxes/drawers
Digital Storage	22 GB

Item 23

QUESTION:

Will annotations be migrated? If so, how many documents in Laserfiche have annotations?

ANSWER:

If annotations are found on any files they would need to be migrated.

Item 24

QUESTION:

How many physical documents will need to be scanned into the new system?

ANSWER:

See items 2 and 22 above.

Item 25

QUESTION:

How are you currently handling transcript release requests?

ANSWER:

School sites receive the inquiry via phone or email for handling, also use Naviance.

Item 26

QUESTION:

Could you please provide information on your existing scanning hardware?

ANSWER:

Currently have large multi-function network printers/copiers with scanners as well as Brother PDS-5000 desktop scanners.

Item 27

QUESTION:

Does it matter where the electronic data is stored (ie outside of USA like India or Canada)?

ANSWER:

All data must be housed on servers solely located in the United States to ensure US Data Privacy laws are enforced. No data, nor access to the data should be available to any employee outside of the United States.

Item 28

QUESTION:

Whether we need to come over there for meetings.

ANSWER:

There will be instances where personal meeting(s) will be necessary; otherwise, the District will make every effort to accommodate remote meetings.

Item 28

QUESTION:

Can we perform the tasks (related to RFP) outside USA?

See item 27.

Item 29

QUESTION:

Can we submit the proposals via email?

ANSWER:

See page 6 of RFP document.

SUBMITTAL OF RESPONSES

Submit eight (8) original proposal packages and one (1) electronic copy in a USB flash drive media in MS Word format, under a sealed envelope, by UPS/FedEx, by mail or hand-delivery to the address shown on the yellow neon label provided with this RFP. Each submission must be marked clearly with the RFP Number, Title, Vendor Name and Date. Documents received in response to this RFP shall remain the property of the District. Responders are responsible for ensuring that their RFP is received by the San Ramon Valley Unified School District Purchasing Department on or before the due date. No faxed, verbal or electronically transferred bids will be accepted. Postmarks indicating the date of mailing shall not be considered as evidence of receipt. Any RFPs received after the schedule closing time for receipt of responses will be returned unopened.

Item 30

QUESTION:

Can we get an electronic copy of the functional requirement?

ANSWER:

Yes. See attached file.

End of Addendum

When submitting your bid, please be sure to acknowledge the receipt of all addenda on the form of proposal.



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