

1. At what location will Orals take place?
If oral interviews are necessary, they will take place telephonically.
2. The specifications ask for CDs; are DVDs acceptable?
CDs only.
3. Page 7 Scope of Work 1.b. “A document index for all facilities included on the CD.” – Is the document index electronic, paper, or both?
The document index will be electronic.
4. Page 7 Scope of Work 1.c “Each facility scanned in a separate PDF file by year.” – Please clarify, is this one document per facility containing all years, or multiple documents per facility for each year or something else?
This will be multiple documents per facility for each year.
5. How are the documents filed, i.e., are they filed by facility, date, account, etc.?
The documents will be boxed up by year, and separated by facility. All boxes will be clearly labeled and facilities will be clearly separated and labeled as well.
6. Does the vendor need to rearrange pages into any particular order, either pre-/post-scan? If so, in what order are they currently stored and in what order do they need to be?
Authority Staff will prepare the documents in the order they should be scanned. The vendor will not need to rearrange pages.
7. Page 7 Scope of Work 1.d “Files to be named as provided”—how are these provided? What is the naming convention?
Documents to be scanned will be separated by year in boxes. Each facility will be separated with the name provided on the separating page.
8. CD counts: Page 7 calls for a separate CD per numbered box, but Schedule B estimates 8 TIFF and 8 non-TIFF CDs. Please reconcile and provide the expected number of CDs.
Schedule B is a sample billing. There should be one TIFF and one non-TIFF CD provided to the Authority per box. The sample billing shows 4 pickups with 2 boxes at each pickup, which equals 8 CDs of each TIFF and non-TIFF provided to the Authority in total.
9. Page 7 Scope of Work 1.e – Please provide clarification as to what NJHCFFA means by “Adobe Search Index for all files on CD”
There will be an index on the CD showing all facilities scanned onto the CD. Each facility scanned should be a separate PDF file and the index will show all PDF names on the CD.
10. Page 7 Scope of Work 1.C indicates PDF while Scope of Work item 3. Indicates TIFF. Are you requiring both TIFF and PDF?
Yes.

11. How many documents (PDFs/TIFFs) per box?
This depends on how many documents each facility has.
12. Multi-page or single-page PDFs?
Single.
13. Multi-page or single-page TIFFs?
Single.
14. If both PDF & TIFF, is the naming convention of the TIFF files the same as the PDF files? If not, what is the naming convention for the TIFF files?
The naming will be the same for PDF & TIFF files.
15. Page 11 Convert 8.5 x 11 B&W – Please confirm all pages are 8.5” x 11” and black and white.
Confirmed.
16. Please confirm pages are single-sided.
Not all pages are single sided. Some statements may be double sided.
17. What documents, if any, are to be scanned in grey scale?
None at this time, potentially in the future.
18. What documents, if any, are to be scanned in color?
None at this time, potentially in the future.
19. How long will the CDs be stored at the Bidder’s location?
Refer to the RFP.
20. Where is the address of the pickup location for the boxes?
NJHCFFA Office, 22 South Clinton Ave., Station Plaza Building 4, 4th Floor, Trenton, NJ 08609
21. Will the vendor be boxing documents?
No. The Authority will organize, label, and box all documents to be scanned.
22. In what size boxes will the records be stored?
Standard size banker boxes.
23. How many boxes are expected to be processed per year?
Typically, two banker boxes per year; however, there is potential for more.
24. How many boxes will there be per pickup?
Typically, two banker boxes.
25. Is there a loading dock?

No.

26. It is stated that there are approximately 4 pickups. How often are the pickups?

Based on 4 pickups per year, each pickup would be quarterly.

27. How long do files need to be stored before being destroyed?

Refer to the RFP.

28. Will vendors be allowed an on-site visit before submitting a proposal?

No.

29. Who is the current vendor providing this service?

Alternative Micrographics, Inc.

30. Please confirm whether all documents/boxes are to be shredded following the scanning and digitization process.

Refer to the RFP.

31. How many facilities or physical locations are involved in this project? Kindly provide the addresses of each location and/or the approximate distance between them.

One location – NJHCFFA, 22 South Clinton Ave., Building 4, 4th Floor, Trenton, NJ 08609

32. In addition to receiving scanned documents on CD, would you like access to an online portal for document retrieval and management?

No.

33. Once documents have been scanned and transferred to CD, is it required that the original files be permanently deleted from our servers?

Refer to the RFP.

34. **Out-of-State Eligibility:** Will bidders from outside of New Jersey be allowed to bid on this project?

Refer to the RFP.

35. **Volume Estimate:** How many boxes of documents are anticipated for this project?

Typically, two banker boxes for each year.

36. **Pickup Schedule:** The cost estimate references the potential for four pickups. Could you expand on this and advise whether the 35,000 pages are to be completed in phases or if there is additional work expected beyond this volume?

There is no additional work expected beyond this volume. Based on 4 pickups per year, each pickup would be quarterly.