



## Questions and Answers

### RFQ #2018-56 Electronic Scanning of all Human Resources Files

Please be advised all questions are keyed as submitted

1. With regards to RFQ #2018-56, are you in need of a Cloud hosted solution, or a Cloud on-premises solution?  
**A.** Yes, with separate access to medical files.
2. Can all files be picked up at the same time?  
**A.** Yes.
3. How many total linear inches of files are being targeted (total number of inches as they sit in cabinets/boxes/shelves)?  
**A.** Per file, minimum 1 inch.
4. What is average number of pages per file (approx.)?  
**A.** 40.
5. Will vendor need to include empty boxes and labor for packing files as part of the quote?  
**A.** Yes.
6. Are you expecting just a single searchable document for each employee, or will vendor have to divide documents into multiple section or doc types for each employee?  
**A.** Divide.
7. If files must be subdivided, how many subdivisions will there be?  
**A.** At least 8 minimum.

8. Can bids be submitted by email or by physical delivery only?

A. Email.

9. Whether companies from Outside USA can apply for this? (like, from India or Canada)

A. No.

10. Whether we need to come over there for meetings?

A. Yes.

11. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A. No.

12. Can we submit the proposals via email?

A. Yes.

13. In RFP, it says that there are approximately 1200 folders, but the breakdown adds up to 1250 folders. Can you please clarify the total number of employee folders?

A. There are approximately 1250 folders. This is not an exact number, could be more or less by 250 in either direction.

14. How many pages are there approximately in each personnel folder?

A. The number of pages per each folder will vary greatly based on the duration of the employment, programs the employee has been assigned to, etc.

15. Are there any staples or post it notes on the personnel folders which we need to scan?

A. There may be stapled items within the folders that will need to be removed prior to scanning.

16. Do we need to reassembly for the files after they have been scanned?

A. The contents of each file should be placed back into the original file jacket, but the files do not need to be completely reassembled.

17. For 4 Named users we are assuming that they all need Full Write Access on the cloud based software system?

A. All 4 named users will need full access to the entire system.

18. Does any user need scanning capability to scan ongoing files directly into the cloud based system?

A. Yes, the users will need scanning capability ongoing for future files and to add to the files scanned at the start.

19. What is the required DPI for scanning?

A. We would like minimal 200 so long as the image is still legible, no more than 350 where possible, we also want the ability to adjust as necessary.

20. Do we need to scan in b&w or color or gray scale?

A. Depends on form.

21. Are the folders are already boxed and ready to pick-up?

A. No.

22. What is the size of the documents?

A. 8 ½ x 11

23. Are there any oversized documents? If yes, Please provide the list of different document sizes needs to scan

A. Generally, they are all 8 ½ x 11.

24. Do we need to reassemble the documents?

A. Yes.

25. Are these documents are single sided or double sided?

A. Variety.

26. Do we need to generate Single Page PDF or Multipage PDF?

A. Multiple.

27. We assume that we need to return the documents and need not to shred. Is this correct?

A. Some will need to be returned others we need to shred we will have to distinguish.

28. Do we need to prepare any indexing data?

A. Yes.

29. What will the folder structure, file naming for the scanned documents?

A. Red folder (subdivisions) Purple/yellow /green/orange folder.

30. Do we need to upload the documents to provided Application or Uploading is not including within the scope?

A. HR team which is a team of 4 should have access to all files and uploading should be a feature.

31. What is your exact employee count?

A. 350.

32. What is your timeframe?

A. October 2018.

33. Is Early Learning Coalition of Miami-Dade/Monroe affiliated with the other Early Learning Coalition offices in FL, or are they all separate companies?

A. Separate.