



## Questions and Answers

### RFQ #2021-167 Electronic Scanning of Human Resources Files

Please be advised all questions are keyed as submitted.

1. Is this a new opportunity?  
A. No.
2. If this is not a new opportunity, please advise who the current contractor is and contract amount.  
A. A formal records request must submitted to access this information.
3. Can you indicate how many pages are in each employee file on average, so we can better prepare our quote?  
A. 50+
4. Do the files have to be imaged in your facility or can they be shipped to our facility and if so would this be a reimbursable expense?  
A. They should be scanned onsite.
5. Would any information need to be redacted?  
A. Yes, this information may be reviewed after it has been scanned.
6. How many pages in each file?  
A. 50+
7. What size of the pages of each file?  
A. Standard size sheets 8 ½ X 11
8. Will customer box it in Bankers size boxes and label it appropriately?  
A. The files are archived in file cabinets at one of our office locations.
9. Will customer will able to ship the boxes?  
A. The files should not be shipped they are to be scanned electronically onsite.
10. If we are expected to pick up the boxes, are we allowed to pick up the boxes in one trip?  
A. Files should be scanned onsite.

11. Do we need to return the files or should we securely shred it?  
A. They can be returned and we can schedule our own secure shredding.
12. Do we need to perform OCR for each scanned image?  
A. Not at the moment.
13. Do we need to scan as B&W or color?  
A. Both.
14. Is 300 dpi scanning resolution acceptable?  
A. 300 is fine but I would like it higher in case it needs to be printed.
15. Do we need to perform indexing? If yes then;
  - a. Is it required to be done at file level? A. Yes.
  - b. can you pls. share the fields by which we need to perform indexing? A. Employee file, Medical, Background screening, I-9 information, 401k benefits information, etc. (see below): Benefits, Certificates – Training- Education, Consent Forms, Direct Deposit/Reimbursement, Employee Reviews, Exit Process, FFCRA, I-9 and IDs, Medical, Miscellaneous, New Hire Information, Orientation Paperwork, Termination Documents, Work from Home, ELC Equipment Return, ELC Incident Report, Employee Acknowledgment, Employee Relations Documentation, Employee Status Change, Grievance, Handbook Employee Acknowledgment, Hines Cad Update Form, IG Reference Check, Internal Application Form, Interview Questions, Jury Duty, Marriage Cert/License, Offer Letter, Other Document, Payroll Information, Personnel Requisition Form, Physical Key Form, Resignation Document, Unclassified Document, Verification of Employment, W-4 Form, Wage Garnishment, Warning/Reprimand Supporting Documentation, Workers Compensation
  - c. Can you pls. confirm average numeric/character count for each indexing or field? It can vary depending on the needs.
16. What is period of performance expected?  
A. As soon as possible if there are files to be scanned. The transfer of current data as soon as possible because we would need to transfer from another secure database.
17. Do you have any budget allocated for this?  
A. Yes.