

Q - Are the documents filed by facility?

*NJHCFFA will provide all documents to be archived to the vendor. The documents will be in order by facility.*

Q - Will vendor be boxing documents?

*NJHCFFA will box all documents.*

Q - Will vendors be allowed on site visit prior to submitting proposal?

*NJHCFFA staff will be boxing all documents to be archived, so we do not feel the need to have vendors visit before submitting proposals. Also, due to the current health emergency, our office is limiting staff and visitors that come into the office at this time.*

Q - Who is the current vendor providing this service?

*The current vendor is Ideal Data Solutions, LLC.*

Q - What documents, if any, are to be scanned in grey scale?

*Any document that includes images or pictures*

Q - The specifications ask for a CD; is a DVD acceptable?

*We would prefer a CD; however, a DVD will be acceptable but must be "DVD-R" or "DVD+R" format*

Q - "A document index for all facilities included on the CD." – Is the document index electronic, paper or both?

*The document index should be electronic. Each box will be labeled and documents will be specifically labeled by facility by paper tabs.*

Q - 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?

*There will be multiple documents per facility for each year because there may be more than one bank statement per institution on a monthly basis*

Q - Can we have clarification as to what NJHCFFA means by "Adobe Search Index for all files on CD"

*The find feature.*

Q - How many facilities are there?

*Approximately, we have around 80. This approximate number will change frequently as accounts close and open.*

Q - How many documents (PDFs/TIFFs) per box?

*This varies due to the fluctuation of how many statements per institution as well as the number of sheets per statement*

Q - "Files to be named as provided"—how are these provided? What is the naming convention?

*The files are separated in each box by institution. The name of each file name is clearly written on separator tabs.*

Q - Multi-page or single-page PDFs?

*Multi-page PDF's.*

Q - Multi-page or single-page TIFFs?

*Multi-page TIFF's.*

Q - 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 convention is the same for both.*

Q - Please confirm pages are single-sided.

*Some documents may be double-sided.*

Q - How are documents currently stored, i.e. are they in file folders, envelopes, loose, etc.?

*The documents are currently stored in file folders.*

Q - How are the documents filed, i.e. are they filed by date, account, facility, etc.?

*Documents are filed according to the facility and/or issue, for a specific time period.*

Q - Does the vendor need to re-arrange 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?

*The pages will be in the correct order in which they should be scanned.*

Q - Where is the pickup location for the boxes?

*The boxes will need to be picked up at the NJHCFFA office located at 22 S. Clinton Ave., Station Plaza 4, 4<sup>th</sup> Floor, Trenton, NJ 08609.*

Q - What size boxes?

*The boxes are standard banker boxes, approximately 15" x 24".*

Q - How many boxes per pick up?

*It may differ slightly each year, but generally it would be about 2-4 boxes.*

Q - Is there a loading dock?

*There is no loading dock.*

Q - How long do files need to be stored before being destroyed?

*Files will need to be stored until we receive written permission of approval to destroy those files from the State Records Management Division. As soon as the files are picked up by vendor, the application for destruction of those files is sent in by NJHCFFA. We will then contact the vendor to let them know those files may be destroyed.*

Q - I presume the files need to be OCR'd to meet the Adobe Search Index requirement.

*Yes, the files must be OCR'd.*

Q - Are the documents boxed? If so are they boxed by facility?

*All documents are boxed, and in order by facility.*

Q - Estimated # of boxes, RFP has the # of images but estimate of boxes would be great since they want 1 CD / DVD per box.

*It may differ slightly each year, but generally it would be about 2-4 boxes.*

Q - Is it possible to do a site visit to look at the files prior to the RFP deadline? Preferably the week of July 27.

*NJHCFFA staff will be boxing all documents to be archived, so we do not feel the need to have vendors visit before submitting proposals. Also, due to the current health emergency, our office is limiting staff and visitors that come into the office at this time.*