

BID B2117, Document Conversion Services

Vendor Questions and Answers

#	Vendor	Vendor Question	CCSD Response
1.	Christina Miller – Seven Outsource	Whether companies from Outside USA can apply for this, like from India or Canada?	Refer to Section 3.7 of the Special Terms and Conditions of the solicitation.
2.	Christina Miller – Seven Outsource	Whether we need to come over there for meetings?	Currently meetings related to this solicitation are being held virtually due to the ongoing pandemic.
3.	Christina Miller – Seven Outsource	Can we perform the tasks (related to RFP) outside USA, like from India or Canada?	Refer to the response to question #1.
4.	Christina Miller – Seven Outsource	Can we submit the proposals via email?	Yes, reference Section 14.1 of the Special Terms and Conditions of the solicitation.
5.	Brock Hall – Team IA	Section 3.2, is Cobb County School District also seeking to procure an Electronic Document Management System for storage and retrieval of student files once digitized?	No, the District currently has one.
6.	Brock Hall – Team IA	Section 8.2-8.3, can you please provide clarification on what keystrokes would be expected to be recorded for conversion of microfilm to CD/DVD and/or conversion of electronic images to microfilm?	For each student record scanned the District will need to know the student's name, student ID, DOB, school year and school in the index.
7.	Brock Hall – Team IA	Section 8.4, can you please provide clarification on the data entry expectations for indexes merged from the database?	The District will give you a list of students that is in each box and then a master student database of all students currently in the CCSD system; so that you can match the information needed for the index electronically.
8.	Brock Hall – Team IA	Section 8.4, will data entry on indexes merged from the database require scan operator time and resources for quality assurance purposes?	You will need to verify that your index is correct for what is in each box, but it is up to you how you will do that.
9.	Brock Hall – Team IA	Section 8.5, can you please provide clarification on the expectations for scan operators to determine indexes?	Reference to the response to question #7.
10.	Brock Hall – Team IA	Section 8.5, will scan operators need to reference the database to retrieve the required indexes that may not be present on physical files, for example?	You may need to reference the name list that is for each box.
11.	Brock Hall – Team IA	Section 10.5, can you please clarify how 24-hour access to records during conversion process is to be realized?	While you have possession of the records, your company will need to be able to send CCSD a secured electronic copy of a student record if the District receives a request for the record.
12.	Brock Hall – Team IA	Section 10.5, is CCSD requesting 24-hour physical access to the winning vendor's secure facility?	No.

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13.	Naomi Skopec – Pioneer Technology Group.	We are currently a Cobb County vendor and can exceed the work required in this RFP. However, our office is located 483 miles from the location given. Can we still provide a response?	Reference Section 3.7, as the minimum requirements state that your operations must be within 350 miles of the school district.
14.	Lawson Enokekwa – Konica Minolta USA	Section 2.0 - Scope of work: the performance of all different stages of digitalization may call for small portions of the task being outsourced to a sub-contractor. Given a well-defined and secured chain of custody protocol, will you accept a third-party engagement, so long as the main contractor bears the overall security responsibilities?	No, the District would not accept a third-party engagement.
15.	Lawson Enokekwa – Konica Minolta USA	Will the school consider operations out of the Atlanta area, e.g. 380 miles, if proven security guarantees are presented, and if a vendor can show that similar tasks are currently being undertaken with other government clients in Georgia?	Reference response to question #13.