



ADDENDUM NO. 2

DATE: July 2, 2015
FROM: City of Grand Junction Purchasing Division
TO: All Offerors
RE: RFP-4058-15-SH Microfilm Conversion

Firms responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

1. **Question:** "Will out of State Vendors be considered?" - Yes, all responses will be considered.
2. **Question:** "Will Fed Ex or other common courier be accepted?" - Please provide your suggested method of transport. The committee will use the information during their evaluation to determine the best fit. Please see Sections 4.2.4, 4.3.4 and 4.3.7 for information on shipping requirements.
3. **Question:** "How many Microfilm rolls will be provided to the vendor at one time?" - Please describe your preferred method of shipping and receiving rolls and provide pricing options if applicable for the different methods.
4. **Question:** "Can all the Microfilm be picked up at one time, if the vendor can provide a 6 month turnaround time?" - Please see Question 3.
5. **Question:** "Is the vendor responsible for packaging the microfilm to ship to the vendor location?" - Yes. Please see Question 2.
6. **Question:** "How often will the microfilm be requested to be picked up by the vendor?" - Please see Question 3.
7. **Question:** "Is this the first time that the services for scanning microfilm are being requested? Is there a contract in place that can be provided?" - Yes this is the first time these services have been requested, there is no current contract in place.
8. **Questions:** "What database will be requested for the index? Excel, CSV, Access, etc?" - The requirement is that the vendor shall provide an access system. Please

describe your proposed system and list any options that are available. The requirement in Section 4.3.6 states it shall be easily searched.

9. **Question:** “What software will be used to search the images provided by the vendor? Will the vendor need to provide software?” - See Sections 4.3.3, 4.3.5 and 4.3.6 which describe the format required, the way files are to be organized, and the requirement to provide an access system. See Question 8.
10. **Question:** “Is the GJPD requesting the pricing to be only submitted as a grand total for the project as per Section 7 or will the pricing need to also be broken down more?” – Yes, submit your pricing as stated in Section 7.
11. **Question:** “If the GJPD would like the pricing broken down, how would it be requested; i.e. cost per image, pick up/ delivery? Will a revised price sheet be provided, or vendor to provide their own?” - Please fill out Section 7 with a lump sum figure. If you would like to provide a breakdown of how you reached that figure, it would be welcome. However, it is not required.
12. **Question:** “Whether companies from Outside USA can apply for this? (From India or Canada) - Please see Question 1 above. All requirements must be met regardless of where the company is located.
13. **Question:** “Whether we need to come over there for meetings?” - Please see Section 4.3.4. There are no specific requirements for on-site meetings. However, on-site meetings may be necessary to resolve issues or to pick-up or deliver microfilm.
14. **Question:** “Can we perform the tasks (related to RFP) outside USA? (From India or CANADA)” - All vendors are welcome to submit a proposal. All requirements must be met regardless of where the company is located. The burden is on the Offeror to show how the work can be performed confidentially and securely at their proposed scanning facilities.
15. **Question:** “Can we submit our proposals via email?” - No. Please see Sections 1.5 and 5 for submission requirements.
16. **Question:** “What is the current physical condition of the microfilm? Are there any abnormal conditions?” - Please see Section 4.1. Some of the cartridge containers will occasionally malfunction, but the film is in overall good condition. As per Addendum 1 you are welcome to come examine the microfilm.
17. **Question:** “In order to quantify the amount of file / case naming required for the overall project, what is the “best guess” as to the number of cases that will be found on an average cartridge of film?” - Please see Section 4.1. The average number of images on each cartridge is 2200. It is difficult to estimate averages, but it may be safe to assume 200-300 of files/cases per roll.
18. **Question:** “Is the Department planning on touring Vendor’s conversion facilities to validate security protocols, workflow processes, and disaster recovery procedures? This facility tour and process validation step is highly recommended to ensure vendor

qualifications and capabilities.” - GJPD reserves the right to tour a facility prior to awarding a contract, depending upon the detail provided in the Proposals received.

19. **Question:** “Are any or all of the microfilm rolls blipped? If so, are the blips single level or dual level blipped?” – Some rolls are blipped and others are not. It is unknown how many for each. The blip level is also unknown. Vendors are welcome to come view the microfilm per Addendum No. 1.
20. **Question:** “Does the City of Grand Junction Police Records Division currently utilize any type of Electronic Document Management System (EDMS) or Records Manager System (RMS) into which the microfilm images and index data could be imported for storage and retrieval purposes?” – While the City has a Records System capable of managing the images, GJPD is asking for a stand-alone option provided by the vendor.
21. **Question:** “Does the City of Grand Junction Police Records Division have a project timeframe or deadline established?” – Please see Section 4.6 for the tentative time schedule. In your Proposal, please provide a time schedule and an estimate for completing the task as noted in Section 5.C.
22. **Question:** “Based on your references to the quality and condition of the microfilm, typically for best image quality, greyscale images would be recommended. Is that what you are expecting?” – Yes, greyscale would be acceptable.
23. **Question:** “Do you have an average number of images per case file?” – Please see Section 4.1 and Question 17 above.
24. **Question:** “Assuming images are greyscaled and calculation the number of rolls and average number of images per roll, we anticipate the need for over 3 terabytes of storage for the project. Will you be loading the data into a content management system or do you want pricing for retrieval software, installation and training? - Please see Question 20 above.
25. **Question:** “Do you want pricing for a stand-alone server that would accommodate that volume?” – See Question 8 above. Please provide specifications for the server being recommended. The City has standards for servers and equipment that would supersede those proposed as part of the RFP. However, if the server is an integral part of your proposed response to the requirement, please provide pricing for the complete package.
26. **Question:** “We would provide a file folder structure that breaks out the case files in an indexing format. – This would be an acceptable solution.
27. **Question:** “Our entire staff have completed the on-line CJIS security training. All of us who work in law enforcement projects have been fingerprinted by the Boulder, Colorado Police Department or the Adams County Colorado Sheriff’s Department. Would that be acceptable for this project? – GJPD will run their own background checks.

The original solicitation for the project noted above is amended as noted.

All other conditions of subject RFP remain the same.

Respectfully,

Susan Hyatt
Senior Buyer
City of Grand Junction, Colorado