

CUYAHOGA COUNTY BOARD OF HEALTH

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REQUEST FOR QUOTATIONS FOR DOCUMENT SCANNING AND STORAGE SERVICES FOR THE CUYAHOGA COUNTY BOARD OF HEALTH

RFQ 2017-09

Q&A DOCUMENT

Updated 5/30/17 12:15pm

1. *Can potential contractors get an opportunity to view the documents associated with the project?*

Answer:

Yes, the Cuyahoga County Board of Health will provide prospective contractors an opportunity to view the documents for the project, this coming Friday, June 2, 2017 at 11am.

2. *Can potential contractors provide pricing information for scanning that is not based on fixed unit per image cost such as per linear foot?*

Answer:

Yes. If the contractor has other methods used to provided fixed unit costs for scanning and/or storage services they may provide information that is not based on a per image unit as described in the RFQ. For example, the contractor can offer fixed unit costs for scanning based on per linear foot.

3. *What is a fair description name(s) for the records are you requesting to be scanned?*

Answer:

There are several different types of documents associated with the scanning portion of the project including the following types of documents:

5550 Venture Drive ♦ Parma, Ohio 44130

Direct: 216-201-2000 ♦ Fax: 216-676-1311 ♦ TTY: 216-676-1313 ♦ www.ccbh.net

Terrence M. Allan, R.S., M.P.H. Health Commissioner

Audit Reports, Board Minutes, Contracts, Human Resource Files, Payroll Files, Payroll Registers, Programmatic Applications and Reports, and Plans/Drawings.

4. *Would the contractor potentially name the digital files the same name that it reads on the file folder?*

Answer:

The contractor should propose naming convention/indexing schema for the project. Contractor must receive final approval from CCBH for the naming convention/indexing schema.

5. *What would you estimate as the average number of folders per linear foot?*

Answer:

It is difficult to provide this information. However, it is estimated that there are approximately 2,500 images (e.g. 210 images per inch) associated with the scanning portion of the project. If more information is desired, contractors are encouraged to view the documents associated with this project on Friday, June 2, 2017 at 11am.

6. *What is the average number of pages (pieces of paper) per file folder?*

Answer:

It is difficult to provide this information. If more information is desired, contractors are encouraged to view the documents associated with this project on Friday, June 2, 2017 at 11am.

7. *Do you want all the total number of pages in each file folder to be scanned to a multi-page PDF file format? (all documents in each folder scanned as one document)*

Answer:

If the original documents are assembled in folders, contractor can scan all documents in each folder as one document. If original documents are not assembled in folders, contractors should propose an approach(s) to address this scenario in the proposal.

8. *What is an example of how you would want each digital file name to read?*

Answer:

The contractor should propose naming convention/indexing schema for the project. Contractor must receive final approval from CCBH for the naming convention/indexing schema.

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9. *Do you want the digital files scanned and stored on a flash drive or some other media?*

Answer:

The contractor should propose different approaches to storing the digital files such as storing on a secured, cloud based environment as well as providing the digital files back to CCBH on a portable media device such as USB, CD, etc...

10. *Is it possible for you to provide pictures of the stored paper files in the file cabinets and in the boxes?*

Answer:

If more information on the documents associated with the project is desired, contractors are encouraged to view the documents associated with this project on Friday, June 2, 2017 at 11am.

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