



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

April 28, 2015

TO: ALL OFFERORS

FROM: Roxann M. Parker, CPPB  
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO. GSS15462-MICROGRAPHIC

**ADDENDUM #1**

This addendum is issued to provide answers to prospective bidders' questions.

Q1. In task 1 for preservation microfilming, it seems like a vendor that proposes an image first output to film is required to provide document level indexing (per items 6 and 9 on page 75) which would include indexing the subject matter, where someone that is doing traditional microfilming is only required to index at the reel level. Can the agency allow vendors to provide this indexing requirement as an added service and a separate line item since it is clearly an additional requirement?

A1. Indexing is a separate line item on the Conversion Services tab of the Appendix B pricing spreadsheet.

Q2. It is unclear what the volumes would be for Part 1. Can the agency estimate how much of each type of film would be expected by number of frames?

A2. The State does not guarantee any quantities or volumes. The Micrographic and Conversion Services are to be provided on an as needed/as requested basis. Page 18 of the RFP, Interpretation of Estimates/Quantities provides further information to answer this question as well as a link to view what previous years' contract usage has been from 2009 to present.

Q3. Since the agency is asking for the location of where the service is performed, this must have some impact on the selection of the vendor. Is there a maximum turn around that would restrict a vendor from scanning in a neighboring state or further? It does not seem to be addressed specifically in the evaluation criteria. Is it part of item 6 in the criteria? Is there any regional restriction?

Q3. Page 89, D. Location for Performing Image Conversion Services, provides an explanation for why the State is requesting locations. Locations are not included in scoring.

Q4. Must a vendor respond to both part 1 and part 2?

A4. Page 3, Purpose of the RFP states that Bidders may submit proposals for one or both of the components of the contract. Page 5, Overview of the RFP again states that Bidders may

A4. (cont) submit proposals for one or both of the components of the contract. To avoid confusion for the State's evaluators, when completing Appendix B pricing spreadsheet, bidders should indicate NB in any space where they are not bidding.

Q5. Since the delivery is secured by acceptance and payment for those services, can the agency consider removing the performance bond requirement?

A5. The State will not waive the Performance Bond requirement. This bond is a guarantee that the vendor will meet and/or correct if needed, the job specifications.

Q6. This is a very large and complex undertaking and one that we could do well since it is our core competency. However, it would be in the State of Delaware and our best interests if there could be an extension of the due date and a pre-bid conference.

A6. Although this is not a question it will be addressed. This contract is not for a large project, it is for services on an as needed/as requested basis. Vendors are asked to provide pricing that will be applied to each individual job as it is requested. The expiration date of the existing contract will not allow for an extension or a pre-bid conference. The question & answer period was requested by the agencies in lieu of a pre-bid conference. This solicitation was made public on April 15 and bid are not due until May 12, allowing prospective bidders nearly a month to prepare their proposals rather than the standard two weeks.

Q7. Page 7 K&L: We understand there is no Bid Bond Required but there is an \$80,000 Performance Bond.

A7. Your understanding is correct. Performance Bond will be required of the successful bidder at the time a contract is executed.

Q8. Page 4, 6 Term of Contract is one year with three one-year extensions.

A8. The term of this contract is correct, as you have stated.

Q9. Page 14, 5 Public Opening. It states that at the opening, only the vendors name and address will be read. Will we have the opportunity to look at responses or will they be posted somewhere at a later date or only in person by appointment?

A9. After an award is made, the successful vendor(s) pricing will be posted to the contract website and is public information. Each non-awarded vendor has the opportunity to schedule a debriefing and can view the bid tabulation of pricing and scoring for all bidders. If a vendor is requesting to view any other bidder's proposal they must follow the procedures for Public Inspection of Proposals, #5 on page 19 of the RFP.

Q10. Page 63, 1. Definitions (cont): Film Indexing. This talks about two level blipping. Will these actually be a need to produce two level blipped film and is there any idea how much of it there will be?

A10. As the specification states, **this is rarely required**. The State has included the specifications in the event that this service is needed. There are no estimates available.

Q11. Page 72, II. Task Specs (cont) 5. Employees. Must all employees be bonded including supervisors and couriers who pick up documents and return them?

A11. The specification states that employees **who film source documents, process film, or apply a redox prevention treatment** must be bonded and have a background check.

Q12. Page 79, III Tech Specs (cont), C. Pricing, 2 & 3. List price for rolls of film to be “cost per roll to film and process” – yet on page 89. II Digital Image Conversion Services (cont), C. Volumes, it states at the bottom that “the bid should be a per image rate” This is very important piece as I know you will get the best price if it is per image.

A12. The preferable method to measure cost is “cost per image”. The cost per roll was used at one point when processing was included in the price.

Q13. How many feet per each 16mm roll? 100’, 215’, or both? Will line items be added accordingly?

A13. Both. The current practice uses 100’ rolls. However, we have 215’ rolls in Delaware Public Archive holdings that may require a silver or diazo duplicate at some point.

Q 14. How may feet per 35mm roll? 100”?

A14. 100 feet

Q15. Does the State require 16mm planetary film?

A15. At times 16mm planetary film is required. This depends on the job specifications based on the archival quality and condition of the original document(s).

Q16. Does pricing assume 98 up “step and repeat” fiche?

A16. Yes.

Q17. Does pricing assume 500 images per roll for engineering drawings?

A17. Yes

Q18. Is silver locking required while 105mm fiche is in roll format?

A18. Yes

All other terms and conditions remain the same.

S:\ GSS15462 AD1 to RFP

