

Questions and Answers for RFQQ 20-09

1. In section 1.2; when referring to contractor “must provide us with at least 2 copies of software for specific digital- to - analog conversion equipment used, if necessary”, is the State requesting that the vendor provide the software for the State to submit the data to the vendor via FTP for processing if needed?
 - a. Yes, we would be requiring secure FTP transfer of the records to the vendor from up to two separate state computers. The vendor will not need to supply the software unless selected.
2. On the estimated volume per item media type, the vendor will be creating 100 rolls of archive 16mm film and 100 rolls of archive 35mm film?
 - a. If this is in reference to section 3.3, there is an estimated 100 reels of 16mm silver duplicate film and 100 reels of 35mm silver duplicate film defined.
3. On the Cost Volume Estimate it states “Processed and Brown Toning = 1,500 rolls. Is the State providing already filmed rolls?
 - a. In some instances, the State will provide raw film that only needs processed and brown-toned.
4. Can samples, photos or a copy of a strip of film be provided?
 - a. We are asking for copies of film including targets and images so we can inspect the results according to the state standards provided. Samples, photos or strip film cannot be inspected.
5. Will blue or black diazo film be required?
 - a. Blue, black or tonal diazo film base is all fine.
6. How often will the vendor expect items for processing; i.e. how often will we receive data?
 - a. We send images for processing weekly.
7. Is this the first time the State is requesting these services, if not, can the current contract be provided?
 - a. No.
 - b. The original contract will not be provided. Please note that Exhibit C provides a sample contract that will be substantially similar to the contract that will be entered into by the successful bidder.
8. In Section 1.1 the volume is estimated to be 2000 rolls processing and /or brown toning and 150 rolls for duplication. Section 3.3 the breakdown of estimated volume listed 200 rolls for digital to analog, 1500 rolls for processing/brown toning, 700 rolls for duplicates. As the totals listed do not seem to match, could the State confirm the volume to be utilized by proposers when putting together a proposal.
 - a. The numbers in the cost proposal section 3.3 match the numbers in section 1.1; $1500+500 = 2000$ processing, and $350+150+100+100=700$ reels duplication. Does the finalized version of section 1.1 have 700 reels of duplication? That is what it should be.
9. As we will have to obtain permission from our clients to utilize their data as a sample as it is not our property and some data provided by clients is confidential and protected; would the State consider providing a small sample of the data to be utilized for the

required sample? This may also give the State a better work example as it would be their own data and give proposers a better idea of what they would be working with during production and could provide a more accurate cost.

- a. The information on the images will not be inspected, just the clarity and quality of the image against the State Standards. The sample film will be recycled after the inspection and decision has been made. The images can be general in reference and size in order to best represent various record types. We will not be providing images as samples.

10. How many images will be required on the sample roll requested? Will examples from more than one client be needed?

- a. We suggest that the sample rolls include targets at the beginning and end of the reel along with examples of various sizes of records. For 16mm, records under 11" x 17". For 35mm, documents like maps and bound records. No more than 10 and no fewer than 5 images in between the targets are required.

11. Whether companies from Outside USA can apply for this?

(Example: from India or Canada)

- a. Companies from outside USA can apply, but only companies with processing labs in Washington State will be considered

12. Does a vendor need to come over there for meetings?

- a. No. Telephone and video meeting are acceptable

13. Can we perform the tasks (related to RFP) outside USA?

(Example: from India or Canada)

- a. No. See answer to question #1