

**STATE OF WASHINGTON
OFFICE OF THE SECRETARY OF STATE
WASHINGTON STATE ARCHIVES DIVISION**

**RFQQ 26-01
MICROGRAPHIC SERVICES – MICROFILM PROCESSING AND DUPLICATING SERVICES
AMENDMENT NO. 1
(September 22, 2025)**

SUMMARY

This Amendment No. 1 to RFQQ 26-01 compiles all the questions received from vendors during Question-and-Answer Period from September 9, 2025, to September 19, 2025, including at the Preproposal Conference held on September 16, 2025, and provides the official responses from OSOS. These questions and answers are now incorporated into the solicitation as an official addendum.

COMPLETE LIST OF QUESTIONS & ANSWERS

Q1: Given the volatility in the microfilm market and the lack of updated pricing until December 2025, how will the State address uncertainties in supply availability and the potential increase in costs in 2026 and beyond?

A1: Given current market volatility and uncertain future pricing, OSOS anticipates making accommodation in the contract for potential price increases should costs rise during the contract term due to limited availability or other factors.

Q2: The insurance requirements in this RFQQ have increased to \$2,000,000 per occurrence and \$4,000,000 aggregate. Given the nature of this service and the current contract's lower levels of \$1,000,000/\$2,000,000, would the State consider reverting to those amounts?

A2: Standard liability limits for insurance coverages have increased over time as the costs of insured incidents have gone up. However, OSOS will consider lower liability limits for insurance requirements in contract discussions with the apparent successful bidder if the current higher limits represent a significant barrier to contracting with the apparent successful bidder.

Q3: Can you explain why this RFQQ was reissued after the earlier version this year, and how it differs from the solicitation issued in spring 2025?

A3: Since the time of the earlier solicitation posting, OSOS became aware of changes in market conditions (i.e., the discontinuance and/or limited availability of certain products and chemicals, such as those used for brown toning) that would impact vendors' ability to meet our stated needs. OSOS realized that it could not reasonably require vendors to provide services utilizing those products and/or chemicals for the full potential length of the contract term if they simply were no longer available. Accordingly, OSOS adjusted its requirements in the current solicitation to allow for the possibility that vendors may be able to provide services utilizing these products and/or chemicals where and when available, but do not make it a requirement of the solicitation. Another change was the removal of certain microfilm products, namely lengths that were difficult to purchase.

Q4: May I provide supplemental information regarding brown toning processes to confirm alignment with the State's requirements?

A4: Vendors should include in their proposals any information that they believe will be responsive to OSOS needs/objectives as detailed in the solicitation document, including related clarifying and/or supplemental information.

Q5: Can the required services be performed outside the state of Washington, for example at a vendor facility in Dallas, Texas?

A5: No. The in-state requirement has come from going through difficult situations. As noted in the preproposal conference for this solicitation, historically in-state performance has been preferred due to risks associated with transporting unique archival microfilm. OSOS has used out-of-state vendors in the past and has run into issues it would prefer to avoid in the future: In one situation, a parcel was delivered to the wrong address- a residential porch- which proved difficult to have picked up and returned to us, and we were very fortunate the person who received the package was conscientious enough to work with the vendor and OSOS in its return. OSOS has also encountered difficulties getting quality product from two out-of-state vendors that matched Washington State Standards and the amount of time it took to return work to us. These issues resulted in lost time and additional costs. Most importantly, the film needing to be duplicated is frequently the only known copy of the record in existence. OSOS is unwilling to risk the loss of these records by shipping them, even with tracking information provided. Consequently, OSOS delivers and picks up the reels in person, thus the need for a vendor in Washington State.

Q6: What specific requirements apply to chain of custody and security of film during processing, particularly to ensure safe handling and timely access to records if needed?

A6: Vendors are expected to demonstrate robust processes in their proposals. Several requirements that we look for in a potential vendor include:

- Require SFTP (secure file transfer protocol) for digital images
- Returned digital film shipments require direct signature
- Confirmation messaging when electronic records are received
- Background checks on employees

- Security cameras and access control to locations where records are kept
- No unaccompanied public access to areas where records are located
- Confidential information agreements
- No subcontracting of work

Q7: If, during proposal evaluation, the State has follow-up questions for a vendor, how will those be addressed? Will vendors have an opportunity for oral presentations?

A7: Following receipt of proposals from vendors but prior to scoring, OSOS will reach out to any vendor that submitted a proposal with any questions they may have regarding their proposal. Top-scoring vendors may have an opportunity for oral presentations if OSOS determines oral presentations are necessary. If oral presentations are held, top-scoring vendors will be invited to participate in oral presentations.

Q8: As the vendor will be producing film from provided digital images, will the vendor be provided with the necessary targets (per the Washington State Standards) already filled out? Ex. Microfilm Certificate of Authenticity, Exclusion (Weeding) Policy (if needed).

A8: We deliver electronic files that include completed guide sheets and targets in order to meet Washington State Standards. Examples of the required targets are included in the RFQQ 26-01 as Exhibit C – Washington State Standards for the Production and Use of Microfilm.”

Q9: Can you provide a sample image of a film box label produced in accordance with Washington State Standards?

A9: A sample box label is included as Exhibit D of RFQQ 26-01.

Q10: What is the frequency of image submission to the vendor?

A10: We anticipate sending images on a weekly schedule.

Q11: What is the expected turnaround time for the return of created/processed film from time of submission?

A11: The expected turnaround for the return of created/processed film would be at most a month from submission.