



March 20, 2025

**ADDENDUM #4
RFP NUMBER: 24-04**

DOCUMENT SCANNING SERVICES

IMPORTANT NOTICE

Please make the following changes to RFP Number 24-03:

1. **RFP Closing Date:** The RFP closing date has been changed to **April 2, 2025 at 2:00:00 p.m. PDT** at the Orange County Superintendent of Schools, Attn: Kristin Lange, Purchasing & Contracts Manager, Purchasing Department, 200 Kalmus Drive, Building "A", P.O. Box 9050, Costa Mesa, California 92626.

Please note the following responses to questions asked by prospective Responders:

Question 1. Regarding the "per page" for scanning Black & White, Grayscale and Color. Is it safe to say the per page refers to per side or image? i.e. would a 2-sided sheet be considered 2 pages?

Answer: Yes, a two-sided sheet would be considered 2 pages.

Question 2. Physical File retrieval & delivery – is this a request to have an original hard copy file folder sent back to originating location?

Answer: Yes.

Question 3. Document handling – could you define this item? Is this an hourly rate for handling delicate physical originals or more complex documents?

Answer: This is a header and not a proposed pricing point. Please refer to items below the header.

Question 4. Storage – Is this a fee to store boxes while the vendor is performing the work defined in the RFP? Or is it the districts intent for the vendor to store the documents after completion of the work performed and outside of the QC timeline? What would be the standard unit of measurement for storage, monthly, per box, per pallet?

Answer: Fee for storing District boxes while the boxes are within the vendors facility. Fee per box, if applicable.

Question 5. Destruction – What is the unit of measurement, per box?

Answer: Per folder.

Question 6. Please define – Project - Is this a project management fee? If so, do you have a desired unit of measure? Hourly, daily, monthly?
Project A – would you like a box cost based on standard box of single sided sheets?

Answer: This is a header and not a proposed pricing point. Please refer to items below the header.

Question 7. Task 2 Deliverables
#2 – Vendor must scan documents into electronic format at a resolution that supports full text search and is clearly legible. 300 DPI would be the standard however OCR scanning would provide searchability.

Answer: Rephrased
#2 – Vendor must scan documents into electronic format at a resolution that supports full text search and is clearly legible with a minimum of 300 DPI. ~~would be the standard however OCR scanning would provide searchability.~~

Question 8. There is no OCR on the Fee Service Rate Schedule, would you be able to add a line item and unit of measurement?

Answer: OCR is not being priced out.

Question 9. Task 3 Deliverables
#2 - Vendor must provide a secured, web-based application for the District to view and monitor quality control, issues and corrections that are made.
Question: is it the districts intend to QC the documents offsite of vendor's facility?

Answer: Yes, however QC may be performed at the discretion of the District and will be coordinated with the vendor.

Question 10. Task 4: Deliverables
#2 - Vendor must provide a description of its process integrating data with the District's IEDMS, Docuware. It was discussed at the job walk that vendors would provide scanned PDFs and an .csv of the records. Question – Is this still required?

Answer: Yes. What is the vendors process of creating source image along with index values.

Question 11. Task 5: Return or Destruction of Documents
#1 - Vendor must describe its process for re-assembling and returning document records to the District.
Question - Could you add a line item to the Fee Services Rate Schedule for reassembly?

Answer: Please add reassembly rate into return cost.

Question 12. Task 7: Deliverables
c. Document preparation cost per hour, quantity, total amount.
Question - Could you add a line item to match the requested document preparation per hour?

Answer: Specified in Task 7 Deliverables (1E).

Question 13. It is stated interviews are in April. Would you have a more specific date range in April?

Answer: No dates have been selected yet.

Question 14. During the site walk it was mentioned that OCOED would like to be invoiced by pallet. Is that correct, or should we follow task 7 Deliverables?

Answer: Yes, the invoices sent for each pallet of work should follow Task 7 Deliverables format.

Question 15. Post prep – For boxes or documents that are required to be reassembled, what is the unit of measurement? Per sheet, per hour, per folder? Could you please include a line item for “post prep” reassembly on the Fee Services Rate Schedule

Answer: Per folder, please include in the return cost.

Question 16. RFP Page 14 – General Questions & Answers
J. Could you please provide an estimated total box or page volume for the school District's project? Unknown; multitude student boxes and larger boxes filled with files in the two warehouses at Wilshire site. There are classrooms filled with boxes and several additional files stored in office spaces cabinets.

Question – During the site walk it was mentioned that the warehouse off Kalmas is the only location for this RFP. Please confirm the warehouse at Wilshire site is not part of this RFP.

Answer: Warehouse at Wilshire is not part of this RFP.

Question 17. What is the approximate number of document box pick-up locations within the District? There will be multiple locations upon commencement (approximately 4-5 different locations). There will be multiple school sites and department locations.

Answer: The location visited at the job walk is the only site pick-up location: 3001 Redhill Avenue, Building 6, Costa Mesa, CA 92626

Question 18. Approximately how many different District departments will be participating in this project? About 4-5 departments.

Answer: The location visited at the job walk is the only site pick-up location: 3001 Redhill Avenue, Building 6, Costa Mesa, CA 92626. Unknown how many departments may be participating.

Question 19. What percentage of your pages are large-format (larger than 11" x 17"?)

Answer: Unknown, very minimal.

Question 20. Is it safe to assume that all documents are 11x17 and under for this RFP. If there are sheets over 11x17, please include a line item on the Fee Services Rate Schedule.

Answer: Yes, it is safe to assume documents are all under 11x17.

All RFP Documents remain unchanged except sections or parts of sections added to, revised, deleted or clarified by this Addendum.

This Addendum shall be considered part of the RFP Documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally herewith. Where provisions of the following supplementary data differ from those of the original RFP Documents, this Addendum shall govern and take precedence.

Responders are hereby notified that they shall make any necessary adjustments in their bid on account of this Addendum. It will be construed that each Responder's bid is submitted with full knowledge of all modifications and supplemental data specified herein.

Sincerely,


Kristin Lange
Purchasing & Contracts Manager
Orange County Department of Education