

Addendum No. 1
Inquiries and Responses
RFP Solicitation No. 30000001610
Records Information Management Program

1. Questions submitted by an out of state vendor not register with the Louisiana Secretary of State's office nor LaPac Vendor Registration.

1. Is this particular bid open for all the vendors?

Response: Yes

2. Can we response to this proposal request?

Response: If your firm meets the requirements in the RFP.

3. Is this RFP is only for vendors holding any particular State Term Contracts?

Response: No

4. Can we participate only IT consulting part not other two?

Response: No

2. RFP 1.2 page 4 How far back in time should RIM go?

Response: Not sure we understand the question, but per records retention policies as appropriate.

3. RFP 1.2 page 4 Should the RIM make all its records available in digital form?

Response: Not sure we understand the question, but part of this is to help define policies as appropriate.

4. Attachment 1, 3b page 23 Is the previous consultant eligible to bid on this project?

Response: Yes

5. Attachment 1 3b page 23 If the answer to previous question is affirmative, please identify the consultant.

Response: Access Sciences Corp.

6. If the final intent for the data collected and entered into the RIM is to facilitate analyses of various types, please specify the types (e.g., litigation support, fraud detection, personnel actions support, etc.).

Response: The purpose is multifaceted just like any good records management program, depending on the type of information or record.

7. Potential Proper is thinking of providing two pricing options – one for onsite/offsite model (development handled out of our Edison, NJ development center) and the other for onsite/offshore (development handled out of Bangalore, India development center). Would this be acceptable?

Response: No. This is NOT an IT Development project.

Also, is there an incumbent already providing the requested services to the State?

Response: No.

8. In reviewing document 5376801.00, Request for Proposal Coverage, in the pricing chart under Quantity 250,000 is listed. Can you clarify what is referenced here for quantity?

Response: The cover page in LaPac is a boiler plate that cannot be edited. The only place Consultant Contract Service can enter information is under Notice to Bidder. The language provided under Notice to Bidder is to advise that nothing on the cover page applies to the advertisement and that only the attached PDF copy of the actual Request for Proposals applies.

9. Review the previous consultant's Assessment Findings and Recommendations document and perform additional research (Previous document will be provided upon award of contract.) Is it possible to obtain a copy of the Assessment Findings and Recommendations so a determination can be made as to the extent of this requirement.

Response: This will be provided to the selected contractor.

Also, can you identify who was awarded the previous contract.

Response: Access Sciences Corp.

10. Perform a records inventory and cleanup / organize physical files in four DOTD storage locations (DOTD Headquarters Building and Storage Facility in Baton Rouge, Baton Rouge District Office (#61), Bossier City District Office (#04), and New Orleans District Office (#02). Please provide details of the quantity of records in linear feet, boxes (and sizes) or file drawers at each of these locations.

Response:

1. DOTD Headquarters Building has equivalent of 11,000 banker boxes. These files are stored in filing cabinets, electrical vertical carousels (Rotamats) and manual rolling systems.
2. DOTD Headquarters Storage Facility in Baton Rouge has equivalent of 8,000 banker boxes. These files are stored in filing cabinets and shelves.
3. Baton Rouge District Office (#61) has equivalent of 446 boxes. These files are stored in filing cabinets, electrical vertical carousels (Rotamats) and manual rolling systems.
4. Bossier City District Office (#04) has equivalent of 1,608 banker boxes. These files are stored in filing cabinets, electrical vertical carousels (Rotamats) and manual rolling systems.
5. New Orleans District Office (#02) has equivalent of 800 banker boxes. These files are stored in filing cabinets, electrical vertical carousels (Rotamats) and manual rolling systems.

11. Perform a Physical Inventory of Records, 1. Develop a plan and strategy on conducting the physical inventory of State's records. 2. Conduct the physical inventory 3. Identify duplicate, fragmented and related records. Is this a duplication of item 2 above, or this is additional inventory. If so, please provide an estimate of the quantity of records in linear feet, boxes (and sizes) or file drawers.

Response: The first inventory can be used for following:

1. Develop a plan and strategy on conducting future inventories.
2. Identify duplicate, fragmented and related files.

12. Please clarify the Quantity, Fiscal Year, Unit Price and Extended Amount for Items 1 and 2 of the Cover Document.

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13. In 2010, DOTD updated its Record Retention schedule for the first time in 10 years. However, it did not incorporate all of DOTD's Record Series or include the electronic records. The Scope of Work does not mention updating the Retention Schedule. Is this a requirement of the RFP?

Response: As a part of developing a Records Management Program utilizing best practices and policies, a review of the current records retention policies and practices would certainly be a likely item to review.

14. RFP 1.2 Background:

1. Does the Department currently have a Records Manager?

Response: Yes

If so, do any other departmental staff report to him/her?

Response: No

How many Records Coordinators currently participate in the

Department's Records Management Program? Response: Approximately 40

2. Has IBM offered any kind of license swap between its Content Server product and IBM FileNet? Response: No.

What version of IBM Content Server is being used?

Response: The product is IBM Content MANAGER 8.4.2 Client Version and some 8.4.3.

3. What version of the Bentley MicroStation product suite is being used?

Response: V8i Select Series 1

4. What version of SharePoint is DOTD using?

Response: MS SharePoint 2010

What version of Microsoft Outlook?

Response: MS Outlook 2010 and some 2007

What version of windows – is there a standard across the Departments?

Response: Some Windows XP and Windows 7

5. Does DOTD have an inventory of the records that have been microfilmed?

Response: Yes

Does it have an estimate of the volume of microfilm on file (# of reels)?

Response: Yes

6. What GIS software does the DOTD use?
Response: ESRI 10.0
7. What is the software platform used for the LaGOV ERP system?
Response: SAP
8. What mainframe platform / operating system is being used by DOTD?
Response: z114 Platform running z/OS

15. RFP 1.4 A. Goals and Objectives

1. May we get more information about the size of each of the four (4) warehouse locations, estimated # of documents, or any other measure that will help us scope the effort for the inventory / clean-up / organization of these physical record storage locations?

Response: This will be provided to the selected contractor.

2. How up-to-date and accurate is the current Inventory Tracking System?

Response: Not up-to-date, and not very accurate.

Are most of the boxes in the warehouses labeled appropriately?

Response: No

Will the inventory include opening, sorting and inventorying the contents of stored boxes; or, just the inventorying of boxes based on external labeling?

Response: All boxes and files.

3. See question above – if box contents have to be inventoried, is their room for a document sorting and inventorying area in the warehouses (i.e. is there enough space in the warehouse to spread out and sort documents)?

Response: Yes

4. Will supplies for re-boxing and labeling inventoried boxes be made available by DOTD outside of the costs in our response to this RFP?

Response: Yes

5. During what hours will our consultants have access to the warehouse for our inventory and clean-up activities?

Response: Monday through Friday, 7:30 am to 3:30 pm.

16. Attachment 1 – Item 2 Tasks & Services -

Is the vendor who performed the previous Assessment Findings and Recommendations document and additional research bidding on this solicitation?

Response: We do not know who will bid.

Was their work deemed satisfactory by the Department?

Response: Yes

17. Attachment 1 – Item 3 Deliverables b. review the previous consultant's Assessment -Finding and Recommendation document and perform additional research.

What are the five (5) additional policies that were recommended?

Response: This will be provided to the selected contractor.

Is DOTD satisfied with the quality of the three already developed policies? Why was the 2010 contractor not asked to perform the additional RIM related services?

Response: The original intent was an assessment to make recommendations.

18. Attachment 1 – Item 3 Deliverables c. Develop and implement policies on Records Information Management/Develop a set of processes and practices.

Is a digital copy (or link to a digital copy) available of the Engineering Standards and Directive Manual (ESDM)

Response: <http://webmail.dotd.la.gov/ppmemos.nsf>

19. Attachment 1 – Item 3 h. Perform a records inventory and clean/up organize of physical files in four DOTD storage locations in accordance with DOTD approved Records Retention Schedule.

Within this item a requirement is stated as follows – ‘The Contractor will perform a records inventory for DOTD. During the inventory, the Contractor shall locate, identify, and describe all records series in DOTD, whether the records are electronic, paper, micrographic, or any other format.’ Is the scope of the records inventory referenced in item (h) limited to an inventory of the records in the four (4) warehouse locations?

Response: Yes

20. Attachment 1 – Item 4 Functional Requirements

We are assuming that the physical inventory is statewide and includes the offices in all 64 parishes -- is that correct? What is the actual count of offices that will have to be inventoried (assuming that there may be more than one office in a parish)?

Response: No. RFP specifies 4 offices.

21. Is there a budget for this project? If so what is the amount per Fiscal Year?

Response: YES. Amount is dependent on the selected bid.