

AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT
ISSUE DATE: September 21, 2015

SUBJECT: Solicitation No. DCSC-15-IFB-0065

FOR: On-Site Document Scanning, Digitizing and Indexing
Services

OPENING DATE: September 28, 2015 at 3:00 p.m., local time.

The subject IFB amended as follows:

1. Page 1 – Opening Date

Delete: September 24, 2015
Replace: September 28, 2015

2. Page 2 -

Delete: This Solicitation is Open Market Procurement
Replace: This Solicitation is Restricted to GSA Schedule Vendors Only.

3. Page 6 - Section B.1:

Delete: We have approximately 7,500 domestic relations case files from the years 2002-2003 requiring scanning to a special server with indexing.

Replace: We have approximately 7,500 domestic relations case files from the years 2002-2003 requiring scanning to the Court's Case Management System (Courtview)

4. Responses to written question(s) received from prospective offeror(s) are included as **Attachment A.** to this amendment.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

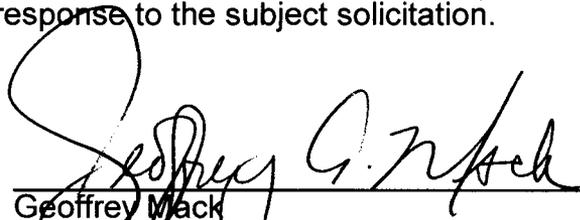
One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this

amendment to each proposal to be submitted to the Court in response to the subject solicitation.

Proposals shall be mailed or delivered in accordance with this amendment.

Offerors shall submit their proposals in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance the instructions provided in the original solicitation documents. This amendment, together with your proposal must be received by the District of Columbia Courts no later than the date and time specified for proposal submission.

Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for proposal submission. Failure to acknowledge receipt of this amendment, for the subject solicitation may be cause for rejection of any proposals submitted in response to the subject solicitation.



Geoffrey Mack
Contracting Officer

This amendment is acknowledged and is considered a part of the subject solicitation.

Signature of Authorized Representative

Date

Title of Authorized Representative

Name of Firm

ATTACHMENT A
AMENDMENT NO.1

Solicitation No. DCSC-15-IFB-0065

RESPONSE(S) TO QUESTION(S) RECEIVED

1. Question: What is the closing date and time of the solicitation? A closing date is not mentioned anywhere in the solicitation.

Answer: The due date and time is posted on page 1 on the top right hand corner. The due date is hereby extended from September 24, 2015 to September 28, 2015. The time is 3:00 pm.

2. Question: Is this solicitation an open market procurement or a GSA schedule procurement? It mentions that it is a GSA schedule procurement on the cover page and that it is an open market procurement on the second page.

3. Answer: This solicitation is s restricted to GSA Schedule vendors only. Delete Open Market and replace with GSA Schedule Vendor's only.

4. Question: The solicitation mentions that the equipment will be provided. Does that include software? What is the type of equipment and software?

Answer: The Courts will provide desk top PC's and scanners. The software is CourtView

5. Question: What is the total number of pages that needs to be scanned and digitized?

Answer: Estimated 250,000pgs

6. Question: Is there an incumbent? If so, can you provide their company name and contract number?

Answer: There is currently no incumbent. All this information is contained in the SOW

Question: Page 2, Section 2a – Please define “Regular Dealer? How does this relate to Clause 28 of the District of Columbia Courts General Contract Provisions?

7. Answer: They are synonymous.

8. Question: Page 6, Section B.1 – Answers Are in Red.

- a) Are the work area and the file storage unit in the same area? If not, what is the distance between the units? **Yes**
- b) Approximately how many pages are in a case file? **250,000 pgs**
- c) What is the paper type and condition? **Good**
- d) Are any of the pages two-sided? **No**
- e) Are there sticky notes to be scanned? **No**

- f) Are they color or black and white? **Black & White**
- g) Are these active files that may be removed and returned to the scanning unit? **No**
- h) Please define “special server”? The Court’s Case Management System (Courtview)
- i)
- j) Is the contractor required to provide transportation and labor to “deliver” the files to the offsite storage facility? **No**
- k) Will the government provide boxes for the files to be delivered to the offsite storage facility? **Already Boxed**

Question: **Page 7, Section B.3** – If contractor transportation and labor for the box retirement is required, can you add the service as line items in the Price Schedule? If not, where would you like us to capture these costs?

Answer: No Transportation Required

Question: **Page 8, Section C.1** – Can we have a site visit to view the JM-300 High Density Filing Unit?

Answer: A Site Visit will be provided Friday, September 25, 2015. You must schedule your appointment with Ms. Roslyn Johnson (COTR) 202-879-1809 24 hours in advance.

Questions: **Page 8, Section C.3.1** – Please provide equipment list, specifications and capacity of the “Court’s equipment”? Is a copier included? If not, can a copier be provided?

Answer: All equipment is provided by the Courts.

Question: **Page 9, Section C.5.1** – Is OCR required?

Answer: No

Question: **Page 9, Section C.5.3.5** – Is a copier being provided to copy documents before scanning that are in “extremely poor condition”?

Answer: All equipment is provided by the Court’s.

Question: **Page 11, Section C.10.1.2** – Will the Courts consider having the service performed at the Contractors secure site?

Answer: No.

Question: **Global** – Please extend the due date for receipt of proposals.

Answer: The due date is hereby extended from September 24, 2015 to September 28, 2015.
The time is 3:00 pm.

Question: **Global** – How many Past Performance Evaluations are required? When are they due? To whom should they be sent?

Answer: Minimum of two.

Question: **Global** – What is the expected date of award?

Answer: September 30, 2015