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AMENDMENT NO. 01 (A01)

A01 ISSUE DATE: August 31, 2022
TO: ALL PROSPECTIVE OFFERORS
IN REGARDS TO: RFP# DCSC-22-FSS-122
Digitization of Court Files
RFP CLOSE DATE: Monday, September 12, 2022 by 2:00p EST

The above-mentioned solicitation is hereby amended as follows:

1. The close/submission date has been extended from Tuesday, 09/06/2022 to Monday, 09/12/2022 by 2:00p EST
2. See the attached Questions & Answers (Q&A)/Clarification document

****ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

This amendment will be sent to only those offerors who received a copy of the solicitation. This amendment will also be posted on the District of Columbia Courts website. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the above-mentioned solicitation. Offers shall be emailed in accordance with the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offer(s) submitted in response to the above-mentioned solicitation.

Darlene D. Reynolds
Darlene D. Reynolds, Contracting Officer

This amendment is acknowledged and is considered a part of the above-mentioned solicitation.

Signature of Authorized Representative

Date

Title of Authorized Representative

Name of Firm

Questions & Answers (Q&A)/Clarifications
RFP# DCSC-22-FSS-122: Digitization of Court Files

Q1:

I just want to confirm that this is a GSA Schedule Contract.

A1:

Yes, confirmed.

Q2:

For the Pricing Schedule, I only see a labor rate. There are some things that you are requesting that is not labor. For example, equipment rental and set-up are not labor rates. A microfilm/fiche scanner is a different rate than a paper document scanner. Can we add those as separate line items on the price sheet?

I would also like to be able to add pick-up/delivery as a separate cost if possible.

Can we charge different labor rates for different actions? For example, onsite labor rate v. offsite labor rate? Document prep v. document scanning?

A2:

Yes, you may add any Labor Rates and/or Unit Prices to perform and complete the SOW requirements.

Yes, if, the different actions are covered under your awarded GSA Contract.

Q3:

On page 5, C.3.1.2, DC Courts will provide a Fujitsu FI-7600 scanner and desktop computer.

Does the courts only have one scanner? Can more be provided depending on the quantity?

What happens if multiple projects occur at the same time in different locations? Should we provide pricing to bring in our own equipment?

A3:

For onsite work, the Courts has multiple Fujitsu FI-7600 or comparable model scanners. They can be deployed for multiple projects/locations at the same time. Prospective offerors are encouraged to provide pricing for any equipment believed to be needed to satisfy the requirements of this solicitation.

Q4:

Where will we be uploading the files once they have been scanned? To an external hard drive?

Will the courts provide the hard drive or will the contractor provide it?

A4:

Refer to Section C.4 - Requirements (preferably C.4.2.3)

Q5:

What are the key personnel positions and minimum qualification requirements?

A5:

Refer to Section M.3 of the solicitation for evaluation criteria. No minimum qualifications or skill set requirements are specified.

Q6:

What are the page limits for Vol I – Technical Proposal tabs A, B, C, and D?

A6:

No limit was specified in the solicitation. However, less than 30 pages total for Tabs A, B, C, and D would be considered reasonable.

Q7:

Will the government consider CPARS in lieu of past performance evaluation forms and letters of reference?

A7:

No, we can't consider CPARS in lieu of past performance evaluation forms.

Q8:

Part I Section B.6 Price Schedule – Will the government please confirm that the table provided in B.6 is an example and that vendors may include additional lines other than “Labor Category” for items such as equipment, transport, and ODC's? Additionally, please confirm that since services are to be performed on both government and contractor site, vendors should provide pricing for the different locations?

A8:

You may include “different location(s)” lines, in accordance with your awarded GSA contract.

Q9:

The solicitation references “task orders” throughout the document, what is the structure of the overall contract – BPA, IDIQ? What is the total contract ceiling value?

A9:

This is an RFP Task Order, where task orders will be issued on an as-needed basis.

Q10:

Is there an incumbent currently performing on this effort? If so, please provide the vendor's name and contract number.

A10:

Mindcubed is the incumbent.

Q11:

What is the total population of records requiring scanning? Please provided a breakout by material type - microfiche, microfilm, and paper – and location.

A11:

The total population of records is unknown at this time. Digitization will be requested on an as-needed basis, and the requests may be for microform, paper, or a combination of both. For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Any onsite digitization will take place at one of the Courts' six Judiciary Square locations specified in Section C.2.2 of the solicitation.

Q12:

Does an inventory of the records need to be created? If so at what level is the inventory to be listed? (doc, folder, box, etc.)

A12:

For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q13:

Do any of the documents require restoration? If so what percentage (by material type)? Please provide the approximate levels of decay and percentage of material affected by level.

A13:

For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q14:

Have the records undergone a disposition review? If no, is the disposition assessment to be done at the doc level or other?

A14:

The selected contractor shall assess the work per Section C.3.2 of the solicitation. Disposition of records may not always be required.

Q15:

What level of QC is required for scanned images?

A15:

In response to the solicitation, Offerors shall describe their approach for and level of quality assurance and control. Refer to Tab C under the Evaluation Criteria section of the solicitation.

Q16:

How many pages per document?

A16:

For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q17:

Where are records to be indexed? (database, spreadsheet, etc.)

A17:

For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q18:

How many fields to be indexed? What are the fields to be indexed?

A18:

For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q19:

Do the indexing fields require any analysis or are they readily apparent on page 1 of each doc?

A19:

For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q20:

For indexing will we be just naming the file or inputting the information into a separate spreadsheet with metadata?

A20:

For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q21:

What percentage of material require the removal of staples and other bindings?

A21:

This information is not available at this time. For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q22:

What percentage of material need to be removed from sealed envelopes?

A22:

This information is not available at this time. For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q23:

What percentage of material need to be reconstituted?

A23:

This information is not available at this time. For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q24:

What is the anticipated monthly/annual volume of transport required?

A24:

This information is not available at this time. For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q25:

What is the anticipated the monthly/annual volume of destruction services required.

A25:

This information is not available at this time. For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q26:

You indicate the task orders will be either onsite or offsite. Will this be determined with each task order, or do you mean the contractor may decide to perform it either onsite or offsite?

A26:

This will vary from task order to task order.

Q27:

If the Courts selects onsite/Courts scanning, will the volume be consistent to utilize a full-time staff and dedicated scanning systems.

A27:

Requirements and level of effort will vary from task order to task order.

Q28:

You state that you will furnish Fujitsu FI-7600 scanner for onsite paperwork – is it acceptable for the vendor to provide their own scanner for such work?

A28:

This will be considered on a case-by-case basis.

Q29:

Will the Courts consider payment after completion and acceptance of monthly deliverables within a given task, rather than waiting until the full completion of the task order?

A29:

Yes.

Q30:

Workspace provided by the Courts includes power and Wi-Fi – could you provide square footage of the space; is furniture provided (desk/chair/table for prep work); is parking available?

A30:

A chair, desk, and computer will be provided. The workspace will have power and a wired connection to the Courts' network. Workspace size will vary from task order to task order.

Q31:

Can the vendor leave equipment onsite for an extended period including the length of the contract?

A31:

Each task order will have a period of performance. The vendor may leave equipment onsite for the duration of the task order for which it is being used.

Q32:

What percent of the work is film based versus paper?

A32:

This information is not available at this time.

Q33:

There's not a lot of detail on indexing including the number of fields and where you find the fields? Will the indexing vary from task order to task order? Could you provide an example of indexing?

A33:

Requirements and level of effort will vary from task order to task order.

Q34:

Are you looking for one multipage searchable PDF per fiche named by the title in the fiche header?

A34:

Requirements and level of effort will vary from task order to task order.

Q35:

Are you looking for one digital file per roll of microfilm indexed at the roll level? (not at the "document level"). If images are to be indexed at the document level, what is the indexing or file naming instruction and where is it found?

A35:

For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q36:

What format of microfiche do you have? (COM, jackets, step and repeat, etc.)

A36:

The format may vary from task order to task order.

Q37:

Is microfilm 35mm or 16mm?

A37:

The size (mm) of film may vary from task order to task order.

Q38:

Do you need 300dpi bitonal or grayscale images?

A38:

Yes.

Q39:

If vendor is located within 50 miles of the various locations, can all work be done offsite at vendor location?

A39:

Yes.

Q40:

If scanning is performed onsite can the indexing and OCR be performed offsite?

A40:

Yes.

Q41:

Will the Courts ship the materials to the vendor, or must vendor use their own resources to pick up materials?

A41:

The vendor shall use its own resources to pick up the materials.

Q42:

If the vendor must pick up the documents to scan offsite, will the Courts pack the boxes and have them ready for transport?

A42:

The contractor is expected to perform this task. The Courts will provide information and guidance.

Q43:

SOW calls for "The schedule must include the labor category and hourly rate for personnel **or item number, description, unit, and price for services**. Our services pricing is based on firm fixed price unit charges. Will this be acceptable instead of hourly rates?

A43:

Since this is a GSA procurement, if your contract award is based on firm-fixed unit prices, please submit accordingly.

Q44:

What is the average number of pages\images\frames per task order?

A44:

This information is not available.

Q45:

Can the vendor charge a minimum rate if the task order is very small?

A45:

No.

Q46:

Do the task orders determine if the work will be charged hourly or per unit?

A46:

Each Task Order will have a price schedule sheet to be filled out after each SOW assessment.

Q47:

Is re-stapling always a requirement or may that vary from task order to task order?

A47:

For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q48:

Can you please describe current watermark process or provide sample?

A48:

For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q49:

By watermarking do you mean adding the date and time to the bottom of the PDF?

A49:

For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q50:

Is watermarking always a requirement or may that vary from task order to task order?

A50:

For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q51:

Is the vendor required to watermark microfiche and film images or just paper?

A51:

For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q52:

Is there an incumbent vendor scanning at the DC Courts now or previously? Who is the incumbent?

A52:

Mindcubed is the incumbent.

Q53:

Is there a backlog of records in microfiche, microfilm and paper waiting to be scanned and if so, what is the backlog of images to be scanned?

A53:

There is no court-wide backlog. Digitization requests will come on an as-needed basis. For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation.

Q54:

What is the estimated number of images to be scanned for each media type by each contract year?

A54:

Digitization requests will come on an as-needed basis. For each request, the selected contractor shall assess the work per Section C.3.2 of the solicitation. Requirements and level of effort will vary from task order to task order.

Q55:

Will this solicitation only be awarded to one vendor?

A55:

Refer to Part V (Method of Award): Section L.1.2

Q56:

Would the Courts consider having one to two full time FTE's that work at the Courts year-round fulfilling all scanning tasks that come about?

A56:

No.

Q57:

Insurance - #4 Cyber Liability Insurance indicates a need for \$2million/occurrence and \$2million aggregate. Standard within the scanning and digitization industry does not exceed \$1million for either – would the Courts consider a \$1million occurrence and aggregate for Cyber Liability?

A57:

No. All insurance clauses will remain.