



Procurement & Contract Services Request for Proposals No. P20-002

UAA OFFICE OF THE REGISTRAR MICROGRAPHIC CONVERSION SERVICES

AMENDMENT NUMBER: ONE (1)

DATE ISSUED: WEDNESDAY, MAY 13, 2020

SUBMISSION INSTRUCTIONS:

Sealed proposals **must** be submitted via the **BONFIRE** Portal (see instructions on page 44 of RFP P20-002). No other delivery method shall be accepted. Proposals will be received until:

DATE: Friday, May 22, 2020

TIME: 4:00 PM AKDT

CONTACT FOR RFP INQUIRIES:

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REQUEST FOR PROPOSAL P19-002 IS HEREBY AMENDED AS FOLLOWS:

Answers to Offeror-submitted questions are provided following the question submission deadline of Tuesday, May 22, 2020. All questions and answers are applicable to Section F. Scope of Work. All questions and answers are organized by section and subsection. In the interest of brevity, some questions have been edited or combined, and duplicate questions have been omitted.

1. REQUIRED GOODS AND SERVICES

1.0

Question: Is there funding for this project? If so, the amount encumbered.

Answer: There is funding for the project, but no specified amount is encumbered at this time. Funding is encumbered when the University selects a vendor and issues a funding purchase order.

1.1

1. **Question:** When UAA requests a file, can we provide the digital images via electronic file transfer?

Answer: When the company is working on a particular file that the University needs, we can receive the file via electronic file transfer. This won't be acceptable for the final product, however.

2. **Question:** Will the University ship the materials to the vendors via a 3rd party such as UPS or FedEx?

Answer: The materials include FERPA- protected data, and the University prefers not to ship the materials for security reasons. If the vendor cannot securely pick the materials up or arrange for secure pick up, the University is seeking detailed information about how the vendor intends to obtain and return all of the files and the guarantees offered to ensure nothing happens to the records in transit. 3rd party carriers are acceptable, but any proposed shipment methods must involve secure, reputable methods.

3. **Question:** Will the University ship all materials at one time rather than in batches? If multiple shipments, how frequently and what size will each batch be?

Answer: If it is determined that no other method of file transportation is possible, the University could ship all materials at once- only if absolutely necessary.

4. **Question:** Where boxes and seals are provided to the University by the vendor, will the University be willing to box the rolls and fiche, and prepare the boxes for Federal Express pickup? The vendor would also utilize Federal Express to return the original source scanned media.

Answer: Yes, the University is willing to box the microfiche in boxes provided by the vendor and prepare for FedEx pick up. In the case of shipping, The University is in need of assurances from the vendor that nothing will be damaged or lost in transit (either direction).

5. **Question:** This section indicates that the contractor shall securely return the files to the University upon request. Does "return" mean return of the media- or return of digital images?

Answer: In the event that files in the vendors possession are requested due to an active records request by a student, the requested files may be securely returned to the University by digital image.

6. **Question:** How many microfilm rolls and microfiche will be released at one time to the vendor? How often will the microfilm and microfiche be released to the vendor? What is the minimum and maximum number of microfilm and microfiche that will be released at one time? Can all the microfilm and microfiche be picked up at one time?

Answer: While there is no release schedule and there are no constraints on the minimum and maximum number of items that will be released to the vendor, the University desires an efficient, organized process. This should be reflected in the vendor's proposal. If necessary, all materials can be picked up at one time.

7. **Question:** What location(s) will the vendor need to pick up from and deliver to? Is it one location or more than one location?

Answer: Per Section K. Additional Contract Provisions, item 4. F.O.B. Point, there is one pick up and delivery location:

University of Alaska Anchorage
Office of the Registrar
2901 Spirit Drive
Anchorage, Alaska 99508

1.2

1. **Question:** When you say consistently catalogued, are these the fields you want indexed for each student record? * Last Name, First Name, Date of Birth and Type of Record.

Answer: There are different types of records and each type would require unique indexing. Student records would need Last Name and First Name timeframe (ie 1958-1972 or when scanned to microfiche) and file type (transcript versus record). Other types would be change of grades, class rosters, academic petitions. These should include the year and semester that is included on the fiche (ie. Sp1982). Transfer catalog microfiche should include the name of the institution and the year if noted on the microfiche

2. **Question:** Are you looking to receive OCR'd/Searchable PDF files as the deliverable file format?

Answer: Yes, for all student transcripts and academic records. Transfer catalogs do not need to be OCR'd.

3. **Question:** Can you provide "document types" that comprise the student record. On the film is there "eye-readable" targets between each student record. Is there a dbase flat file that contains the index data for all students records from 1950? If not from 1950 from what years are available?

Answer: Our microfiche includes a variety of student documents, including official transcripts, change of grades, academic petitions, admissions applications, graduation applications, etc. It also includes grade rosters for entire classes of students. We also have transfer catalogs on microfiche. Unfortunately there is no marker or target that indicates the end of one student's record and the start of another. There may be an extra blank image on occasion, but it's inconsistent. The University has not run across any indexes and therefore don't have reason to believe they exist.

2. TYPE AND QUALITY OF FILES FOR CONVERSION

2.1

1. **Question:** Can you provide a photo of a representative microfiche card?

Answer: The University can't provide a photo of a representative microfiche card as part of this publicly posted Request for Proposals, due to FERPA concerns. Types of fiche varies depending on when it was transferred to fiche. Most student related fiche look like film negatives. Some of the student records and all the transfer catalog fiche are solid with highly condensed information. I believe this is referred to as COM fiche.

2. **Question:** Are you saying there is an average of 170 images per microfiche card?

Answer: Yes. some cards have 70 images. and some have up to 270 images.

3. **Question:** How are the cards labelled across the top of the microfiche card?

Answer: This depends on the information on the card but all are labeled with either student name(s), type of academic information or institution name(s).

4. **Question:** Does each microfiche card represent one student record or multiple student records?

Answer: In most cases, multiple student records are on each card.

5. **Question:** Do you want one PDF file for each microfiche card? Or one PDF per student record?

Answer: One PDF file for each microfiche card would be sufficient.

6. **Question:** What format of microfiche do you have? Are the microfiche 16mm, 35mm or a combination of both?

Answer: The majority are 'negative' style in 16mm, some are Computer Output to Microfiche (COM) style (smooth, high density information).

7. **Question:** Are there multiple students contained on each fiche? What is the average number of pages per student file?

Answer: Yes. Multiple students are contained on each fiche. The average number of pages per student file is indeterminate- this varies greatly.

8. **Question:** Can you provide sample images of the fiche?

Answer: The University can't provide sample images of the fiche. All Request for Proposals documents are publicly posted, and we cannot include images containing student data.

9. **Question:** What kind of information is found in the fiche header? (student-student range contained on fiche?)

Answer: Fiche with transcripts have Student-Student and dates, academic records have type of file (i.e. grade roster) and date, transfer catalogs have institution - institution header.

10. **Question:** Are records on fiche alphabetically by last name?

Answer: The records are primarily alphabetical, but some records are by SSN. Non-academic records are alphanumerical (ie. ART A160, ART A261).

11. **Question:** Is there an index containing all of the indexing information available?

Answer: An index is not available at this time.

12. **Question:** How was the original fiche created- by COM or Step & Repeat camera. are the fiche to scan silver, diazo, or vesicular What was the reduction ratio used when creating the fiche

Answer: The University does not have information about how the original fiche was created.

13. **Question:** What is the estimated number of characters for the labeling of image files?

Answer: This information is not currently available.

2.2

1. **Question:** Approximately how many student records are on each roll of microfilm?

Answer: The University does not have a way to determine this information at this time.

2. **Question:** Is there a Separator sheet between student records on the film?

Answer: No. There is not a separator sheet between student records on the film.

3. **Question:** Is there a Blip on the film between student records?

Answer: No there is not a blip on the film between student records.

4. **Question:** What is the average number of frames/pages for each student record on the roll microfilm?

Answer: Typically between one to three frames as they are transcripts only.

5. **Question:** How was the original roll film created-Planetary or Rotary Camera. Are the rolls to scan silver, diazo, or vesicular. What was the reduction ration used when creating the rolls?

Answer: The University does not have information about how the original film was created.

4. FILE LOCATION AND ACCESSIBILITY

4.2

1. **Question:** Will the University be able to identify which box/film/fiche the requested files are on?

Answer: Yes. The University will be able to identify which box/film/fiche the requested files are on.

2. **Question:** Is everything organized in alphabetical order?

Answer: Mostly files are organized in alphabetical order, some are organized by SSN and some are organized alphanumerically.

3. **Question:** How frequent are records requests? How many on average?

Answer: On average, one record request every two weeks.

4. **Question:** Can we deliver any active requests digitally instead of sending the film/fiche back to Alaska?

Answer: Yes. Any active requests can be delivered digitally.

5. **Question:** Approximately how many times weekly does the film get accessed for requests?

Answer: Approximately once every two weeks.

6. **Question:** Does access to all university files during the duration of the project mean access to the original media- or resulting digital images?

Answer: Resulting digital images may be provided.

6. UAA CONTRACT ADMINISTRATOR

6.5

1. **Question:** Does the requirement to provide the Contract Administrator or designee with access to inspect progress of the services imply that the processing facility be in close proximity to the University? Or can processing be done out-of-state with access allowed upon request?

Answer: Processing can be done out-of-state with access allowed upon request, provided the secure of all files during shipment, storage and delivery is maintained at all times.

GENERAL QUESTIONS

1. **Question:** Is this entire project to be completed in six months? Or can it be completed in twelve months?

Answer: Ideally, six months, but if more time is needed, the University can certainly accommodate that. Twelve months would be the maximum.

2. **Question:** Is this the first time the University is requesting these services? If not can the current contract be provided?

Answer: This is the first time the University is requesting these services, and there is no previous contract.

3. **Question:** Will out of State vendors be accepted?

Answer: Yes. Out of State vendors will be accepted.

4. **Question:** If the work will not be performed in the State of Alaska and therefore a business license from the State is not required, will a business license from the State where work will be performed be acceptable in place of one from the State of Alaska?

Answer: A business license from the State where work will be performed will be accepted as proof of a business in good standing, however this will not qualify an out-of-State vendor for the Alaska Bidders Preference detailed in Section C. Instructions to Offerors, Item 24.

5. **Question:** How will the files need to be indexed? Will a CSV, Excel, or other database be required?

Answer: A CSV, Excel or equivalent database will be required.

Note: Acknowledgement of this amendment is required. Please sign and return this amendment with response to this RFP. Failure to acknowledge this amendment or rerun the signed amendment with the proposal response may remove a proposal from further consideration.

Signature

Date

Company Name