

STATE OF ALASKA ITB NUMBER 2024-0200-0079
AMENDMENT NUMBER ONE



THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: August 22, 2023

ITB TITLE: Statewide Scanning and Digitization

The following changes/additions have been added:

- 1) Updated Sec. 1.01 to clarify who can use the contract. This contract may be used by all state agencies, political subdivisions, federally recognized tribes, and other entities authorized to use statewide contracts in the State of Alaska. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.
- 2) Section 2.01.3 Scanning Requirements: Updated to clarify that the intent of this contract is for the scanning and digitization services to be performed within the State of Alaska, and within 75 miles of the respective cities identified in the ITB. Anchorage bidders would not be able to perform services for Juneau, and vice versa for example).
- 3) Updated Sec. 2.17 to reflect that contract prices will remain firm through October 1, 2024.
- 4) Updated Bid Schedule to update manual indexing unit charge to reflect a per hour charge in lieu of per box.
- 5) Answers to questions received from vendors:

1. **Question: What exactly is expected with the term "Manual Indexing?" Based on other indexing terminology in this ITB, it seems the contractor should NOT be reorganizing or modifying data and the existing index format should remain intact. Perhaps manual indexing would be boxing up the files, labeling which files are in that box, printing and taping that list to the box, then taping the box shut.**

Answer: Manual indexing is the process of completing fields within the electronic file that may need user input; this is usually done based on input and collaboration of the ordering agency.

2. **Question: What departments/agencies currently utilize these services?**

Answer: This contract is currently used by the majority of departments throughout the executive branch of the State of Alaska, with occasional usage from the Court System. It can be used This contract may be used by all state agencies, political subdivisions, federally recognized tribes, and other entities authorized to use statewide contracts in the State of Alaska. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.

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- 3. Question: On the Bid Schedule Amendment when referring to a media file (i.e. DVD) in the description and per file in the unit, are you describing 1 DVD Media with multiple PDF files, or the charge for each PDF file on a DVD?DVD can hold multiple boxes image folders:**

Answer: This is the charge for the storage device/medium to which the scanned pages will be stored, not a charge for each file placed on the DVD.

- 4. For the Manual Indexing Per Box description on the Bid Schedule Amendment, as there can be anywhere from 5 to 200 folders in a box would the State be acceptable to a Per Character or Per Field charge instead?**

Answer: This has been updated to reflect a per hour charge.

- 5. Question: What is the average number of folders per box?**

Answer: This varies, there is no definitive answer.

- 6. Question: Can some examples of the index values being utilized currently (I.E. Last Name, First Name, DOB, Social Security, Employee Number, Case Number, Offender Number) and the average number of characters per field?**

Answer: This varies by customer and file, there is no definitive answer.

- 7. Question: How many indexes per file?**

Answer: This varies by customer, there is no definitive answer.

- 8. Question: How often would pickups be required and how many items would be picked up at one time?**

Answer: This varies by customer, there is no definitive answer.

- 9. Question: On the bid schedule amendment under “Storage Cost,” does the quantity refer to 1 box every 30 days? Does this include storage during the project as well as after?**

Answer: Storage costs are for each box, and for every 30 days (prorated when less than 30 is needed). Whereas ordering agencies do not control offeror workflow and business operations, storage costs only start applying 10 days after the ordering end user has been notified the boxes can be picked up after scanning.

- 10. Question: Regarding local scanning, such as in Juneau where the boxes will not be shipped out, do you prefer the local operating costs to be separate or baked in to the bid schedule amendment?**

Answer: Costs should be provided based on each area bids are submitted for, with the understanding the services must be provided and furnished in that area locally.

Opening date and time remain the same.