



INCORPORATED COUNTY OF LOS ALAMOS

101 Camino Entrada, Building 3
Los Alamos, New Mexico 87544 (505) 663-3507
Procurement Division

November 6, 2024

TO ALL HOLDERS OF SOLICITATION DOCUMENTS FOR:

Request for Proposals No. RFP25-32 RFP Name: Indexing and Redaction Services Addendum No. 1

This Addendum No. 1 forms a part of the Solicitation Documents and modifies, as noted below, the original Solicitation Documents identified above.

This Addendum provides the following information as well as questions received and County's answers to all potential Offerors/Proposers:

1. NOTICE TO POTENTIAL OFFERORS/PROPOSERS: THE SUBMISSION DEADLINE HAS BEEN EXTENDED TO NOVEMBER 15, 2024, 2:00 PM MOUNTAIN TIME.

2. What is the size and quantity of the files that needs to be scanned?
Please provide approximate quantity next to the below given sizes:

8.5"x11" up to 11"x17":

11"x17" up to 18"x24":

18"x24" up to 24"x36":

24"x36" up to 36"x48":

RESPONSE: None of the documents require scanning, all documents are in a digital format.

2. Can we pick up all the documents in a single trip?

RESPONSE: All files are in digital format and can be provided on a hard drive provided by Offeror. Offerors shall include the cost for any hardware and shipping services needed to complete the Services.

3. What is the level of preparation required? (Removal of fasteners, staples, post-it's, etc.)

RESPONSE: All files are in digital format.

4. What level of reassembly is required? (Do we need to apply to fasteners, post-it's and rearrange the documents in the same order after scanning?)

RESPONSE: All files are in digital format.

5. Do we need to scan B&W or Color? If color, then what % of documents are color?

RESPONSE: All files are in digital format.

6. What is the expected output format? Is it TIFF or PDF? Is it single page or multi-page?

RESPONSE: Documents are already in TIFF format, as stated in the RFP. Documents may be either multi-page or single page, most are multi-page.

7. What are the indexing criteria? (How many fields do we need to index for each file?)

RESPONSE: As stated in the RFP, the indexing criteria are:

Indexes should include:

- a. Book-Page # (Roughly 142,800 documents previously completed when digitized by a prior contractor).
 - b. Document # ((Roughly 142,800 documents previously completed when digitized by a prior contractor).
 - c. Date and Time Recorded
 - d. Document Type
 - e. Grantor(s)
 - f. Grantee(s)
 - g. Reference Documents (Doc # and Book-Page #)
 - h. Brief Legal Description, to include:
 - i. Subdivision
 - ii. Lot
 - iii. Block
 - iv. Tract
 - v. Ext
 - vi. Condo
8. Can you please provide us a pricing format to enable us to give you pricing as per your requirement? or shall we prepare it ourselves?
- RESPONSE: Please provide pricing as described in the RFP, rate may be proposed as hourly or as units cost in the event that a smaller or larger quantity of indexing or redactions than stated in the solicitation is required.
9. Are you using any Document Management Software to store the documents and access it as per requirements?
- RESPONSE: The County utilizes Tyler Technologies Enterprise Records Management Software.
10. Is this a new requirement? If not, can you please provide the name of the existing vendor, the current contract value and eligibility criteria to re-compete?

RESPONSE: During implementation of the above-mentioned Records Management Software, the contractor digitized a number of Records and the County anticipated performing indexing and redaction services in house, however the County is now seeking Services to complete the indexing and redaction services.

11. Do we need to apply any naming convention to files?

RESPONSE: Yes, County utilizes a specific naming convention which will be identified to the Awardee, during project kick-off.

12. What information should vendor need to index from the documents?

RESPONSE: See response to question 7 above.

13. Do documents need to be re-stapled before returning them?

RESPONSE: N/A- documents are in a digital format.

16. Can you please share avg. size (number of pages or file size) and type of documents (legal, health records etc.) that need to be redacted?

RESPONSE: Document size and type varies greatly.

17. Does PII to be redacted include non alpha-numeric data e.g. fingerprint, photograph, identifying biometric data, genetic identification?

RESPONSE: No.

18. Can you please share examples of "confidential details", and "proprietary business information" that needs to be redacted?

RESPONSE: Anything defined by law as non-public- ex: HIPAA information, DD214s, death certificates, etc.

19. RFP mentions 145,000 documents that need to be indexed, whereas 142,800 documents have been previously digitized. Does the county also need digitization of remaining 2200 documents?

RESPONSE: No, the 145,000 is an approximation of the records requiring indexing.

20. RFP mentions 350,000 records to be redacted. What is the difference between a "document" and "record"? Can you please elaborate with an example?

RESPONSE: For purposes of this section, we make the distinction because a single document may contain multiple "records" that require redaction.

21. Does the county have a preference for indexing and redaction system to be deployed locally on-premise on County datacenters, or a vendor hosted solution?

RESPONSE: County is not seeking an indexing and redaction system; County is seeking one-time indexing and redaction services for existing records.

22. Can you describe the scope of integration of indexing system with county's "designated document management system"?

RESPONSE: Documents for which indexing, and redaction have been completed will be loaded into the County's document management system, the County is not soliciting for an indexing system, but for indexing of existing documents.

23. Can you share the provider and version of county's "designated document management system"?

RESPONSE: Tyler Technologies Enterprise Records Management Software.

24. Does the county anticipate importing all redacted documents into county's "designated document management system"?

RESPONSE: Yes.

25. Does the county have any requirements for personnel involved in the project?

RESPONSE: It is preferable that involved personnel be properly trained regarding confidential information. The County's Confidential Information Disclosure exhibit is included as an exhibit in the RFP and the Awardee will be expected to adhere to the requirements of this disclosure.

26. Are you looking for Indexing of your current .TIFF file images only?

RESPONSE: Yes, County is seeking Indexing and Redaction of current .TIFF file images only.

27. Are You Looking for Redaction services of current scanned images?

RESPONSE: See response to above question.

28. Do you have Document Management software already or do you need one? If already have then can you please advise the name?

RESPONSE: As described above, County utilizes Tyler Technologies Enterprise Records Management Software.

29. Could you clarify the expected completion timelines for indexing and redaction tasks & deliverables, including any flexibility or contingency around these deadlines?

RESPONSE: County requests that Offerors provide a project schedule as described in the Proposal Format section of the RFP.

The following questions will be addressed in Addendum 2:

30. Can you please share the sample of redacted document?

RESPONSE:

31. Do we need to provide the digitized documents in specific folder structure?

RESPONSE:

All other provisions of the Solicitation Documents shall remain unchanged. This Addendum No. 1 is hereby made a part of the Solicitation Documents to the same extent as those provisions contained in the original documents and all itemized listings thereof.

Each Respondent is requested to acknowledge receipt of this Addendum No. 1 with the Proposal Forms.

I hereby acknowledge receipt of this Addendum No.1.

Signed

Print Name

Date

Title

Company