ADDENDUM NO. 1 TO ALL OFFERORS:

Reference: Request for Proposal: IFB#2824MG

Commodity: Digitization Services

Dated: March 25, 2019

All offerors are required to acknowledge all RFP addenda in their proposals.

Questions and Answers

1. Q: Does the agency currently utilize a Document Management/ECMsalutation that these records would be uploaded into?
   A: No. Documents will be uploaded to CDs or USB Drives.

2. Q: What is your expected yearly volume?
   A: Unknown. Last year, we scanned more than 16,000 documents, but that does guarantee any future workload.

3. Q: What percentage of that volume do you expect to be onion skin paper or overly fragile?
   A: Extremely small if existent at all.

4. Q: What are your indexing requirements?
   A: Indexing requirements shall differ depending on the project.

5. Q: Would a response to the IFB for only paper-based digitization and indexing be accepted?
   A: No, bids must fulfill all requirements of the IFB.
6. Q: Will it be possible to look at any of the materials that will be digitized. It would be better to determine how much prep time may be required.
   
   A: No, the Lottery is unsure of specific digitization requirements for the future.

7. Q: Is there a contractor currently performing digitization services for the Virginia Lottery?
   
   A: Yes

8. Q: Are there estimates on overall volume? Broken out by source material type?
   
   A: No. See Question #2 for last year’s requirements. Most requirements will follow the scenario listed in the IFB.

9. Q: If an expedited record request is made by a Lottery representative, can the record be digitized and delivered securely electronically rather than physically returning the file within 48 hours?
   
   A: Yes, unless otherwise requested by the Lottery.

10. Q: What is an estimate length of time requirement for physical storage between the time of digitization and QC and final approval for destruction?
    
    A: 3 – 7 business days.

11. Q: Are there sample document types that can be shared to contractors for more effective price evaluation?
    
    A: No.

12. Q: Will the final award be a single award?
A: Yes

13. Q: Is there a technical response required as part of the proposal submission?

A: Please provide pricing, proof of experience, and all other requirements listed in the IFB.

14. Q: Is there an estimate date for contract award?

A: May 2019

15. Q: Is funding approved and committed for this program?

A: Work will be on a project by project basis. Each project will have funding prior to working beginning.

16. Q: There is a requirement for capture of metadata, yet no requirements for final deliverable of metadata. What is the final deliverable?

A: Unknown at this time. Requirements will differ on a project by project basis.

17. Q: There is a requirement for “all records to be searchable”; do we need to provide search capabilities for the metadata output? Or will the deliverable be imported into a system to provide search capability?

A: Contractor will need to provide this capability.