

Addendum 2
Request for Proposal to Bid FY14-0624
Document Scanning & Imaging Conversion

Addendum No. 2 (herein referred to as “Addendum”)

This Addendum revises the above described procurement, and is hereby incorporated and made a part of the above -described procurement as if the Addendum had been included in the original procurement documents. Addendum posted on website at

www.orangeburgcounty.org- Purchasing/Bids- Solicitations

The addendum is as follows: Question/Answer - June 16, 2014

Responses in Blue

Question Number	RFP Reference	RFP Heading	Page	Question
1		Specifications	Page 4	As the folders are packed and our company conducts a count, should we report a difference in the 65,000 total expected? Yes What is the means for balancing or reconciling the total folders? We will develop that with input from the success bidder. Additionally is there any price reconciliation/adjustment if the actual number of folders/documents is substantially greater than or less than the numbers in the RFP? No
2		Specifications	Page 4	If any of the property cards are missing the account number or map number, what lines of communication will be used to obtain that information from your office? We will assign a point of contact in the Assessor’s Office for research. Communication will be done via email.

Question Number	RFP Reference	RFP Heading	Page	Question
3		Optional Scope	Page 5	With the optional scope, because there are social security numbers found on the legal residence and agricultural applications, will a Confidentiality Agreement need to be signed by the employees that will view the applications? <i>We would require a confidentiality agreement with the successful vendor. The vendor would use all means it sees fit to protect the data. The vendor would be liable for the actions of its employees.</i>
4		Specifications	Page 4	The images contain pencil written information which can vary in degree of quality, what is the expectation that these markings will be visible in the image? <i>If it is readable by a person with 20/20 vision, it should be readable without magnification on the scanned image. If required by the successful vendor, the Assessor and the vendor should be able to establish more firm guidelines after a few sample scans.</i>
5		Specifications	Page 4	What is the preferred method of returning the images to the Assessor's office? CD, Portable Drive or download from web? <i>CD or Portable Drive would work. We would be wiling a test web download. But based on prior experience, web download would be too network intensive.</i>
6		Specifications	Page 4	It is noted that approximately 65,000 tax folders are present, what method of balancing would be required to substantiate the percentage completed? <i>We will develop that with input from the success bidder</i>
7		Specifications	Page 4	Are you expecting to be invoiced monthly, incrementally or in one lump sum? <i>Any invoicing as long as the interval is 1 month or greater.</i>
8		Specifications	Page 4	The RFP indicates that you are expecting that only one half of the project will be completed in the first year, is there any incentive to complete the entire project in one year? If so please explain. <i>No. The funds have only been appropriated in this budget year for approximately half of the project. Based on the amount of the successful bid, the vendor would be notified as to what percentage to complete in the first 12 months.</i>

Question Number	RFP Reference	RFP Heading	Page	Question
9		Specifications	General	If the contractor still is unclear regarding the answers to the questions submitted, what opportunity due we to have to follow up to obtain clarity? We would be limited by the bid document.