

Phone: 916.683.7111
Fax: 916.691.3168

Web: www.elkgrovecity.org

8401 Laguna Palms Way
Elk Grove, California 95758



QUESTIONS AND ANSWERS

REQUEST FOR PROPOSALS PLANNING DIVISION DOCUMENT SCANNING AND RECORD MANAGEMENT SERVICES

Updated November 1, 2024

- 1. Does the City have a current scanning partner? If yes how can bidders obtain a copy of that contract? What was last year's spend?**
No current contract that the Development Services Department is aware of. Scanning contracts are on an as-needed basis.
- 2. What is the general condition of documents (e.g., frayed edges, etc.)?**
The condition varies, there are some fragile plans and maps contained in older files.
- 3. Is a data file available for the vendor to use for auto-population and validation?**
Currently, the City does not have a data file available for auto-population and validation.
- 4. Can bound books be neatly sliced for scanning?**
Yes.
- 5. Will the City be responsible for boxing all documents prior to pickup?**
No. For boxing/transport/file retrieval, the City is expecting interested vendors to include this as part of their estimate.
- 6. The RFP requests a line-item pricing and total final price. Given that bidders will base pricing on varying volume estimates, would the City consider issuing a pricing template with their estimate of volumes?**
We will not create a template based on an estimate of volumes.
- 7. The RFP enables a preference for a bidder having an office in Elk Grove and a business license. Is a license mandatory for a bidder conducting the services remotely?**
All vendors should have a valid business license; an office and business license in Elk Grove is not required.
- 8. Will the City accept a list of line-item prices vs attempting to evaluate each vendor estimate of a total project?**
No. The City requires a total final price.

9. Is there availability for the City to supply a database (CSV, excel, etc.) of the index criteria listed on page 12 (item 3. C)?

Currently, the City is not set up to supply a database.

a. Or is there easy identification on the paper documents of the above index requirements?

Document files are relatively easy to identify for the index requirements listed in the RFP

10. What is the approved budget for this project?

We do not have an approved budget currently. Once the selection of the service provider is made, we will obtain approval from our legislative body to enter into contract for the requested services.

11. What is the quantity of the carbon paper?

We do not have an estimated quantity. Please refer to Attachment C for photographs of the document files.

12. Do you have an estimated amount of documents that need to be scanned?

We do not. Please refer to the photos in attachment C.

13. Can the City of Elk Grove pack the documents and ship to a local vendor?

That is not something being considered at this time.

14. Is the Planning Department currently utilizing Laserfiche, and if so, is there an expected change to the Laserfiche environment in the future (i.e. moving to a cloud version)?

The planning Department is not currently using Laserfiche. Our Information technology Department is currently researching options to move into the Laserfiche environment in the near future.

15. Where/how would the digital files be delivered? It is unclear whether the Laserfiche system will be ready to accept documents at the time of the project, or if files will be uploaded to Laserfiche at a later date.

Delivery of digital files will be discussed with the selected service provider during the kickoff meeting. Files will be uploaded to Laserfiche by the City at a later date.

16. Regarding fields to include in the CSV index, where would this information be located for the files? On folders, on the documents themselves, in the body text of the documents?

The majority of the information is on the files and some may be located on the title of the documents.

17. Is there a potential that documents are separated, and would need to be recombined prior to scan?

No, each file has all of its corresponding contents.

18. Is there an estimated volume of documents beyond the number of shelves?

Not at this time.

19. On Page 12, Section 3.C states “Service Provider shall provide a comma-separated values (CSV) index containing one row for each scanned file and include the columns below for each item:

- 1) File Name,**
- 2) Folder path name,**
- 3) Project number,**
- 4) Project Name,**
- 5) Zoning Map Amendment (ZMA) File Number,**
- 6) Address (street name and number),**
- 7) Parcel Number,**
- 8) Entitlement/Project Type,**
- 9) Applicant Name,**
- 10) Owner Name,**
- 11) Notice of Determination (NOD) / Notice of Exemption (NOE) by Year.**

Will all of these values be presented on either the file folder label or the first page of each file? If not, where are the values presented? Also, are index metadata for all of the columns required for all files?

The values will not be clearly labeled or found within the first page. The values are contained throughout each file and are required for all scanned project files.

20. On Page 12, Section 7 details the City’s requirements for an Inventory Tracking/Document Retrieval solution for the project. Does the City have experience with a single tracking system that provides the described features/functions, including City-side barcode tracking? If so, can you please provide the vendor and product names?

This is not something the city does. Interested vendors must provide the City with their inventory tracking portal for the city to retrieve files and monitor project progress.