

**Reference: Request for Bid (RFB) No. V-19-004**  
**Scanning Services**  
**Subject: Questions<sup>1</sup> and Answers (Q&A)**

Question(s) receipt date: May 7, 2019  
Question(s) response date: May 10, 2019

Greetings,  
We very much appreciate your interest.

**Question No. 4**

We are very interested in the above RFB and have the following questions:

1. Are the services currently being provided by another Contractor? If so, what was the value of a 1 yr. contract?
2. Can all boxes be picked up at one time? If not, how many can be picked up at one time?
3. Will Workforce connections provide an electronic file listing for each box (Excel or Word doc) for pick up/inventory verification purposes?
4. What is the estimated total number of files to be indexed?
5. Please provide a sample of the indexing requirements and average number of fields and characters.
6. Are all pages 8 1/2 x 11 or 11 x 17?
7. What are the approximate volumes for each size dimension?
8. Is there any binding other than clips and staples?

Thanks in Advance for your response.

Thank you!

**Responses:**

- No. 1 – Yes, one year award averages, not to exceed \$50,000  
No. 2 – Number of boxes varies as needed  
No. 3 – No  
No. 4 – Varies  
No. 5 – five primary fields  
No. 6 – 8 1/2 x 11  
No. 7 – Varies  
No. 8 - No

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<sup>1</sup> Question(s) are displayed as received.