



**Request for Proposals (RFP)
No. RFP-SS-VA-23-023
Scanning Services**

Amendment No. 1

April 10, 2023

Notice to all bidders:

After further review of the RFP released for the above-referenced services, and due to inadvertent formatting issues, Section XI (B) of the solicitation is replaced in its entirety with the following:

Contract(s) awarded as a result of this solicitation up to \$50,000.00, are anticipated to start on or about, **07/01/2023**, and terminate on **06/30/2024**. A contract agreement between Workforce Connections and the contractor must be fully executed prior to the services start date.

The original solicitation remains in full force and effect, except as modified by this amendment, which is hereby made part of the solicitation.

Note: Any questions you may have with respect to this amendment may be submitted via email to RFP-Scan@snvwc.org

Your interest and consideration are appreciated.

The remainder of this page was left blank intentionally.

Request for Proposals (RFP) **RFP-SS-VA-23-023**
Title: **Scanning Services**
Subject: **Question(s) and Answer(s)**
Question(s)¹ Receipt Date: **March 23, 2023**
Question(s) Response Date: **March 23, 2023**

Greetings,
We very much appreciate your interest.

Question No.1

Hi!

This is with regard to your requirement for Request for Proposal for RFP-SS-VA-23-023 Scanning Services

1. Whether companies from Outside USA can apply for this?
(like,from India or Canada)

Response: No

2. Whether we need to come over there for meetings?

Response: No

3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

Response: No

4. Can we submit the proposals via email?

Response: Instructions for submitting proposals are described under Sec. V(A) of the solicitation.

¹ Questions are displayed as submitted. The sender information is never displayed in order to protect their privacy.

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Greetings,
We very much appreciate your interest.

Question No. 2

We see no indication in the request of the volumes, documents, sizes, output, etc. Is this available in another document?

Response:

- Volumes – Varies**
- Documents – Varies**
- Sizes – generally 8½ x 11**
- Output - PDF**

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Request for Proposals (RFP) **RFP-SS-VA-23-023**
Title: **Scanning Services**
Subject: **Question(s) and Answer(s)**
Question(s)¹ Receipt Date: **March 29, 2023**
Question(s) Response Date: **March 29, 2023**

Greetings,
We very much appreciate your interest.

Question No. 3

Could you please share the approximate number of pages that will be digitized under this RFP?

Response:

- Volumes – Varies**
- Documents – Varies**
- Sizes – generally 8½ x 11**
- Output - PDF**

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Request for Proposals (RFP) **RFP-SS-VA-23-023**
Title: **Scanning Services**
Subject: **Question(s) and Answer(s)**
Question(s)¹ Receipt Date: **April 18, 2023**
Question(s) Response Date: **April 18, 2023**

Greetings,
We very much appreciate your interest.

Question No. 4

1. The RFP calls for an all-inclusive price:
“All-inclusive, not-to-exceed rate per rendered services: \$ _____”
 - a. Is this an all-inclusive price per page, per file, per box, per indexing?
 - i. Does this price need to include our indexing fees?
 - ii. It is nearly impossible to offer an all-inclusive rate for work specifics and volume that are best described as “varies.”
 - iii. We typically see scanning RFPs to ask for a pricing list with at least a line item for “per image” and “per indexing field”.

Response:

Appendix C “Cost Proposal” for the above-referenced RFP, as presented, does not restrict any proposer to provide an itemized list including their proposed cost per items as described above.

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