



January 12, 2023

To All Bidders:

Subject: **Bid No. 7951-W3, Document Index & Scanning Services / City Clerk**

**ADDENDUM NO. 4**

To Whom It May Concern:

With reference to our bid request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **Please see below questions received and responses from City.**
- Does the City have an established budget for this project? If yes can that be shared? **The City does not share budget information.**
- Does the City have a current/past scanning vendor? If yes can a copy of the contract be provided/advise on where bidders can obtain the contract? **No, this is the first bid for this service.**
- Does the City require support for identifying/triaging permanent records? **No.**
- What is the estimated volume of record retrieval requests per month? **Estimated about a 100 per month.**
- Please detail indexing requirements for each category:
  - Death Records
  - Birth Records Verification Cards
  - Birth Card
  - Birth Record Books
  - Marriage Records Books
  - City Council & Town Records**We would like each record digitized with attached metadata so that it can be searched.**
- Is each category going to be indexed at “folder level”? **Yes.**
- Is there a data file that can be leveraged for auto-population of required fields? **Any data file utilized by the bidder must allow for individual metadata without error.**
- To contain costs would the City be willing to perform the paper audit tasks referenced in the RFP as opposed to the vendor performing these tasks? **Yes.**
- Will the City be responsible for packing documents into boxes? **Yes.**
- Will the City provide a manifest of the documents to be transported to the vendor’s site? **Yes.**
- For non-handwritten documents, is text searchable PDF output required? **Yes.**



# The City of WORCESTER

Administration & Finance – Purchasing Division  
Christopher J. Gagliastro, MCPPO – Purchasing Director  
455 Main Street, Room 201, Worcester, MA 01608  
P | 508-799-1220  
[purchasing@worcesterma.gov](mailto:purchasing@worcesterma.gov)

- Has the City demo'd any content management platforms prior to RFP issuance? If yes which ones? **No.**
- Does the City prefer on on-premise or hosted archive solution? **The City does not have a preference.**
- What number of City users will require access to the content management platform? **Employees within the City Clerk's office.**
- What is the anticipated volume of public users? **We do not know the anticipated volume, but will be available to any and all users including city, community, local historical museums, researchers, and genealogists.**
- Does the City require public users to pay for access to view/download records? If yes is that payment component in scope for this contract? **There are no fees to view records and any charges would come from certified copies.**
- Please provide the total volume of document images to be stored in the archive. The RFP references additional storage of images from civic organizations and independent/private collections. **The total volume for this project is listed, a totally amount to be stored in the archive cannot be given at present time.**
- Does the City anticipate that scanning of all document volumes listed in the pricing table be completed between January and June 2023? **Yes.**
- Can bidders insert additional line items into the published pricing table for supplementary tasks? **No.**
- RFP page 7 requests information regarding the bidder's surety company. Given that no bond is required for this bid, how are bidders to respond here? Is the City requesting information regarding the bidder's insurance carrier? **Surety information is not required.**
- Did the City work with an existing vendor prior to/during RFP development? **No we do not have a vendor we are working with on RFP development.**
- Can bidders use FoxIt or other digital signature capability to execute forms for proposal submission? **Yes, but bid must be submitted in a sealed envelope per instructions.**

Bidders are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro  
Purchasing Director