LDEQ ANSWERS TO PROPOSERS QUESTIONS
RFP No. 3000018662
“Records Management and Document Imaging Support”

LDEQ’s answers to the following questions are intended to provide information to potential proposers’ questions to RFP No. 3000018662.

Questions and answers that may potentially result in the disclosure of information from proposals of competing bidders will not be published.

**Question 1:** Would the DEQ give consideration for a response for just the Scanning portion of this request?

**LDEQ’s answer:** No, proposers must be able to provide all services required by this RFP.

**Question 2:** Define the volumes received / imaged on a regular daily/monthly/annual) basis? (RFP Section Att. 1 - SOW, Section 3.2.6, RFP Page Numbers(s) pg 8 of 17)

**LDEQ’s answer:** In 2021, DEQ had a total of 2,716,753 pages (342,324 documents) imaged. See Exhibit 1 to this Question & Answers document for further details. (Note: Multiple tabs in the spreadsheet)

**Question 3:** Are there seasonal variations in volumes to be imaged? (RFP Section Att. 1 - SOW, Section 3.2.6, RFP Page Numbers(s) pg 8 of 17)

**LDEQ’s answer:** Volume is usually a bit lower around the holidays and higher before the Environmental Protection Agency reporting periods in October. Variation is usually less than 50,000 pages.

**Question 4:** Is there a current headcount for Imaging Operations services? (RFP Section Att. 1 - SOW, Section 3.2.6, RFP Page Numbers(s) pg 8 of 17)

**LDEQ’s answer:** There are currently two (2) full-time scanning technicians and an alternate that also performs other duties.

**Question 5:** What is mix of headcount by labor category (supervision, conversion, QA/QC)? (RFP Section Att. 1 - SOW, Section 3.2.6, RFP Page Numbers(s) pg 8 of 17)

**LDEQ’s answer:** The Department is unable to provide required headcount by labor category. In accordance with RFP Attachment 1, Statement of Work,
Section 5.0 which states “The Contractor shall provide an adequate number of professional and paraprofessional personnel to accomplish the required tasks.” However, the Department is able to provide the incumbent’s current headcount by labor category. The Department anticipates a comparable volume of records activities as is presently occurring.

- Project Manager: 1
- Professional Staff: 2
- Programmer/Consultants: 2
- Records/Imaging Technicians: 4 full-time, 2 student workers
- Subject matter experts and/or Senior Consultants: As Needed.

**Question 6:** What types of non-paper media are processed? (RFP Section Att. 1 - SOW, Section 3.2.6, RFP Page Numbers(s) pg 8 of 17)

**LDEQ’s answer:** This RFP requires that any supporting data that is received along with submissions to be processed. If it cannot be displayed in EDMS, a link to request a copy of the data is included with the document. Examples of supporting data include Compact Disc image files (.ISO), GIS map layers and shapefiles, and analytical lab data in various formats.

**Question 7:** What level of indexing is required from non-barcoded material? (RFP Section Att. 1 - SOW, Section 3.2.6, RFP Page Numbers(s) pg 8 of 17)

**LDEQ’s answer:** Indexing is developed in consultation with LDEQ personnel. The corresponding barcode is created on the submittal sheet for a physical document and not needed on eDocs since indexing is completed digitally.

**Question 8:** What level or percentages of QA/QC is supported by the system? (RFP Section Att. 1 - SOW, Section 3.2.6, RFP Page Numbers(s) pg 8 of 17)

**LDEQ’s answer:** eDoc submitters are sent links to documents they upload to EDMS digitally so they can review their own submissions. Scanned documents are reviewed during imaging and a link sent to the submitter for further review. EDMS also provides tools for corrections in the system.

**Question 9:** What are general preparation requirements? (RFP Section Att. 1 - SOW, Section 3.2.6, RFP Page Numbers(s) pg 8 of 17)

**LDEQ’s answer:** Users prepare their own documents for scanning. There will be a submittal sheet with a barcode for indexing in the EDMS system.
**Question 10:** Do materials being imaged include any new or incoming mail documents that require opening? (RFP Section Att. 1 - SOW, Section 3.2.6, RFP Page Numbers(s) pg 8 of 17)

**LDEQ’s answer:** No.

**Question 11:** Are these services being staffed at an on-site location, or at multiple locations (i.e. all or some of the sites listed in Exhibit B)? (RFP Section Att. 1 - SOW, Section 3.2.6, RFP Page Numbers(s) pg 8 of 17)

**LDEQ’s answer:** On-site staff will be located at the Department of Environmental Quality’s Headquarters Office, 602 N. Fifth St., Baton Rouge, LA 70802. Per RFP Attachment 1, Section 3.2.5, Policy, Communications, and Training, the last sentence states, “Contractor travel to regional offices for communications and training may be required per records management event or negotiated intervals.”

**Question 12:** Understanding that vendors will receive answers to questions on March 30th will the State be willing to extend the submission deadline to Tuesday, April 25th? (Main RFP Section 1.6, RFP Page Numbers(s) pg 3 of 29)

**LDEQ’s answer:** No, DEQ does not anticipate extending the proposal due date at this time.

**Question 13:** Please advise where in the proposal should a Proposer include Appendix D? (Main RFP Section 4.5, RFP Page Numbers(s) pg 26 of 29)

RFP Text: *Appendix D, Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Subcontractor Table.*

**LDEQ’s answer:** The Proposer should include Appendix D, Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Subcontractor Table in their Technical Proposal, Volume I.