

**ORANGE COUNTY COMPTROLLER'S OFFICE
RFP #2020-01-RAD
ARCHIVING DIGITIZED IMAGES TO MICROFILM
ANSWERS TO PROPOSERS' QUESTIONS**

	QUESTIONS	ANSWERS
1	Regarding submission of corporate financials as part of the initial submission - it is our corporate policy not to provide financials until we are in the final group for review and/or awarded the bid; will this policy preclude our submission from being considered?	Financial statements are one of the criteria to rank the qualifications of the Proposer. Failure to include this with your proposal will impact that score but will not necessarily disqualify the proposal. All financial information will be kept confidential upon request, to the extent allowed by Florida law.
2	Will the Office of the Comptroller provide the required roll numbers to be used for each batch of microfilm or will the vendor start with a specific number (supplied by the Office of the Comptroller) and going forward merely increment as needed ensure a unique number is used?	To clarify Scope of Work, item 11, roll numbers are not used. We desire to have the recording date range and the document number range as the roll identifier.
3	Questions about the data for the sample microfilm roll.	For purposes of the required test sample roll of microfilm, the Comptroller will not respond to queries regarding any possible errors or omissions. Any identified discrepancies should be noted on Attachment D.
4	Are there duplicate rolls needed (dialzo)?	No, only one copy is requested.
5	Who is the past vendor for this contract?	Kofile Services, Inc. (Formerly PFA, Inc.)
6	What was the last price for this contract?	\$0.035 per image
7	How can I get a copy of the contract with the current vendor?	The contract has been posted along with the RFP.
8	If you send us the images by ROLL, it will be possible to create a title page that shows FROM and TO. However, if send us a stream of images, the archive writer will determine how many images it can fit on a roll. There would be no way to include a target page of FROM and TO in this instance.	Individual multi-page TIFF images are posted on our FTP site for the selected vendor to pick up and process. You should be able to determine the FROM and TO from the included txt file.
9	In item #13, a date txt file is noted. Will this be just for our information? Or does this txt file need to be archived on the roll?	The txt file does not need to be archived and is provided for your information (i.e. to answer question 8)
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