

- Q1a. The RFB states that the Appellate Records are contained within adhesive bound booklets. Would you please provide the average number of pages within a bound booklet or possibly the total number of bound booklets to be cut?
- Q1b. Please provide the average number of images per record.
- A.1a+b. There is no standard to the number of pages per book nor per record. Images should be part of the image count as provided in the RFB.**
- Q2. The RFB states that records and briefs are able to be destroyed by the vendor after testing is accepted and they receive a required sign off from our office. Do all of you have the records and briefs destroyed after testing, etc? Do any of you request the documents back?
- A2. The majority of documents will be destroyed as per RFB. There is a small exception of documents that need to be returned to the Courts on a case by case basis.**
- Q3. Can you confirm that the volume is approx. 2.5 million pages per year.
- A3. We are estimating the volume to be 2.5 million pages per year, but OCA does not guarantee any volume of business. Please refer to the paragraph “Estimated Quantities” on page 4 of the bid specifications.**
- Q4. P.8 Records Management Policies #3 and #9. Statement: Policy #9 (Guidelines for Electronic Records) contains language pertaining to the maintenance of hardware and software systems to read the electronic files as long as they are retained, regular data backup, and disaster recovery. Can you confirm that these items are the responsibility of the OCA.
- A4. That is correct.**
- Q5. P. 11 General Specifications. Statement: A sample of the database design together with a description of the fields and the software to be used to create the linking tool described in the technical specification. Can you explain what is meant by the linking tool and how this is to be created?
- A5. The “Linking Tool” allows UCS to “link” the data fields provided with the UCS software.**

- Q6. P. 17 IV Electronic Briefs. What is the general criteria for “searchable PDF.”
- A6. **A searchable PDF allows one looking at the document to perform a word search on a PDF document.**
- Q7. P. 17 General Specifications, III Description of Data Base Requirements. Statement: Fiche identification # must be tied to the official case name and citation. Vendor shall create a database consisting of the following fields: plaintiff, defendant, opinion, date, department, fiche ID# and official citation for each year. Where will the opinion date and the citation # come from? Will this information be on the packing list or otherwise provided by OCA?
- A7. **Provided by OCA**
- Q8. P. 17 General Specifications, IV Electronic Briefs. Statement: The awarded vendor will be required to create digital documents (Electronic Briefs) from the paper version of the briefs provided by the Appellate Divisions on an as-is basis. What is meant by an as-is basis?
- A8. **This should read “as needed” basis.**
- Q9. P. 17 General Specifications, IV Electronic Briefs. Statement: The estimated annual volume of electronic briefs is three (3) million with corresponding meta data. Does the 3 million figure refer to 3 million pages or 3 million briefs?
- A9. **It should be “images.”**
- Q10. P. 18 First paragraph. Statement: the PDFs “shall not contain any markings that would prevent UCS from using the document as its record copy.” Can you confirm that stray markings on the original documents are acceptable. No markings will be added by the vendor.
- A10. **Correct. Original documents, as delivered are to be scanned as-is. Vendor may not mark.**
- Q11. Is it permissible to scan the documents first and create the microfiche from the scanned images?
- A11. **Yes, it is permissible.**

- Q12. Regarding pricing for Electronic Briefs, Letter G., within Exhibit A. I clearly states \$ ___per record. However, there isn't information within the RFB stating the number of images that make up a record. Would you please provide the average number of images that make up a record or possibly change this line to read \$ ___per image.
- A12. This should be priced per image and not per record. Please use Exhibit A-Amendment - in your bid response.**
- Q13. Regarding Electronic Briefs, the RFB states annual volume of 3 million. Is this 3 million records or images. If it is 3 million records will you please provide the average number of images per record? Finally, would you please describe the preparation re-assembly necessary (removing staples, fasteners, etc.) and condition the Electronic Briefs are in?
- A13. It should be 3 million images. There is no average number of pages per record. Regarding document re-assembly, please refer to page 16, section 18.2: documents are to be destroyed following approval. Condition is generally good.**
- Q14. On p.17, Question #2, "Preliminary information will be obtained from the packing slips." Are the packing slips in electronic format or can they be provided in electronic format?
- A15. Packing slips are to be in paper and provided in the cartons with the corresponding fiche.**
- Q16. Regarding the number of Diazo Duplicate microfiche for this project we used the following information: If there are a total of 2.5 million images to be placed onto microfiche and roughly 98 images will fit onto each fiche the total number is approximately 25,510 microfiche. Utilizing a 10% loss where each court case can not fit within each fiche leaves a total of 28,061 original microfiche. The RFB states that each of the 106 agencies will require a diazo duplicate which would total 28,061 microfiche X's 106 agencies (duplicates) totaling 2,974,490 duplicate microfiche. Can you please clarify how 1,150,000 duplicate fiche was determined?
- A16. There is no reference to "1,150,000 duplicate fiche" in the RFB specifications.**

- Q17. Is there an existing contract already in place with the State of New York for these services? If so, would you please make a copy of the existing pricing available for these services?
- A17. **The NYS Judiciary/Unified Court System does not have an existing contract in place for these services. There may be a contract, however, this RFB is entirely independent from any other state contract.**
- Q18. Is the State of New York allowing other state agencies to participate or “piggy back” off of the awarded vendors pricing and services?
- A18. **The contract that will be awarded as a result of this RFB is for the use of the courts and offices of the NYS Judiciary/Unified Court System.**
- Q19a. Exhibit A- Bid Schedule, Letter B. Delivery, would you please elaborate if this is pricing for postage and freight of microfiche shipments to the 106 agencies or if this is for postage and freight of Appellate Records boxes?
- Q19b. Is NY State responsible for the delivery/shipping charges of appellate records to the successful vendors facility?
- A19. **Pricing is for shipments to the 106 agencies and for the Appellate Records boxes. Courts/offices throughout the Unified Court System pay for shipping records out and vendor pays for shipping fiche back.**
- Q20. Could you please tell me where I find the microfilm specifications (Micrographics Guidelines, revised March 2009) that we are to be following? I cannot locate it in Exhibit C.
- A20. **The Microfilm Guidelines that are to be used by the New York State Courts, when microfilming the court’s records, can be found online at <http://www.nycourts.gov/admin/recordsmanagement/policies/Policy3.pdf>.**
- Q21. Will the awarded vendor be permitted to sell microfiche copies to law schools, libraries and publishing firms? And if so, will the awarded vendor have the exclusive right to do so?
- A21. **No**
- Q22. Will the awarded vendor be permitted to sell copies of the electronic (unredacted) images to publishing firms? And if so, will the awarded vendor have the exclusive right to do so?
- A22. **No**

Q23. Will the awarded vendor have the right to publish redacted versions of the documents on-line? Will this be an exclusive right?

A23. **No**