

February 8, 2023

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Proposals (RFP) for Record Storage & Retrieval Services, bid number 2022-62-ADM. Material in this Amendment supersedes any contradictory material in the RFP.

Question #9, Figure 1



Please note that the due date for the submission of bids **remains unchanged**.

All bids are due February 23, 2023, by 2:00 p.m.(eastern).

Sincerely,

Megan McClune

Megan McClune
Contract Management Specialist

RECORD STORAGE RETRIEVAL SERVICES

RFP #2022-62-ADM

Amendment 1

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	16	Section 2.2 NYSIF Locations	[Vendor] Can provide physical pickup/delivery service for the White Plains, Long Island and NYC offices. All other offices are outside [Vendor's] service radius. Can the other office locations be serviced primarily via scan on request? Can third party shippers such as UPS and Fedex be used when physical copies are required?	Per RFP Section 2.3.5 & 2.3.6, NYSIF will provide an account with a major shipping firm (examples include United Parcel Service (UPS), FedEx, DHL, etc.). It will be the responsibility of the contractor to ship the records upon request using the shipping account provided by NYSIF. The shipping services are billed back directly to NYSIF. The Contractor does not incur this cost.
2	8	Section 1.8 Insurance Requirements	Can NYSIF provide samples of all required insurance certifications	Refer to RFP Section 1.8 for the "Insurance Requirements". Samples of insurance certificates can be found under the "Council of Contracting Agencies Insurance Procedures Manual" on the following NYS Office of General Services website: https://ogs.ny.gov/procurement/nys-procurement-council
3	14	Section 1.2 sub-section 5 item A	[Vendor] is located in Jersey City, NJ just one mile outside of Manhattan. The majority of our client base is in New York and service them on a daily basis. We understand that NYSIF is looking for a provider that is located in NY State. Does the geographic requirement disqualify [Vendor] from bidding on this RFP?	Per RFP Section 2.1.5(a) the Storage Facility must be a secure facility located in the State of New York. This is a Mandatory Requirement under this RFP. As outlined under RFP Section 3.1.1(1), for " <i>Pass/Fail Evaluation</i> ", " <i>Should a Bidder fail to meet any of the mandatory requirements (Section 2.1), the Bidder will be disqualified, and no further evaluation or scoring will be completed.</i> "
4	17	Section 2.3.3 Initial Relocation	Can NYSIF provide a data file containing the information on the packing slips associated to each container?	Per RFP Section 2.3.3, that information will be provided to the awarded Contractor: " <i>NYSIF will provide the awarded Contractor with an electronic (Excel) up-to-date inventory of the cartons prior to the actual date(s) of relocation. The Contractor will be responsible for cataloging each carton using bar-coding or other technology, that must be linked to the Contractor's RMS.</i> "

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5	23	Section 2.3.11	Will the vendor be responsible for files that are not found in boxes that had never previously been pulled?	Refer to RFP Section 2.3.3 and Section 2.3.4 which outlines the Contractors responsibility related to file reconciliation and reconciliation of new records.
6	17	Section 2.3.3 Initial Relocation	Will the spreadsheet provided by NYSIF contain a detailed record of all files located inside each file in each box or will the awarded vendor be responsible for inventoring each box at the file folder level?	The spreadsheet provided by NYSIF will have a detailed record of files inside each box. The awarded vendor will not be responsible for inventoring each box at the file folder level.
7	17	Section 2.3.3 Initial Relocation	Where are all of the boxes located today?	Not relevant to this RFP. Per RFP Section 2.3.3 " <i>NYSIF will procure moving services through the NYS Moving Services Contract to have the records relocated to the new storage facility, if necessary</i> ".
8	17	Section 2.3.3 Initial Relocation	Are there permanent removal fees currently associated to these boxes? If so, will the awarded vendor be asked to subsidize the termination costs?	Refer to RFP Section 2.3.10 and Section E of the Appendix Z Fee Schedule.
9	17	Section 2.3.3 Initial Relocation	If the file folders are already inventoried can NYSIF provide a sample of the file folder barcodes?	Included on the Amendment 1 Cover Letter please find a sample of the barcode (labeled figure 1) currently used to catalogue the file cartons.
10		Related to pricing sheet	Can we present tiered pricing?	All pricing must be provided in the format requested on the Appendix Z - Fee Schedule. As stated on the Appendix Z - Fee Schedule, " <i>Bidders are not to change, delete, or make any additions to this form, and are to supply only the bid information that is required. If any changes, deletions, or additions are made by the bidder, or if all of the required bid information is not provided, then at NYSIF's discretion, the bid may be disqualified.</i> "
11		Related to the RFP document in general	Can [Vendor] perform a legal review of the document with suggested tracked adjustments?	Refer to RFP Section 4.2.7, " <i>Comments and Limitations</i> ".

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12	26	2.3.1 SECURE RECORDS STORAGE & ESTIMATED VOLUMES	What is the address the records are currently stored at? Will NYSIF count the cost of transportation to the new facility in the Total Bid Final Number?	Not relevant to this RFP. Per RFP Section 2.3.3 " <i>NYSIF will procure moving services through the NYS Moving Services Contract to have the records relocated to the new storage facility, if necessary</i> ".
13	17	2.3.3 Initial Relocation of Current Records and Inventory	Please confirm that upon receipt, the new provider would be responsible for cataloguing at the carton level, and the initial indexing at the file level will be provided in electronic format.	As Stated in RFP Section 2.3.3: <i>"NYSIF will provide the awarded Contractor with an electronic (Excel) up-to-date inventory of the cartons prior to the actual date(s) of relocation. The Contractor will be responsible for cataloging each carton using bar-coding or other technology, that must be linked to the Contractor's RMS.</i> <i>For the initial relocation, the Contractor will only need to generate the inventory based on the information on the cartons' packing slips which will list the contents. Contractor will not need to reconcile the contents of the cartons with the information on the packing slips at this stage."</i>
14	18	2.3.5 Retrieval and Return	Will the new provider ever be required to dispatch a truck and crew for in-person retrievals/returns? If yes, how often? In what quantities?	No.
15	18	2.3.4 Ongoing Inventory/ Reconciliation of New Records into Storage	Will new records need to be reconciled against a packing slip and indexed by file?	Yes, Per Section 2.3.4: " <i>For all new records (after the initial relocation is complete), Contractor must reconcile the carton against the packing slip prior to adding to the inventory. In the event of a discrepancy, the Contractor will create a report to provide to NYSIF. The report should list the identifying Box Number and explain the discrepancies (i.e. if an additional file is found that was not included on the packing slip; if a record is missing from the carton that is listed on the packing slip; if there is missing information on the packing slip; etc.)</i> ."

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16	21	2.3.9.A. Record Retention Period	"When the record is past the retention period, NYSIF will send notification..." -- Is the term "notification" meant to be equal to a "request" noted in section 2.3.9.B., and subject to the 10-day turnaround time to process the destruction?	Yes.
17	21	2.3.9.B. Confidential Destruction	If destruction is off-site, must the facility be listed as a subcontractor?	Yes.
18			[...]it would be very helpful if we had an approximate record count (number of images to be scanned) within your 36,000 cartons. [...] From a recent data point perspective, we have bid on a similar-sized project that included 26,000 cartons and 2,222 records (images) per carton. Does this record count per carton seem about right or should it be higher or lower? If higher or lower, what number should we plan for?	Per RFP Section 2.3.3: " <i>NYSIF will not be able to provide the actual number of records within the cartons.</i> "