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May 27, 2016

**ADDENDUM # 1**

**Re: PIN 072206148MIS for Electronic Records and Imaging Management System**

Dear Prospective Vendors:

The Department of Correction (DOC) is issuing **Addendum #1** for PIN: **072206148MIS** to notify potential respondents of the extension of the response due date and to address questions submitted by potential respondents.

**RFI Response Due Date**

**The RFI response due date has been extended to Wednesday, June 8, 2016 @ 3:00pm.** All responses must be submitted via email to Cameron Sutton Jr, Contract Manager at [cameron.sutton@doc.nyc.gov](mailto:cameron.sutton@doc.nyc.gov).

**QUESTIONS/CLARIFICATIONS**

**Question 1:** In the event that DOC moves forward with an RFP, is there an estimated time frame available for when it might be issued?

**Answer 1:** DOC anticipates releasing an RFP in either July/August. Please note that this is tentative.

**Question 2:** Has funding been allocated and if so, from where (budget, grant, etc.)? If not, where does DOC anticipate looking for funding?

**Answer 2:** The expectation is that funding will be allocated for this project from a specific budget.

**Question 3:** Does DOC have an estimated cost, or desire not to exceed contract amount in mind for this and if so, how much?

**Answer 3:** This is subject to discussion.

**Question 4:** Who is/will be the project manager?

**Answer 4:** This information is not needed to produce a proficient response to this RFI.

**Question 5:** Which systems, if any, may require an interface to the imaging management system and which vendor(s) provided them?

**Answer 5: Interfaces may need to be built to work with various internal applications and databases. The specifics of those interfaces are still to be determined.**

**Question 6: Are you looking for assistance in determining the quantity of documents and duration to scan for your employees to do so internally? Or are you looking to outsource the full service scanning professional service? We can assist/provide either solution.**

**Answer 6: DOC is looking to determine the quantity of documents and duration to scan for DOC employees internally.**

**Question 7: Under Technical Requirements: Are you looking for us to provide our recommendation of scanners within our solution's estimated cost? If yes, can you provide an idea of how many scanners would be needed? 100? 1,000?**

**Answer 7: DOC estimates that close to 100 or more scanners will be needed.**

**Question 8: Retention Requirements: Our solution can be configured to automate assigning the determined retention policy. You may want to require solutions with internal workflow engines.**

**Answer 8: No response to the above statement.**

**Question 9: About 300 E-Forms: Do these forms currently exist and do you want them converted into a fillable pdf? Or will we need to create from scratch? Fields can be required and data can push directly into metadata fields in our solution to eliminate data entry.**

**Answer 9: Yes, DOC is requiring that the forms be converted.**

**Question 10: Software Licensing: How many total users would need access to the software to view documents and/or be involved in an approval process? We would be recommending a Site License which consists of unlimited licenses but we also would like to know total users for implementation cost purposes.**

**Answer 10: Responses to this RFI should be based off 1,500 users with the capability and capacity to expand to up to 10,000 users.**

**Question 11: Would you be willing to look at a Hybrid approach to digitizing your records- we have the option to store and scan into a depository as you request the files- lowering your overall cost of back file scanning by at least 70%. We do not have Electronic Medical Records Software but depository software system. Let me know if there still is an interest.**

**Answer 11: DOC's interest is to host internally.**

**Question 12: With regards to the RFI's digitizing portion of the project—will the DOC need on-site scanning, or off-site scanning services?**

**Answer 12: DOC will require on-site scanning.**

**Question 13: If on-site services are needed, can you please provide the borough, or county, that our employees will need to attend?**

**Answer 13: On-site services will be required in the following boroughs: Queens, Bronx, Manhattan and Brooklyn.**

Question 14: Whether companies from Outside USA can apply for this? (Canada, India)

**Answer 14: Companies outside of the United States are allowed to submit a response to this RFI.**

Question 15: Whether we need to come over there for meetings?

**Answer 15: The vendor will be required to attend meetings at various DOC Facilities.**

Question 16: Can we perform tasks (related to RFP) from outside USA?

**Answer 16: To be determined.**

Question 17: Can we submit proposals via email?

**Answer 17: Responses to this RFI are required to be submitted via email to the contact included on page 8 of the RFI.**

Question 18: Will the solution be required to follow State of New York Archive guidelines for document retention/records management?

**Answer 18: Yes, potentially.**

Question 19: Will scanning of existing files be done on-site by the vendor or off-site?

**Answer 19: Scanning of existing files will be done On-site.**

Question 20: We are unclear from the RFI what the total number of pages to be scanned as a service. Does DOC have an estimate for pricing purposes?

**Answer 20: DOC anticipates a number exceeding one million pages to be scanned annually.**

Question 21: Please estimate how many users will need to access the system for estimated costing?

**Answer 21: Please see the response to question 10.**

Question 22: On page 10 (Product Characteristics) that the DOC prefers to host a system in your own data center in East Elmhurst. Is this a mandatory requirement or can a provider offer a fully secure cloud based service as an alternative?

**Answer 22: DOC's preference is to host this system internally. However, DOC is open to hear further information on cloud capability**

**Please include this addendum with your RFI submission.**

  
Agency Chief Contracting Officer

**I acknowledge receipt of this addendum.**

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**Company Name (Print)**

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**Authorized Representative (Print Name)**

\_\_\_\_\_  
**Authorized Representative (Signature)** **Date**