



Housing Authority of the City of Pittsburgh

Contracting Officer
100 Ross Street, 2nd Floor Suite 200
Pittsburgh, PA 15219
(412) 456-5116
www.hacp.org

October 5, 2021

Maintenance Contract for Legal Department Database

3 Quote Bid

ADDENDUM NO. 4

This addendum issued October 5, 2021 becomes in its entirety a part of the 3 Quote Bid as is fully set forth herein:

Item 1: Q: I noticed in Addendum 1 Item 5, the HACP response was “HACP will consider either option.” How would you like contractors to indicate their solution in the quote sheet? I do not see any area where responders can indicate the services they are providing. I can also see this causing an issue when you try to compare the lowest bid if contractor 1 indicates they are including paper scanning and contractor 2 does not. Please let us know how you would like us to proceed.

A: Correct, we are revising our answer. HACP is looking for the vendor to upload and maintain electronic files only with optical character recognition (OCR) capability.

Item 2: Q: Has the Legal Department determined how they want these documents indexed?

A: There is an existing system in Microsoft Azure. Documents will be initially filed under the Community name, then the document name.

Item 3: Q: Also – I’m not sure what you are looking for regarding what I’ve highlighted in red below?

The scope will include:

- Estimate the cost to maintain the existing documents and services in Microsoft Azure and digitize paper binders and documents (as many as an additional 100,000 pages in the next six months).
- Provide the format and meta data from that digitization effort, to ensure that it is converted to a searchable format and compatible with the existing ingestion process
- Maintain an interim document repository in Microsoft Azure complete with search tool.
- Support the tax filing effort in visualization and analytics??

A: Currently, HACP receives property tax bills from the City, School District, Library, and one or two other entities. Properties will have to be labeled as taxable or exempt and the status tracked by the entity handling the database.

Item 4: Q: Please Provide pictures of storage medium, folders, folder tabs, open folder showing documents, documents themselves(scanned images are helpful). Also pictures of anything that might complicate the prepping and scanning of the documents.

Importing into an existing ECM solution?

Bankers Box - Standard (2,500 pages). How many boxes? Unknown. Boxes are currently stored by a third party vendor.

Bankers Box - Large (5,000 Pages). How many boxes? Unknown. Boxes are currently stored by a third party vendor.

Standard File Cabinet (4,000 Pages per drawer) How many Drawers? Approximately 60.

Lateral File Cabinet (6,000 pages per drawer) How many Drawers? Approximately 8.

Binders – How many and how many inches per binder? 2 to 6 inches.

Drawings? Yes. There are blue prints. But the numbers are estimated at less than 300 pages.

Microfilm or Microfiche? None.

Percentage of 2 sided pages? Unknown. Currently, stored by a third party vendor.

Letter (8.5" x 11") Unknown. Currently, stored by a third party vendor.

Legal (8.5" x 14") Unknown. Currently, stored by a third party vendor.

Ledger (11" x 17") Unknown. Currently, stored by a third party vendor.

Any off size documents included?

A: Yes.

Item 5: Q: Prep: Staples – Paperclips – Rubber Bands
Are documents in File folders with Tabs?

A: Unknown. Currently, stored by a third party vendor.

Item 6: Q: Black & White or Color?

A: Both.

Item 7: Q: Does the customer need full text search or OCR fields?

A: Yes.

Item 8: Q: What are the index fields and where are they found?

A: Currently found on a third party vendor database.

Item 9: Q: What are the document types?

A: Some documents are leather bound volumes. Others are loose papers. Most are probably 8 ½ by 11 inches.

Item 10: Q: What are the average number of pages for each document type?

A: Varies. Some documents are made up of multiple leather bound volumes and have hundreds of pages. Some are just a few pages and are loose.

Item 11: Q: Where do they plan storing the electronic documents and data?

A: Currently it is in the cloud.

Item 12: Q: I'm planning to put together a proposal to digitize the legal documents and have a couple of questions. Are you looking into any vendor solutions to implement this? When I say vendor, it's more of third-party tools that support digitizing the documents OR you are expecting a company in this case to provide resources who will digitize these documents.

A: We will consider both options.

Item 13: Q: Are you looking for a COTS offering, or are you open to custom solutions that can meet your requirements?

A: I would prefer to use Microsoft Azure, due to it OCR capabilities.

Item 14: Q: Can you provide an estimate for the number of concurrent users on the system?

A: 3 to 4.

Item 15: Q: Does HACP currently use DocuClass?

A: Yes. However, the documents in this instance would be in Microsoft Azure or some other database with OCR capability.

Item 16: Q: Do you expect the selected vendor to scan and digitize the paper binders and documents?

A: That would be preferred. But use of a third party vendor to scan would be considered. We will consider both options.

Item 17: Q: If the vendor has to provide document scanning and digitization services, do you expect the vendor to work at HACP's location?

A: No. But the documents are located at a third party vendor and at HACP's location.

Item 18: Q: Do you expect the vendor's proposed solution to provide dashboard, reporting, and analytics capabilities?

A: Yes.

Item 19: Q: Do you currently own an O365 license? If yes, what type of license?

A: No. We currently work through a third party vendor.

Item 20: Q: "HACP's Legal Department is centralizing its document repository in the Microsoft Azure application". Do you currently own the Microsoft Azure licensing?

A: HACP does not currently own Microsoft Azure. HACP works through a third party vendor.

Item 21: Q: "Support the tax filing effort in visualization and analytics". Can you explain what type of support/service is expected from the vendor side?

A: Currently, HACP receives property tax bills from the City, School District, Library, and one or two other entities. Properties will have to be labeled as taxable or exempt and the status tracked by the entity handling the database.

Item 22: Q: What is the anticipated project completion date?
 A: **It will be a 3 year term.**

Item 23: The bid due date is changed to October 12, 2021; the time remains unchanged at 10:00 AM. Bids must be submitted electronically via email to Brandon.Havranek@hacp.org or via fax at 412-456-5007 Attn: Brandon Havranek.

END OF ADDENDUM NO. 4

Kim Detrick

Kim Detrick (Oct 5, 2021 14:57 EDT)

Mr. Kim Detrick
Director of Procurement/Chief Contracting Officer

Oct 5, 2021

Date