



Housing Authority of the City of Pittsburgh

Contracting Officer
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November 3, 2021

Maintenance Contract for Legal Department Database REBID

3 Quote Bid

ADDENDUM NO. 4

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

Item 1: Q: The requirement says that 10K paper documents will be digitized. Will there be more documents throughout the period of the contract? The reason for this is, we need to manage the storage expectations on Microsoft Azure. If there will be more documents then I need to account for more storage.

A: As stated in the Quote Request the 100,000 pages is an estimate.

Item 2: Q: What kind of existing ingestion process is in place? The reason why I'm asking this question is if it's just a matter of storing the document in digital format and applying some OCR capabilities, then a simple solution could be Sharepoint provided by Microsoft. This could save some to the municipality as well. Do we know the number of users who are going to perform the search against these documents?

A: Currently, there is a Microsoft Azure database, with at least three spreadsheets. All are active. Eventually, the database will be used as an electronic type library open to HACP users. Currently, there are approximately 20 individuals that's have access to view and approximately six that can upload or modify to some degree.

Item 3: The quote due date, time and location remain unchanged at November 10, 2021 at 10:00 AM. Quotes 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


James Harris (Nov 4, 2021 11:12 EDT)

Mr. James Harris
General Counsel/Chief Contracting Officer

Nov 4, 2021

Date