

Modification Solicitation # NICHD-23-097

The Q&A period will end on Friday, March 24, 2023, 11:00 AM Local Time.

Submissions are due Thursday, March 30, 2023, 11:00 AM Local Time.

No further extension will be granted.

| Questions  | Answer   |
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| <p>Can you confirm whether you want a cloud hosted access point for the records or a delivery in a format (folders, file name etc) that you will host on your own site for access? If we are to host the records can you share the number of users who would need access and the length of time projected to have the site available for access?</p>                                       | <p>We will host the records on our own network. And delivery should be in PDF format with multiple tabs and files named according to our convention. These records are from on-going research protocols so the site will need to be available to approved investigators and IT staff indefinitely. Currently this is about 10 staff members.</p> |
| <p>Could you please provide the average number of pages per record for the 30,000 research participants.</p>   | <p>There is a lot of variability, some records have a few pages and other have a lot. We estimate on average approximately 100 pages per record.</p>   |
| <p>What quantity or CLIN structure is the Contractor supposed to base their price on? Currently I do not see any estimated quantity of documents or anything that indicates what the pricing structure will be based on. Is this a lump sum firm fixed price contract? If so then quantities will need to be provided. Or will the price be based on a cost plus unit price structure?</p> | <p>See directly above for approximate quantity. 100 pages per record.</p>  |
| <p>Is this contract fall under the Service Contract Act?</p>   | <p>No</p>  |
| <p>Is this an official RFP or just a request for information?</p>  | <p>This is an official Request for Quotation</p>   |
| <p>If you are requesting pricing can you provide the following?</p>  | <p>(see below)</p>   |
| <p>Approximate number of pages associated with each research participant/file?</p>   | <p>As above approximately 100 pages per record.</p>  |

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| Scanning in color or black and white?  | Mostly black and white but their a few that will need in color (less than 5%).   |
| What type of preparation would be involved, light, medium, heavy, i.e. staple, paper clip removal?   | Much preparation will be heavy; items will need to be removed from binders.  |
| Are documents currently residing in file folders? If so, will they be indexed at the file folder level?  | Mostly yes and yes.  |
| Will there be any document separation/document typing?   | Yes  |
| Will the documents be scanned at the file folder/participant level?  | Yes  |
| What condition is the paper in since some of it dates back decades?  | Most are in good shape but there are fragile pieces.   |
| Any paper larger than 11x17?   | Very little if any   |
| Will the vendor be removing any pages prior to the scanning process?   | Not generally  |
| Will vendor provide the banker's boxes?  | Yes  |
| How will the data be returned?<br>Uploaded to a database, encrypted hard drive, etc?   | Encrypted hard drive is preferred.   |
| I saw there are expected to be 30,000 research participants. I assume this means 30,000 folders which will result in 30,000 PDFs being delivered. Is there an estimate of how many images this will total? For example, an assumption that there are XX images per folder? | A few participants may have more than one folder but mostly one folder per Participant. There are approximately 100 pages per record on average. |
| Another way we could figure this out is knowing how many inches of records there currently are (ex: 5 filing cabinet drawers that are 26" long each, 20 shelves that are 32" long, etc)  | Currently records are stored in a variety of formats but we estimate approximately 1,400 linear feet of shelf space.                             |
| Is it known what will need to be indexed for file naming?  | This will vary by type of file most will be medical records #, name and birthdate.   |
| I'm assuming if we are scanning everything in a folder that we will name the PDF based on how the folder tab is labeled, which sounds like it might be the participant's number and/or name.   | (as above)   |

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| Is there anything NIH would like to have scanned in color or is B/W and/or grayscale fine?   | Mostly black and white but their a few that will need in color (less than 5%).   |
| Will there be anything larger than a legal size page?  | Very little if any   |
| Safe to assume there will be X-rays in the files?  | There are no X-rays in our files.  |
| Is this a new requirement? If not... Who is the Current Incumbent? When does the current contract end? What is the contract number?            | This is a req requirement  |
| What is the total volume of documents to be converted? What is the average # of documents in each participant file?                            | Approximately 30,000 documents and<br>Approximately 100 pages each   |
| What shape are the documents in? (torn edges, old documents that may need special handling or enhancing, etc.)                                 | Most are in good shape but there are fragile/torn pieces.  |
| Will there be a contact person that knows the documents, in case of questions?   | To be provided at time of award  |
| Do you consider Tempe, AZ to be in the Phoenix Metro Area?   | Yes  |
| Can you provide a naming/indexing example?   | This will vary by type of file most will be medical records #, name and birthdate.   |
| Can you send pictures of the filing cabinets so we can judge the amount of work?   | Currently records are stored in a variety of formats but we estimate approximately 1,400 linear feet of shelf space.   |
| Can you please extend the FRQ due date by 1 week so we have time to put together an accurate quote and technical after questions are answered? | The Q&A period will end on Friday, March 24, 2023, 11:00 AM Local Time. Submissions are due Friday, March 31, 2023, 11:00 AM Local Time. No further extension will be granted. |
| Your response to the question on what will need to be indexed: states it will vary by type of file. How many file types are there?             | There are at least three types of files.   |
| What dpi resolution do you require for the color images?   | At least 300 DPI.  |
| Are there any specific requirements for the encrypted hard drive?  | No requirements as long as the images can be read by our system.   |

On the second page of the Q&A, the response states “currently records are stored in a variety of formats”. Please clarify this statement. What are the variety of formats the research records are being stored in?

All are paper records. Some are traditional medical charts with multiple tabs, some are folders with loose filing. And some are binders with multiple Participant records.