

Division of Finance and Business Operations

March 11, 2025

**Addendum #1
Request for Proposal
RFP Wayne County Medical Examiner's Office Document Digitization and Storage
Dated February 26, 2025**

Minutes of the Pre-Proposal Conference

This Addendum must be acknowledged on Schedule D.

The pre-proposal conference for the **Wayne County Medical Examiner's Office Document Digitization and Storage** was held on **March 6, 2025, at 2:00 p.m.** **A'nnna Dunbar** reviewed the administrative requirements of the pre-proposal package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **Susan Khaireddine** of the **School of Medicine – Pathology – Wayne County Medical Examiner's Office and Other Units**, discussed the expectations and scope of work.

The pre-proposal conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing Web Site at <http://go.wayne.edu/bids>.

Numerous simple questions and answers were addressed at the pre-proposal meeting. Some of the issues were as follows:

1. This RFP included an **Optional pre-proposal meeting**. In cases where the pre-proposal meeting is mandatory, only those vendors that attended the will be allowed to participate in this RFP Opportunity
2. A copy of the Pre-proposal Attendance sheet will be posted to the website.
3. The Deadline for project related questions is **March 10, 2025, 12:00 noon**.
4. **Bids are due by electronic submission on no later than 2:00 p.m., March 18, 2025.** The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **February 26, 2025**.
5. **The contract(s) will be for a three-year period ending in April 2028.** Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through **April 2030**. VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C.
6. The University is a member of the Michigan University Self Insurance Corporation (MUSIC). Insurance requirements for Wayne State work are based on the products or services provided. For this project, a Certificate of Liability Insurance is **Required**.
7. Any responses, materials, correspondence, or documents provided to the University are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act, regardless of notations in the VENDOR's Proposal to the contrary.
8. Parking on WSU campus lots and structures are \$9.00/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
9. Smoke and Tobacco Free Policies: On August 19, 2015, Wayne State joined hundreds of colleges and universities across the country that have adopted smoke- and tobacco-free policies for indoor and outdoor spaces. Contractors are responsible to ensure that all employees and all subcontractors' employees are in compliance anytime they are on WSU's main, medical, or extension center campuses. The complete policy can be found at <http://wayne.edu/smoke-free/policy/>
10. **IMPORTANT** - Minutes for the Pre-Proposal Meeting are distributed and published on the website as an Addendum. Vendors are responsible for the information in this and all other Addenda, and must acknowledge each addendum in Schedule D.

Questions and Responses received during and after the Pre-proposal meeting are as follows:

Question: Are documents scanned in color or is black & white?

Response: Black and white but photos in color.

Question: What is the size of the paper?

Response: The paper is Standard 8 1/2 by 11. ID cards are about the size of a 3x5 index card. The index card contains a piece of paper folded and stapled on the back – this will need to be scanned.

Question: What is the number of people that need user license? Number of users?

Response: Unlimited.

Question: Are files considered government records?

Response: Yes.

Question: Who does FOIA request go to?

Response: FOIA requests are sent to the Medical Examiner's Office and payment goes to Wayne County.

Question: What is file format?

Response: Searchable PDF.

Question: If pdf format, do you want it to be searchable?

Response: Yes.

Question: In the RFP it states 30,000 documents. Does it mean 30, 000 files?

Response: Documents are stored in a room in banker boxes. There are 20-50 files per banker box and approximately 400 boxes.

Question: How do you retrieve a file? What is the index?

Response: Filed by year and case number. The Medical Examiner's Office keeps track of all case numbers.

Question: Are you searching by first or last name? Scanning meta data fields.

Response: Search by case number, name, and DOB.

Question: There are 400 boxes to be imaged. Are all boxes 100% full?

Response: The boxes vary. Some are filled completely with files and others are half full.

Question: Is it possible to provide pricing per document we deliver?

Response: Pricing per document will be considered but full scope pricing of the project is ideal.

Question: What is the timeframe, that you want records removed/scanned.

Response: July 1, 2025.

Question: How many users do you think will want to sign in and look at the archives?

Response: Unlimited

Question: Because the records are medical examiner are they considered government records

Response: Yes

Question: Is there any way to get a dump out of Quincytech?

Response: It may be possible-we would have to discuss with Quincy Tech.

Question: Do you have a list of existing number we can cross reference.

Response: It may be possible-we would have to discuss with Quincy Tech.

Question: Do you want the insurance certificate submitted with the proposal?

Response: In the proposal you must state you can furnish insurance. An insurance certificate is required upon award of the contract.

Question: When would you like them completed, the deadline?

Response: July 1, 2025.

Question: Can the University confirm that there are 400 boxes of records that need to be digitized?

Answer: All are estimates.

Question: On average, how many pages are there per folder?
Answer: 25

Question: On average what is the percentage of double-sided pages? 5%, 10%, 50%
Answer: No documents are noted to be double sided, but there are index cards containing a folded and stapled piece of paper that need to be scanned

Question: How many users will be accessing the records? (licenses)
Answer: We want unlimited

Question: Does the University prefer cloud storage or On prem?
Answer: Cloud is preferred but paper documents need to be retained in a secure storage facility for any files that date back to 2015. Anything prior to 2015 that we have, the vendor will need to have the ability to ship to the county clerk's office.

Question: Are scanning the folder as well as the documentation inside? If so, can we cut the folder?
Answer: Just the contents inside and indexed accordingly to the file.

Question: If pdf format, do you want it to be searchable?
Answer: PDF searchable

Question: Can the university confirm the indexing criteria (naming of the files)?
Answer: Yes - case number and full name

Question: Is color needed for scanning of the files?
Answer: Yes

Question: Can the university provide a look up database to utilize during indexing?
Answer: Yes, we can provide a database of case numbers and names to reference, but some names continue to be unknown.

Question: Are the records currently organized in folders?
Answer: Yes

Question: How would the Medical Examiner like the records named?
Answer: Case number and full name

Question: Do the records contain photos?
Answer: Yes

Question: Is the indexing information located on the folder or on the first page of the grouped documents?
Answer: Located on the tab of the folder

Question: Do the records require scanning at a color resolution?
Answer: Photos need to be scanned in color, estimated to be less than 10% of the document

Question: The RFP mentions storage, is this for a specified period of time?
Answer: Rolling 10 years. Any physically stored documents that exceed 10 years need to be archived and sent to the clerk's office. Cloud storage is indefinite.

Question: Upon project completion and a QA period, would the Medical Examiner like the records destroyed?
Answer: No- anything past 10 years is archived and sent to the clerks office.

Question: The bid request asks for pricing to pack and remove 372 cubic feet. In the meeting, it sounded like there are 400 boxes ready to go. Are both of these true? Will you clarify the current disposition and volume of the documents?
Answer: All are estimates

Question: Regarding the number of images per file, the range provided in the meeting is fairly large. Can you provide all vendors a specific number of images to bid on?
Answer: No.

Question: Schedule C mixes one-time services (scanning, transportation, etc.) with recurring expenses (physical & digital storage). Would you like for vendors to provide per unit pricing for these recurring expenses, or are you able to provide a retention period for your records?

Answer: Retention period for records is 10 years. Cloud storage is indefinite We would like total price plus breakdown of each service.

Question: Assuming boxes in physical storage are to be destroyed at the end of the retention period, should this cost be included in the storage portion of Schedule C?

Answer: **Boxes will not be destroyed, but they will be sent to the county clerks office after retention period.**

Question: Are vendors required to provide pricing in format outline in Schedule C or are we able to provide alternate pricing structures?

Answer: **Vendors can provide alternate pricing structures.**

Question: Is there an option to extend for a larger volume?

Answer: **Unsure of the question but would like this done by July 1, 2025 and at the latest, July 1, 2025.**

Question: Does the entire collection of documents need to be Collected at once?

Answer: **Not necessarily, as long as there are not significant operational interruptions, this can be done in phases.**

Question: Can the documents be transferred to another state?

Answer: **Yes, but they will need to eventually be sent to the county clerk's office.**

Question: What is the condition of the documents?

Answer: **Scannable condition.**

All questions concerning this project must be emailed to: **A'нна Dunbar**, Procurement & Strategic Sourcing at **313-577-3757** Email: **adunbar@wayne.edu** by 12:00 p.m., **March 10, 2025.**

Do not contact the School of Medicine – Pathology – Wayne County Medical Examiner's Office and Other Units, directly as this may result in disqualification of your proposal.

Thank you

A'нна Dunbar,
Senior Buyer, Purchasing
313-577-3757

cc: Susan Khaireddine, Attendees list.