New York State Housing Finance Agency and State of New York Mortgage Agency
Request for Proposals for
Temporary Electronic Records Management System Solution
QUESTIONS AND ANSWERS: Round 4 dated 11/9/2017

	QUESTION	AGENCY RESPONSE	RFP REFERENCE
1	What is the estimated amount of storage you would consider to be rarely accessed?	Estimated amount of 40% is rarely accessed.	Document Storage/ Retrieval
2	What is the average number of document downloads/views?	Unknown until system is implemented.	Document Storage/Retrieval
3	For a Disaster Recovery scenario, what is the expected Recovery Point Objective (RPO) and Recovery Time Objection (RTO) requirement?	4 Hours	Disaster Recovery
4	How many environments do you need for the Temporary Records Solution (DEV, TEST, PROD)?	2 Environments, Test and Production	
5	What is the current platform and version of your ECM system?	FileNet Content Services Client Version 5.5	
6	Can you specify the Operating System, Application Server and Database Server for your current ECM system?	Windows Server 2008 R2 SQL Server 2008 R2	
7	Do you currently have licenses for P8 Records Manager (IER)?	No	
8	Is your software maintenance with IBM direct, or with an IBM partner?	No, our current licenses have expired for FileNet Content Services.	
9	Do you need scanning hardware for day-forward scanning? If you do, please specify number of scanners and type of capacity (number of pages scanned per minute).	We plan to use our own hardware for day-forward scanning unless the discovery process reveals our hardware to be inadequate. Our hardware includes: 1) HP Scanjet Enterprise 8500 FN1= 60 pages per minute. 2) Xerox Docutech D125= 140 pages per minute in black/white; 70 pages per minute in color.	

10	Do you need capture software for day-forward scanning? If you do, please specify number of capture licenses for scan operators, indexes and QAs.	We plan to use the default capture software for the above hardware if it meets vendor specifications and state imaging guidelines.	
11	Will you accept a bid that excludes scanning services?	No.	Scanning Services
12	Will you accept a bid that includes scanning services that are based outside of New York?	It is preferable, but not required, that the successful Proposer have an office in New York State; however, in either case, all scanning must be performed onsite at the Agencies' offices.	Scanning Services
13	Does the scanning for these additional pages each need to be done on-site?	Yes.	Section 8.1, page 16, General Scope of Services (RFP reads, "In addition, an on-going estimated number of 400,000 pages are anticipated to be imaged each year.")
14	Will you please clarify exactly what the requirement for this is? If we have a Sales Office in the State of New York, will this meet the requirement?	It is preferably that the successful Proposer have an office in the State of New York. The Sales Office in NYS is sufficient.	Section 12, Evaluation and Criteria for Selection, page 35 (RFP reads – "Presence of an office in the State of New York.)
15	Does a firm need have a current certification? If we have applied for certification, have not yet been approved and can provide evidence of filing and the filings, would we be able to be placed on the list please?	Yes, a firm needs to have a current certification at the time of execution of the contract. Only NYS certified firms may be added to the list.	Section 4, MWBE and SDVOB Partner/ Subcontractor interest, page 13 (The RFP reads – "A firm requesting inclusion on this list should send contact information and a copy of its NYS MWBE certification and/or NYS SDVOB certification to Lisa.Pagnozzi@nyshcr.org

16	Will the Agency enter into a separate Agreement for the hosting services (whether AWS or another host is selected) or should the provider expect to pass the hosting expenses through to the Agency?	The successful Proposer will be required to retain the hosting services. All fees for the services in the contract awarded pursuant to this RFP process will be paid to the Contractor.	
17	If the provider is certified by Amazon to provide AWS services or Microsoft to resell and implement Azure Services, is the Agency open to contracting directly with the provider for the hosting on one of these platforms?	No	
18	Will access to the Temporary Records System be restricted to users only on the Agency network, or is secured internet access by users no matter their location allowed?	Secured internet access is needed by users no matter their location.	
19	Will the system need to store anything other than PDF files? If so, what other types of files?	PDFA.	
20	Could the Agency please provide additional details around what it means by "the proposed ECM solutions must be compatible with IBM FileNet"? Does the solution need to have a native integration with FileNet or can the solution export all records in their native format and provide separate export files (such as in XML or CSV format) that contain the corresponding metadata for each file?	The Agency's long-term choice for an ECM solution is FileNet. The vendor's proposed solution must have the capability of exporting images and their associated metadata into a FileNet supported import file format.	
21	Does the Agency currently have any type of existing image hosting system? If so, what kind of system (manufacturer)?	Yes, FileNet Content Services Client Version 5.5 and it is currently unlicensed.	
22	How are the records currently organized – in file folders, multi-page documents, or individual pages?	All of the above.	

23	What is the average number of pages per file or folder?	We are unable to provide an average, but an individual file (multiple red-welds) may range from 1-2,000 pages.	
24	What is the average number of pages per document?	1-2,000 pages.	
25	Are the pages single-sided, double-sided, or both?	Both.	
26	Please indicate the approximate percentage of pages in each of the following categories: a. 8.5" x 11" (letter size) b. Smaller than 8.5" x 11" c. 8.5" x 14" d. Larger than 8.5" x 14"	Our estimates are as follows: a) 80% b) 1% c) 16% d) 3%	
27	Please describe the average condition of the documents.	Good quality on average.	
28	Is any of the paper non-standard (NCR, onionskin, cover stock?	Yes, but these represent a minimal quantity of records.	
29	What document preparation is required (staple removing, unbinding, etc.)?	Yes, staple removal and unbinding will be required.	
30	What post-production is required (purging of images, reassembly, etc.)?	Reassembly will be required for some records based on record retention guidelines. Purging of images must follow the Agencies' internal procedures, and destruction will be completed by Agencies' destruction vendor.	
31	What order are the documents currently in (alphabetical, ID number, date, etc.)?	Varies.	
32	Can the scanned images be in the same order? If re-ordering is required, please describe.	Yes, in the order provided.	
33	How long may documents be out of file for processing?	A maximum of 1 month.	
34	What is the desired scanning resolution – 200dpi, 300dpi, or no preference?	300dpi.	

35	Do the total page estimates involve documents that are double sided? If so, is there an estimate percentage of total documents that are double sided?	Yes; percentage to be determined during discovery.	Page 17, Section "B"
36	Concerning the 765 GB of existing digital records, is there more detailed information that can be provided regarding file and data format? Can samples be provided?	Yes, samples can be provided. File and data formats vary, but a majority are PDFs.	Page 16, Section "E"
36	What is the percentage breakdown of total standard size documents, microfiche, and architectural documents?	Less than 5% of non-standard sized records offsite.	Page 15, Section "D"
38	How many total unique document types are there?	Approximately 150 unique document types.	Page 17, Section "B"
39	How many meta data fields are associated with each different document type?	Varies based on record type.	Page 19, Section "F"
40	What is the percentage breakdown of handwritten vs typed text on documents?	Majority are typed, but some may be handwritten.	Page 17, Section "B"
41	Do we have the flexibility to work multiple shifts and weekends?	Option may be available.	Page 20, Section "H"
42	Does HCR consider the Health and Hospitals Corporation a Medical Institution?	The Agencies consider Health and Hospitals Corporation to be the administrative arm for the city of New York.	Page 14, Section 6
43	When does ongoing scanning of the annual 400k start?	We anticipate that the vendor contract will be effective in February 2018, and that the scanning of the day forward 400K records may begin after adequate discovery.	Page 15, Section 8.1
44	Can Large Format Scanning be done off-site, in Manhattan?	An exception to our onsite scanning requirements can be made for large format scanning but will have to be discussed during discovery phase.	Page 16, Section 8.1.f)
45	Can Micro Film/Fiche be scanned off-site?	No.	Page 16, Section 8.1.f)
46	Can work be done Saturday and/or Sunday?	Option may be available.	Page 16, Section 8.5
47	Will there be ongoing Architectural or other Large Format scanning on-site?	If needed.	Page 16, Section 8.1.f)

48	With all document prep and scanning is done on-site, can Indexing and Quality Control steps be done at other vendor location in NYC or other US processing location meeting all processing requirements of On-Site location?	No, unless the Agencies' IT department can specify security requirement exceptions.	Page 16, Section 8.1.d)
49	Can existing images be indexed by File Name?	This will be part of the discovery phase.	Page 19, 8.5

New York State Housing Finance Agency and State of New York Mortgage Agency
Request for Proposals for
Temporary Electronic Records Management System Solution
QUESTIONS AND ANSWERS: Round 3 dated 11/9/2017

	QUESTION	AGENCY RESPONSE	RFP REFERENCE
1	How are the records on-site being stored, all in boxes, the folders, cabinets, and/or shelves etc.?	Onsite records are stored in expanding file pockets in both letter and legal sizes, file cabinets, and on shelves.	8.5, Imaging Services, Page #19.
2	Are there a set number of equal records per storage compartment or will they vary?	Will vary based on discovery phase.	8.5, Imaging Services, Page #19
3	Are the pages single sided or double sided?	Both.	8.5, Imaging Services, Page #19
4	Can you provide the percentage break out for single and double-sided pages of the 36 million total pages and other? If estimated breakdown for the 14M, 400K and 22M can be broken down, it would be helpful.	No, part of the discovery phase.	8.5, Imaging Services, Page #19
5	Are there any requirements of the records/materials to be debound or not (destructive vs. non-destructive scanning)?	No requirement exists.	8.5, Imaging Services, Page #19
6	Are the documents to be scanned all in good condition?	Yes.	8.5, Imaging Services, Page #19
7	Are there other available components within the on-site facilities like power, furniture and other infrastructure (Phone lines, fax lines, network, WiFi, etc.)?	Yes.	8.5, Imaging Services, Page #19

8	Are there any other requirement for any specific scanning resolution other than the mr_erecords_imgguides?	No.	8.5, Imaging Services, Page #19
9	What resolution were the existing digital records scanned in?	300 DPI	8.5, Imaging Services, Page #198.5
10	What is the requirement for scanning – color or black & white mode?	Majority are in black and white, some in color.	8.5, Imaging Services, Page #19
11	Is there a requirement document that states how many fields need to be indexed per record and what are the name of the fields for all doc types and on-site, off-site, converted data, microfiche, and other, etc.?	Will vary based on record series; part of discovery phase.	8.5, Imaging Services, Page #19
12	Are all indexing requirements based on legible and identifiable content on the record page and not hand written?	Yes.	8.5, Imaging Services, Page #19
13	What are the volumes of microfiche images and architectural drawings to be scanned and indexed?	5,000 -7,000 images.	8.5, Imaging Services, Page #19
14	What are the sizes of the architectural drawings and Survey Maps?	Varies; based on each individual project.	8.5, Imaging Services, Page #19
15	Please confirm whether microfiche images consist of only standard images of 8"x11" to 11"x17", or other specific sizes?	Varies.	8.5, Imaging Services, Page #19
16	For standard images, can we have a percentage break up for 8"x11" and 11"x17" size documents?	Will be part of discovery phase.	8.5, Imaging Services, Page #19

17	Please confirm our understanding that the contractor needs to do OCR of the documents with default accuracy provided by the OCR engine?	The OCR conversion must be at least 95% accurate as measured by character count, and the converted text must be associated with the respective digital image or document.	8.5, Imaging Services, Page #19
18	Besides making the scanned images available on the TEMP ECM system and conversion to the NEW system, are there any additional requirements where the images should be made available on any external storage drives or any additional channels?	No, however, we should have the availability to export data.	8.5, Imaging Services, Page #19
19	For exception provided requirements and possible off-site scanning, what is the required timeframe that content can be checked out before being returned?	All scanning must be done onsite.	8.5, Imaging Services, Page #19
20	For clarification, are the agencies scanning the additional 400,000 pages of new records or can we solution to manage these as an additional workflow?	While it is Agencies' intent to scan the additional 400,000 pages of new records per year, we would like pricing for the option to source out this scanning for the initial three years of the contact term.	8.5, Imaging Services, Page #19
21	Will the on-site contractor team need to dedicate a hardware scanner availability for the internal agencies as a special project scanner? This is outside of the 400,000 pages, annual target base.	Yes.	8.5, Imaging Services, Page #19
22	Is there an expected Go Live Date for the TEMP ECM system, or is this based on what we detail the solution expected timeframe to be?	To be determined during discovery phase with vendor.	
23	Are you expecting the ECM system to be up and running before scanning can commence?	No.	

24	Are there training rooms with capacity for in-person training?	Yes, space can be allocated as needed.	
25	Are there projectors available for use of demonstration training?	Yes.	
26	Our temp, ECM solution can be deployed in a datacenter and/or AWS, so will the application be deployed in the Agency's contracted datacenter or Agency's AWS account? (i.e., Would the agency cover hosting costs for the application and storing documents)?	The successful Proposer will need to provide a temporary set up, including costs for hardware and hosting services. We are not looking for an on-premises setup for the temporary solution.	Based on Round 2 Q&As, question #33
27	Are you open to using GSA contracts rather than the RFP?	No	
28	Are you open to solutions not hosted in AWS?	The temporary solution must include cloud hosting services, preferably AWS, in a secure cloud, accessible to Agency staff; if the proposed cloud hosting services solution includes a hosting services provider other AWS, then said cloud hosting services solution must be compatible with converting data to AWS.	
29	Are you open to solutions with a lower TCO than File Net?	The successful Proposer can recommend an additional solution; however, it should provide a comparison to FileNet, as FileNet is the State's standard. Note, the permanent solution has not yet been determined.	
30	Does Appendix III represent all of the business unit and document classifications for this project?	The contents of Appendix III are currently being reviewed and will be updated prior to project start. The Agency anticipates working with the successful Proposer in the discovery period to identify which of these document types will be digitized for this project.	Scanning, page 15
31	Can indexing specifications be provided for each document classification?	Yes, during the discovery phase.	Scanning, page 15
32	Can HCR estimate the number of pages that are 8.5" x 11" to 11" x 17" and those that are classified as Architectural Drawing/ Survey Maps?	Varies.	Scanning, page 15
33	What format is the 765GB of existing digital records?	PDF.	Existing Digital Records, page 16
34	Are they native office formats such as Word, Excel, PowerPoint and PDF?	Yes.	Existing Digital Records, page 16

35	Any TIFF files or other formats?	TIFF and text files	Existing Digital Records, page 16
36	For conversion of existing digital media, is this physical media such as CD/DVD? If so, please specify media type. If not, is this data located on a network-accessible storage location?	The conversion will be from an old version of FileNet.	Existing Digital Records, page 16
37	Is there any metadata or index data for these records that needs to be included in the conversion?	Yes.	Existing Digital Records, page 16
38	Question 33 of the 2nd Round Q&A states that AWS is being contracted separately. However, the pricing table in the Attachment III, page 50 lists a line item for hosting fees. Please clarify.	The successful Proposer is expected to provide the hosting services, whether the solution includes AWS or another provider compatible with AWS and provide the itemized costs.	Computing Environment, page 17
39	If another vendor is contracted for AWS, will that vendor provide and manage all aspects of the AWS solution, including provisioning the network and virtual machines, as well as anti-virus, patch management, backup, SSL/firewall configuration, and any or all IT functions related to the AWS service, so that the successful Respondent on this RFP is only responsible for configuration of the records management application?	For this RFPn the Agency requires the successful Proposer to provide all services related hosting until the Agency is ready to move to a permanent solution.	Computing Environment, page 17
40	How many high-speed scanners are estimated to be required? Can the agency provide estimated daily scanning requirements? Are flatbed scanners required to scan books or other non-sheet-fed documents? If so, please provide estimated number of flatbed scanners required.	To be determined during the discovery phase.	Scanners, page 15
41	If another ECM other than IBM FileNet is proposed, can the Agency provide the required file and metadata format for the intended version of FileNet?	The Agency does not have this at this time.	Section 8.1, page 15

42	Is a New York State number, along with email acceptable for support?	This is for contact information. The proposer must meet all requirements as stated in the RFP to have a support model in place.	Section 8.8, page 22 (provide system support by toll-free phone or e-mail, with response within a maximum of four hours during regular business hours)
43	Is this referring only to the scanning hardware provided by respondent?	Yes.	Section 8.8 e (provide replacement of Temporary Records System's critical hardware within 72 hours)
44	In order to meet the Minimum Qualifications, does back file conversion have to be part of the Proposer's cited past projects?	No.	Section 6, page 14
45	Can a Sub contractor's scanning references be used to meet the minimum qualifications for the scanning portion of the RFP?	No, the Proposer must meet the minimum qualification requirements.	Section 6, page 14
46	Are there more details for what kind of assistance is expected from system?	Not at this time.	Section 8.4 (q)
47	Are there any performance related requirements for system and especially for search results that Vendor should be aware of?	Expect responses around 1-3 seconds and not to exceed 5 seconds.	
48	Are the Agencies responsible for providing the pipeline (internet connection) to the Cloud solution and will they work with the Vendor to ensure adequate through put and performance?	The successful Proposer will be responsible for this until a permanent solution is in place.	
49	Will all of the on-site scanning be performed at the single NYC offices?	Yes.	
50	Can the 22 million of off-site pages be brought to the vendor's secure facility for scanning? Or will they also need to be at the NYC offices?	The records are not permitted to leave the Agencies' offices or the storage premises of the Agencies' off-site storage vendor. (Documents will be brought to NYC offices).	

51	How do you want to the pricing of the Scanning considering that the details of the indexing, complexity of the document and breakdown of the files into document sets are not to be determined until after the discovery process?	The Agencies' Cost Proposal, Attachment III, was updated. View updated Cost Proposal on the Agencies' website, hyperlinked herein.	
52	Do you want a Line Item Price Schedule listing items such as cost per page for light prep, medium prep, heavy prep, per scanned imaged and per character for indexing?	Yes.	
53	How do you want vendors to estimate a total cost for prepping, scanning, indexing and creating PDF/A files when the variables are not to be determined until after discovery process?	The Agencies' Cost Proposal, Attachment III, was updated. View updated Cost Proposal on the Agencies' website, hyperlinked herein.	
54	Do you want a Total Estimated cost with the vendor making assumptions about prep, scanning and indexing?	Yes.	
55	For the existing PDF files, is there existing metadata associated with each PDF file or will there be additional fields of information that need to be indexed?	There is no existing metadata.	

New York State Housing Finance Agency and State of New York Mortgage Agency
Request for Proposals for
Temporary Electronic Records Management System Solution
QUESTIONS AND ANSWERS: Round 2 dated October 30, 2017
and updated November 3, 2017

	QUESTION	AGENCY RESPONSE	RFP REFERENCE
1	Can the prime contractor use the experience of its subcontractors to meet the minimum qualifications?	The Proposer must meet the minimum requirements.	Section 6, pg 14
2	How many documents types need to be converted from Paper into the repository?	The Agencies will work with the successful Proposer to identify which of the 150 document types will be converted during the discovery process.	Appendix 3
3	Can you provide a count by document type for the documents that need to be converted?	No, as this information will be part of the discovery process to be determined by the successful Proposer.	Appendix 3
4	Will indexing be done at a "folder" level or be based on specific information on the document?	Indexing will be based on specific information in the document.	Section 8.5, pg 19
5	Does NYS Housing have an idea of the metadata it wants to use to index the documents? If so, can you provide that information by document type?	This information will be part of the discovery process with the successful Proposer.	Section 8.5, pg 19
6	In the RFP it states that onsite backfile conversion is needed. Is there any chance that offsite backfile conversion would be considered, as it could reduce costs?	The records are not permitted to leave the Agencies' offices or the storage premises of the Agencies' offs-site storage vendor.	(Section 8.5, pg 19)
7	If offsite backfile conversion is acceptable, how many lookups per day would be expected of the files that are offsite?	N/A	N/A
8	If offsite backfile conversion is acceptable, would NYS Housing want the documents that are converted returned or would they rather they be destroyed once converted?	N/A	N/A
9	Is a train-the-trainer approach to training acceptable to NYS Housing?	Yes.	Section 8.6, pg 20 and Section 8.8, pg 21

	QUESTION	AGENCY RESPONSE	
10	For the managed-service component to this RFP, is NYS Housing expecting the vendor to provide a helpdesk as well as Level 2 and Level 3 support or will NYS Housing provide the helpdesk and pass support tickets over to the vendor's Level 2 support for investigation and resolution?	The Agencies will provide Level 1 support and pass support tickets the successful Proposer's support.	Section 8.8, pg 22
11	Will the vendor be responsible for providing desktops and servers for NYS Housing employees and contractors using the solution or just the hardware needed by the scanning staff?	The successful Proposer will only be responsible for the hardware needed by the scanning staff.	Section 8.1, pg 15
12	In the RFP it states that Disaster Recovery needs to be tested at the request of NYS Housing. Can NYS Housing specify the frequency expected to meet this requirement?	The successful Proposer will need to perform a successful DR rest prior to going live. Subsequently, the Agencies perform annual DR tests.	Section 8.7, pg 21
13	Will NYS Housing provide training facilities and training equipment for its training classes or will the vendor need to provide this?	Yes, the Agencies will provide the necessary facilities for training.	Section 8.7, pg21
14	Can a site visit to see the documents be permitted?	The Agencies are not granting site visits.	Section 8.5, page 19 (imaging)
15	Are the 14 million and 22 million pages filed in folders?	It varies.	Section 8.5, page 19 (imaging)
16	Are the documents to be indexed at the Folder-level, whereby one folder is captured as a multi-page PDF/A file? Or are there to be multiple PDF/A files per folder?	Multiple PDF/A files per folder, although some PDF/A files will also be multi-page – will vary by record type. To be clarified during discovery phase.	Section 8.5, page 19 (imaging)
17	How many fields of information are to be data-entered for each resulting PDF/A file?	Will vary based on record series; part of discovery process with the successful Proposer.	Section 8.5, page 19 (imaging)
18	Can you name the fields and how many characters are estimated for each field?	No. Part of discovery process.	Section 8.5, page 19 (imaging)

	QUESTION	AGENCY RESPONSE	RFP REFERENCE
19	Can you estimate the average number of pages per PDF/A file?	Varies but could range from 1-2,000 pages; part of the discovery process.	Section 8.5, page 19 (imaging)
20	Can you estimate how many resulting PDF/A files there will be for the 14 million pages and the 22 million pages?	Varies; to be clarified during discovery period.	Section 8.5, page 19 (imaging)
21	Would a single PDF/A file representing a single folder be acceptable?	Yes, in some cases, depending on document type. To be determined in discovery period.	Section 8.5, page 19 (imaging)
22	After the files are prepped and scanned, do the pages need to be re-stapled?	No.	Section 8.5, page 19 (imaging)
23	Are the documents to be destroyed/shredded after they are scanned?	Depends on document type, retention schedule, and input by Agencies' legal counsel.	Section 8.5, page 19 (imaging)
24	Will the documents be brought to the designated scanning area by NYS Agency employees?	Yes.	Section 8.5, page 19 (imaging)
25	Are the existing PDF records Searchable? (have they already been OCR'd?)	No.	Section 8.5, page 19 (imaging)
26	How are the existing PDF files indexed?	PDF files are located in folders on the local folder/shared data drive.	Section 8.5, page 19 (imaging)
27	What are the hours of operation for the prepping and scanning to be performed?	8:30 AM – 6:00 PM	Section 8.5, page 19 (imaging)
28	Will a second shift be allowed for the scanning services?	Item to be discussed with the successful Proposer.	Section 8.5, page 19 (imaging)
29	For the 22 million pages of off-site records, how many boxes do they represent?	Approximately 10,000.	Section 8.5, page 19 (imaging)
30	Is there an existing database with the inventory of the 22 million pages that are off-site?	Partial information available in Excel; additional information will be part of discovery process.	Section 8.5, page 19 (imaging)

	QUESTION	AGENCY RESPONSE	RFP REFERENCE
31	How will the response be scored and what is the weighting?	The scoring will be based upon 100 points with 40 points allocated to records management, imaging, training, etc., 20 points allocated to information technology items such as licenses, compatibility issues, security, disaster recovery, etc., 30 points allocated to cost, and 10 points allocated to diversity and SDVOB related items.	
32	Will the agency incur additional cost for FileNet as a result of this temporary project? If so, what is the estimate?	Question not applicable to this RFP process.	
33	Will the winning vendor be expected to or have the option to provide the AWS portion of the solution or will AWS be contracted separately?	~~AWS is being contracted separately.~~ The successful Proposer is expected to provide the hosting services, whether the solution includes AWS or another provider compatible with AWS.	
34	In how many locations do the existing documents reside across the 25 participating agencies? If documents are currently distributed, what is the proximity of each storage location to the onsite conversation facility and who is responsible for transporting them?	There are 25 business units within the Agency, not separate agencies. The Agencies are responsible for transportation.	
35	Will the onsite conversion take place at 641 Lexington Avenue, New York, NY? a. Are all of the documents located at this location? b. Is there any limiting factor that would inhibit document conversion?	Yes. A. Phase 1 (14 million) located on site. Phase 2 (22 million off site). Will be delivered to the Agencies. B. No, we do not see any limiting factors.	
36	Is any incremental onsite space available to house the staging and conversion for initial historical conversion? From our experience, the space described will not support the volume and variety of equipment needed to process the various formats within the target timeframe. The space is likely adequate for day-forward.	Yes.	

New York State Housing Finance Agency and State of New York Mortgage Agency
Request for Proposals for
Temporary Electronic Records Management System Solution

QUESTIONS AND ANSWERS: Round 1 dated October 24, 2017

No.	QUESTION	HFA/SONYMA RESPONSE	RFP SECTION REFERENCE
1	Can proposers from Outside USA submit proposals? (like,from India or Canada)	No	N/A
2	Will proposers need to come to the Agencies for meetings?	Yes	N/A
3	Can proposers perform the tasks (related to RFP) outside the USA? (like, from India or Canada)	No	N/A
4	Can proposers submit their proposals via email?	Yes	10.1
5	As it is the Agencies' intent to implement a total solution for electronic records management, will this be released as its own RFP?	Question not applicable to this RFP process.	N/A
6	Are there other elements of the BAM project that will be procured separately through individual solicitations?	Question not applicable to this RFP process.	N/A
7	Is there a timeframe for the total solution for electronic records management – either for a solicitation or project state date?	At this time, the Agencies do not have a project start date.	N/A

8	We intent to maximize participation and opportunities for MWBEs and SDVOBs as partner/subcontractor. We are researching the online lists but wondered if a list was posted on the Agencies' website at this time and, if so, where we can find it.	At this time, no list is posted to the website; however, if we receive requests from MWBEs and SDVOBs interested in subcontracting opportunities for this RFP, contact information will be posted to the Agencies' website at http://www.nyshcr.org/AboutUs/Procurement/HCR-Procurement.htm	4.4