

Questions and Responses # 6
For RFP # 9328-12-0005

Q1. Is there an incumbent for this project ? Can you give us the name of the organization ?

R 1.Yes, however we cannot give out the name.

Q2. Can you provide an estimated breakdown of machine printed data used in ROEs vs hand-filled data used in ROEs ?

R2. Approximately 65% of ROEs are handwritten

Q3. In addition to the minimum and maximum number of characters per ROE, can you provide the average number of characters per ROE ? .

R3. The minimum number of characters is 116 and the maximum is 486 characters. We do not have the average.

Q4. Can you confirm that bi-weekly shipments mean once every 2 weeks ?

R4. Yes, for ROEs

Q5. Can you provide an estimated number of ROE per box for the bi-weekly shipments ?

R5. There are 50 batches of ROEs per box. Each batch contains 99 ROEs + 1 cover page

Q6. Based on our experience we would expect more boxes to be sent per shipment to end up with your estimated annual quantity of ROEs. Can you please elaborate on the calculation of the estimates since this has a major impact on the shipping and receiving costs.

R6. With recent cuts, the majority of shipments will only contain 9 boxes.

Q7. Can you provide accurately representative images examples of actually filled out ROE's ?

R7. We cannot do so due to personal information contained on the ROE. Once the contract has been awarded and security standards are met, we will be able to provide the contractor with sample forms to facilitate setup.

Q8. For vendors who intend on scanning the documents and performing data capture from images, can you describe the condition in which the documents will be organized in boxes ?

R8. Each box will contain 50 batches. They will be in 2 piles with each pile containing 25 batches. The batches are in numerical order.

Q9. Will the pages contain staples, rips and or tears that would make thorough document preparation for scanning necessary ?

R9. For ROEs, no.

Q10. Will the documents be grouped in batches of 99 before being sent to vendors ?

R10. Yes