

**Answers to Questions regarding
Request for Proposals (RFP)**

Drawing Digitization Services

**For the City of St. Louis
Community Development Administration**

Issuance Date: January 10, 2022

Answers in Bold Italics, below.

Question: Proof of Registry in sam.gov
Does this mean you will accept non sam.gov proposals?

ANSWER: CDA utilizes sam.gov primarily to verify that debarment status. If an entity is not registered in sam.gov, submit evidence that the entity is not debarred from participating in federally funded contracts.

Question: Can all drawing sets be picked up at one time vs. monthly?

ANSWER: All drawing sets for each year of work can be picked up in one load if desired. Costs for picking up/transporting the drawings should be calculated as part of the proposal.

Question: What is the volume percentage of color and of black & white?

ANSWER: ~90% of the documents to be scanned are architectural drawings which are mostly black and white save the seals and signatures.

Question: Do you need the data images to be OCR'd (searchable text)?

ANSWER: Images do not need to have searchable text.

Question: If originals need to be returned to your office during production, can those files be imaged and returned in a secure pdf/digital format? If not, how should they be returned if mailed or shipped?

ANSWER: It is not anticipated that original (paper) drawings will be needed during production. Ideally, if a particular set was needed, it could be located, imaged, and sent in a pdf via email or Google Drive. If the physical copy was necessary, it could be shipped using a trackable service.

Question: How should the completed USB flash drive(s), hard drives, and non-digitized items be returned to you?

ANSWER: *The media containing the completed scans should be hand delivered or shipped utilizing a trackable shipping service, with appropriate safeguards to protect it from damage. The shipping costs should be calculated as a part of the proposal. (Shipping/courier costs incurred at CDA's request can be reimbursed as an additional expense.)*

Question: After your receipt of the completed work, a) how long will it take the City to review and approve the completed work; and b) will the City pay for secure storage of the original material during this time period?

ANSWER: *Project deliverables would ideally be produced/delivered over time rather than in large quantities. CDA staff will review and approve completed work within a week after receipt assuming that this is the case. Due to other duties, CDA staff would be unlikely to be able to review more than ~500 sheets each week.*

Question: Can we elect to use a courier service to pick up and return the original documents?

ANSWER: *Use of a courier service to pick up and deliver documents would be possible; cost of this service should be calculated as a part of the proposal. Please note that it is CDA's intent to have the vast majority of documents destroyed rather than returned.*