REQUEST FOR PROPOSALS FOR RECORDS MANAGEMENT
CONSULTANT SERVICES

RESPONSES TO QUESTIONS AND REQUESTS FOR CLARIFICATION

1. Can you please provide us with the amount of electronic documents you have stored on your servers?

Answer: BBP estimates 445,000 electronic files are stored in its networked drives, inclusive of likely duplicate files. Individual computers are estimated to contain an additional 5,000 files.

2. Is there a detailed organization chart we can have? If not, how many departments/divisions are there?

Answer: A copy of the BBP organizational chart is enclosed with these answers.

3. Are all records retained at the organization’s offices at 334 Furman Street, Brooklyn, New York? If not, where else would they be retained?

Answer: All BBP physical records are maintained at BBP’s offices, which are located at 334 Furman Street, and 330 Furman Street, Brooklyn, NY 11201. Electronic records are maintained on individual computers, shared/networked drives, and electronic backups.

4. When do you expect this project to begin – approximate date/timeframe?

Answer: BBP anticipates completing the selection process, contract negotiations, and board approval (if required), approximately two months after proposals are due.

5. Is this project budgeted? If so, can you provide the amount budgeted for it?

Answer: Yes. BBP will not provide the budgeted amount to proposers.
6. Is the consultant expected to do records scanning or will BBP use a local service provider?

Answer: Please read section I(B)(2) of the RFP.

7. Are any policies or procedures expected to be developed during this project with the exception of the Records Retention Policy?

Answer: Please read sections I(B)(3) and I(B)(4) of the RFP – Records Retention Policy and Records Management Software are optional components of the Services that proposers may, but are not required to, include in their proposals.

BBP does not expect proposals to include for development of other policies or procedures, but BBP will evaluate all components of a proposal.

8. Is the development of a records retention schedule expected as part of this project?

Answer: Please read section (I)(B)(3) of the RFP.

9. What is meant by the License Agreement (page 3, item C) – is this the contract for consulting services?

Answer: Yes.

10. Is there a person responsible for the management of records and information now such as a records manager or information governance manager?

Answer: Yes.

11. Are there are records or information management policies or procedures – written or verbal – used now? Are there any records retention schedules in place and used now?

Answer: There is no formal records management policy.

12. Is BBP subject to the oversight or records management requirements of any state or local entity? If so, who or which ones?

Answer: BBP is subject to oversight of the New York State Authorities Budget Office.

13. What electronic systems or applications are currently used to management or retain records?

Answer: Electronic records are maintained in networked folders or on local drives.
14. Can we get a copy of the answers to the questions or oversight provided at the onsite February 10th meeting / walk through?

Answer: No.

15. What is planned for the paper documents once they are scanned?

Answer: BBP will decide once that process is completed, informed by the successful proposer’s audit and recommendations for converting the paper records to electronic format.

16. Is anything currently scanned?

Answer: Individuals or individual teams may do so, but there is no formal or uniform procedure for doing so.

17. Are the paper documents that are received converted into electronic form?

Answer: Individuals or individual teams may do so, but there is no formal or uniform procedure for doing so.

18. How are the paper documents created?

Answer: The vast majority of the paper records that are the subject of section I(B)(1) of the RFP were created in prior years for various business purposes. Currently, paper records are created as needed by individual BBP employees, or are received from third parties.

19. Are the paper documents copies of electronic documents?

Answer: That is unknown at this time.

20. Would any of the paper documents fall under the Historical Preservation category?

Answer: A small subset of paper records may fall under a category of items to be maintained for historical or archival purposes.

21. Are personnel or confidential records (in paper document form) stored on-site?

Answer: Yes.

22. Has a ‘file naming’ convention been established for the electronic files?

Answer: No.

23. When a project is completed, how are the paper documents archived?
Answer: There is no formal or uniform procedure for doing so

24. Are all associated paper documents stored together or separately by department? For example: Project plan with planning dept, vendor payments with finance, etc.

Answer: That is unknown at this time.

25. How many departments does the Brooklyn Bridge Project have?

Answer: Approximately eight (8).

26. Is the Brooklyn Bridge Project looking for a cloud management solution? Or an installed document management solution?

Answer: Regarding section I(B)(4) of the RFP, BBP is willing to review proposals that include any form of electronic records management software.

27. To what level should our physical Inventory/Audit be conducted?

Answer: While this may change according to the successful proposer’s experience completing the inventory, BBP anticipates that the inventory will provide a box-level inventory and/or folder level if possible.

28. In identifying holdings, how detailed should the groupings be?
   a. Department or Subject Only?
   b. Department/Project?
   c. Department/Project/Author?
   d. Department/Project/Author/Date Range?
   e. Other?

Answer: While this may change according to the successful proposer’s experience completing the inventory, BBP anticipates that the inventory will provide general information, such as box title (if any), date range, and department/subject.

29. Aside from consultation recommendations, planning services and associated reports, should prospective vendors provide cost estimates for:
   f. Boxing/Reboxing existing holdings?
   g. Organized On-site storage of existing/future holdings? Labor and materials?
   h. Barcoding costs usually associated with Records Retention?
   i. Labor and Equipment Costs associated with scanning physical documents to electronic format? If so, what is the estimated quantity (pages) of standard documents and Oversize Plans/Drawings/other renderings?

Answer: BBP encourages proposers to include in their proposals as much information as they deem necessary or advisable, along with specific costs or fees associated with any proposed services.