

In regard to the RFP for Document Digitalization and Records Inventory Services, we submit the following questions:

The Fund's responses are in Red.

- What is the estimated volume of records (per cubic feet) that would need to be:
 - Inventoried **An estimated 1,500 cubic feet**
 - Organized **An estimated 1,500 cubic feet**
 - Digitized **An estimated 1,500 cubic feet**
- How are the records currently organized?
 - Categorically, Alphabetically, Chronologically or using a numeric/alphabetic system designed by the organization **Records are currently maintained by member status (for example active/inactive/reciprocal/annuitant) and then by a numeric system designed by the Fund.**
- Who is responsible procuring the shredding company? **The Fund will procure the shredding services.**
- Please clarify the term "indexing" as noted under "Scope of Work" (bullet point two) **Indexing refers to placing the scanned documents in the proper category (please see the following exhibit) and the vendor should work with the Fund's staff to determine if adjustments to the categories need to be made.**
- For scanning or records, is the selected firm allowed to utilize the equipment owned/leased by PEABF? **Yes, however the Fund is open to offsite scanning.**
 - Follow up: How many units of scanning equipment does PEABF have available that could be dedicated to the project **One.**