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DEPARTMENT OF TAXATION AND FINANCE
Office of Budget & Management Analysis
Bureau of Fiscal Services
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**AMENDMENT TO RFQ 08-17 MEDIA SANITIZATION OF MAGNETIC TAPES
AND RESPONSE TO BIDDERS' QUESTIONS**

September 25, 2008

To All Potential Bidders:

The Department is amending RFQ 08-17, Media Sanitization of Magnetic Tapes, to correct Attachment D, the Financial Response Form. Unnumbered tapes have been removed from the inventory requiring sanitization (see questions 28 and 29 of the Questions and Answers document). Therefore, unnumbered tapes have been removed as a part of the inventory listed on the required financial proposal. **Please use the Amended form for the proposal response.**

The Department is further amending the RFQ to request that, as part of the proposal response, bidders identify the physical measurements of sanitization equipment which will be used and the bidder's required electrical needs.

Additionally, attached are the **Questions and Answers** for the above referenced RFQ.

All other conditions of the RFP remain as indicated in the RFQ and prior Amendment.

Financial Response Form

This form is for the financial proposal requirement as requested in **Section V** of the RFQ.

Company Name: _____

	# COUNT	COUNT BY TYPE	COST PER TYPE	TOTAL COST
DLT Tapes:				
150xxx	152			
160xxx	323			
200xxx	947			
201-202xxx	508			
210xxx	329			
220xxx	1,000			
250xxx	161			
260xxx	105			
300xxx	466			
Image Archive (105xxx-122xxx)	7,802			
700xxx tapes	169			
DLT Total		11,962	\$ _____	\$ _____
4mm tapes:				
Arc Serv Tapes	10			
4 mm Total		10	\$ _____	\$ _____
8 mm tapes:				
Logging Tapes:				
10-16 million series	3,433			
ArcServ	177			
Early Archive tapes	2705			
8 mm Total		6,315	\$ _____	\$ _____
GRAND TOTAL		18,287	\$ _____	\$ _____

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QUESTIONS and ANSWERS

QUESTIONS		ANSWERS
1.	Is there a restriction to the amount of individuals that can access/egress at anytime on DTF premises?	There is no limit. All individuals will be escorted by a financial services organization employee at all times. The tapes are not on DTF premises but at the financial services organization premises. Please refer to RFQ, Section I, Overview.
2.	What are the hours of operation for the selected vendor? Can it be longer than the normal 8 hour day and is the center going to be open on the weekend for us to work if need to?	Monday - Friday 24 hours a day; Saturday and Sunday 6 am – 6 pm. Yes, Saturday and Sunday can be scheduled for 24 hours with advance notice.
3.	When you reference that work is to be completed within 2 weeks time, what does this mean? Is it only between the working hours of 9am – 5pm, 8am – 4pm, or, is it permissible to work 2-3 shifts per day to complete the project in a timely fashion?	The sanitization services must be completed within 2 weeks from the agreed upon start date. Yes, it is permissible to work additional shifts to complete the project. Please see response to question 2 for hours available.
4.	What will the hours of starting and terminating be per day?	Please see response to question 2.
5.	What will the working area consist of? Will the total inventory be in the staging area in the vicinity of where the degaussing will be performed? If not, where will the tapes be staged and how far will it be from the degaussing area?	The work area will provide sufficient room and power to perform the sanitization. The staging area will be in the same location where sanitization services will be performed.
6.	Will there be a designated area to work on project, AWAY from active tape media or are the tapes currently stored in a tape library?	Yes.
7.	Will we be in an area that is isolated from anyone with a pacemaker or who is pregnant?	Yes.
8.	Does the third party financial services organization have a NEMA 5-20R receptacle to accommodate our degausser?	Yes.
9.	Will we be in an area that is at least 4' from electronic components?	Yes.
10.	Will the contractor be responsible for electrical power for the equipment being used?	No.

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11.	Are there any restrictions for the power or the equipment being used?	No. Please see Amendment dated September 25, 2008.
12.	After the contents of a box is sanitized and returned to the box, what are we expected to do with the box? Are they to be placed on pallets? Are they to be moved to another area? If so, where and how far from the staging area? Will pallets be provided?	The contractor will be required to place the cardboard boxes back to the same location in the work area where initially found. Boxes will not be moved from the work area.
13.	Will we be required to move tape within the building or from one floor to another? How far and are pallet jacks, carts, and hand trucks going to be available? Is there a freight elevator?	No. However, pallet jacks, carts and hand trucks will be available. Yes, there is a freight elevator.
14.	Will there be a list of each box and its contents by volser?	No. However, there is a master list with the volume serial numbers on each tape.
15.	Are the boxes sealed? If so, do they need to be opened, scanned, degaussed, and resealed? If so, what is used to seal the boxes?	No. The tapes will be returned to the same boxes and remain unsealed.
16.	What type of boxes are they? Are they plastic, metal, Cardboard?	The boxes are cardboard.
17.	How are the tapes arranged in the boxes? Are the bar-codes face up to allow the tapes to be scanned without handling?	There are 2-3 levels of tapes in each box. Almost all of the tapes are facing up and are bar-coded.
18.	Are the tapes in plastic cases? If so, how many and do they have to be put back in plastic cases after degaussing?	Some of the tapes are in plastic cases. No, the tapes should not be placed back in the plastic cases.
19.	Will there be a host file provided of tapes we are expecting to degausse?	Yes.
20.	What format will the host file be in?	Excel or paper.
21.	Will there be a host file by tapes in each box?	No.
22.	Will we be required to provide an exception list of our scan file to your host file? If so, will we be required to provide exceptions in each box or just overall exceptions?	Yes. The contractor will only need to provide overall exceptions.
23.	Does on-site sanitization mean “inside” the DTF or does it mean directly outside the DTF facility?	Sanitization will be done inside the financial services organization facility. Please refer to Section 1, Overview.

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24.	Will security clearances be established prior to entering/exiting the premises?	Yes.
25.	Will the contractor be responsible to picking/pulling the media from a racking system and moving it to the sanitization station which has been created, or will DTF employees be responsible for pulling and staging the media for the contractor?	No. The financial services organization will be responsible for picking/pulling the media to the staging/work area.
26.	After the completion of the sanitation of the tapes, are we to take them back with us for destruction?	No.
27.	What is going to happen to the tapes once they are degaussed? I understand they intend to stay at the location. Is there going to be a bid for shredding the tapes?	The tapes remain with the financial services organization. No, DTF will not be issuing a bid for shredding.
28.	What does the term "Unnumbered Tapes" mean exactly? Is there any label on the tape at all? If not, how do we account for that tape?	Unnumbered tapes have been removed from the inventory requiring sanitizing. Please refer to Amendment dated September 25, 2008.
29.	For the media that is "unnumbered", how will these items be tracked and recorded?	Please see response to question #28.
30.	Will the contractor be responsible for creating alternate bar code labels for all the media or is some of the media already bar-coded?	The bidder is not responsible for creating bar code labels. Some media is bar coded.

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31.	If some of the tapes are bar coded and can be scanned, how do you want the final document to be presented? On an Excel file, scan receipt, hand-written, etc.?	<p>An electronic accounting of tapes is acceptable. An Excel File is preferred.</p> <p><i>As referenced in Section IV.B.1, “A Certificate must be provided on each day of service when the media sanitization described in Section IV.A above is completed, and contain the following minimum information: date of sanitization and inventory of magnetic tapes sanitized on that date compared with the financial services organization’s tape inventory presented for sanitization on that date, and manner in which the tapes were sanitized.”</i></p> <p>The certificate can be a hard copy or an electronic version of the hardcopy document in a Microsoft Word format or PDF.</p> <p><i>As referenced in Section IV.B Response Requirement, “The bidder’s proposal must outline how it will inventory the media to provide the following minimum information: date of sanitization, an inventory (count) of the type of media sanitized, the manner in which the tapes were sanitized and a Final Certification upon the completion of the sanitization of the materials. The bidder’s response must clearly indicate how their inventory controls will ensure that they match the financial services organization’s magnetic tape inventory to prevent the loss of any tapes.”</i></p>
32.	Are all the tapes bar-coded? If not how many are not bar-coded?	No. The majority of tapes are bar-coded.
33.	What happens if power is disrupted to the area where work is being performed? Will the contractor be responsible if this event occurs?	The time to complete the project will be extended by the amount of time the power was disrupted.
34.	Do you require a certificate per day or a certificate when the job is complete?	A certificate is required per day and upon completion; please refer to Section IV.B.1 and IV.B.2.

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35.	Is the tape manufacturer for each tape a requirement for the certificate of sanitization?	Preferred, but not required.
36.	How is the “data contained” documented on the certificate? What do you mean by this?	It appears this question is based upon the Certificate of Sanitization, Exhibit A, which was provided only as a sample. It is not expected that the bidder know the details of the data that is on the media. Please refer to the RFQ, Section IV.B.1 which states... <i>“date of sanitization and inventory of magnetic tapes sanitized on that date compared with the financial services organization’s tape inventory presented for sanitization on that date, and manner in which the tapes were sanitized.”</i>