

EDC RFP “Records Information Management (RIM) Services”

Addendum 1—Questions and Answers June 22, 2016

The following are the answers to the clarification questions submitted for the Request for Proposals – Records Information Management (RIM) Services with a closing date of June 30, 2016.

- 1. Question:** *What are the termination fees of the current vendor(s) and will the winning bidder be asked to pay those fees? What are the physical addresses of the facilities?*

Answer: All cost proposals are required to include a detailed plan of how termination fees will be handled by the successful offeror. The successful offeror will contribute to these costs and include options for defraying the expense which is estimated at \$146,000. This information should be included in Section I of the Cost Proposal and include all costs related to transition services from the current facilities located in Massachusetts and Maryland to the Offeror’s facilities as described in Section 4.2a of the Technical Proposal. The physical locations of the facilities will be disclosed to the winning offeror.

- 2. Question:** *Can we enter into a subcontracting agreement for a part of these services such as handling, storage and scanning of hard copy documents. We expect the subcontractor signing/ countersigning the HIPPA agreement/ documents. Ideally, Instead of storing the boxes, we would like to handle the digitized set of medical records, index them as required, and have these made searchable and accessible on our web-hosted repository.*

Answer: The successful bidder may enter into a subcontracting agreement with a third party. The subcontractor must be named in the proposal and must complete RFQ Attachments “A – Cover Sheet/Organizational Information Form” and “C – Organizational Certification” along with a detailed description of services to be provided. The Offeror must indicate on *Attachment B “Offeror Questionnaire”* which services will be provided by the subcontractor. All contract terms and conditions flow down to the subcontractor.

EDC anticipates a phased-in plan of digitizing new records, but that is not projected for any records currently in storage.

- 3. Question:** *Is there a requirement for facility clearance, compliance to FISMA/FedRamp and hiring of only US Citizens for this project.*

Answer: There is no requirement for facility clearance, compliance to FISMA/FedRamp and hiring of only US Citizens for this project.

- 4. Question:** *Our contracts team is reviewing the terms and conditions contained in this RFP document. If awarded the bid, we would require a service agreement be executed, which would include mutually agreeable terms and conditions. As one of the requirements of the RFP, you are requesting that we submit our standard terms and conditions, so it is understood that this will be a conversation to be held later in the process, and not required as part of the 6/16/16 deadline to submit questions.*

Answer: EDC expects each Offeror to submit their standard terms and conditions, if available. Once an Offeror has been selected, EDC will enter into a mutually agreed up contract with the selected Offeror.