



LARRY HOGAN  
*Governor*

BOYD K. RUTHERFORD  
*Lt. Governor*

KENNETH C. HOLT  
*Secretary*

ELLINGTON CHURCHILL, JR.  
*Deputy Secretary*

**Questions and Answers, No. 1**

Invitation for Bids (IFB) No. S00R6400007

DOCUMENT SCANNING FOR  
LOAN SUB-SERVICING FILES IN ILLINOIS

**June 14, 2016**

The following Q&A is provided for informational purposes only. It is **not** an amendment to the IFB.

<b>Vendor Question</b>	<b>DHCD Answer</b>
Can companies from outside USA apply for this, e.g., India or Canada?	Yes, but per Attachment C – Contract Affidavit, the awarded vendor must have a resident agent in Maryland. Refer to state publication “Guide to Legal Aspects of Doing Business in Maryland” for more information ( <a href="https://www.oag.state.md.us/legalaspects.pdf">https://www.oag.state.md.us/legalaspects.pdf</a> ).
Does the Contractor need to come to Maryland for meetings?	Meetings can be teleconferences.
Can the Contractor perform the tasks related to the IFB outside USA, e.g., India or Canada?	No, the work must be performed in the United States, within <b>75</b> miles of Dovenmuehle headquarters at 1 Corporate Drive, Suite 360, Lake Zurich, Illinois 60047. An official amendment will be issued to this effect.
Can Bidders submit their bids via email?	No. Per IFB Section 1.11, “Bids may not be submitted by e-mail or facsimile.”
How do Bidders outside of Maryland register with the State Department of Assessments and Taxation?	Bidders may register online through Maryland Business Express at <a href="https://egov.maryland.gov/businessexpress">https://egov.maryland.gov/businessexpress</a> .
Is it possible to view these documents before the bid due date in order to properly access the shape of the files?	Any site visit to Dovenmuehle headquarters will be published by amendment at least one week before the bid due date.
Will a preference be made for resident businesses in the state of Maryland or Illinois?	Because this Contract is with the state of Maryland, Maryland law prevails. Per Section 4.5 of the IFB, because Illinois grants preference to resident businesses, preference will be given to a Maryland resident business <b>if</b> they submit a responsible bid <b>and</b> the most advantageous Bid is from an Illinois resident business.
Is there a maximum number of pages per file?	No.
When boxes are picked up, will the Contractor be provided with a content list for each box, including the loan number?	Yes.



Are the boxes packaged sealed and ready for shipment, or will the Contractor be responsible for preparing shipments?	Boxes will be packaged and sealed.
Are legal-size documents folded individually or as groups of pages?	Legal-size documents may be mixed in with letter-size.
Are the pages original-type formats or copies?	Both.
Are all the microfiche sheets grouped together within a loan file?	No, the microfiche will be provided separately. Each loan microfiche is in its own envelope.
Can all microfiche applicable to one loan file be returned as one, separate image file?	Yes, this is preferable.
Can we get a list of the other potential bidders? As a CVE company we would be willing to support to meet the .5% requirement?	Yes, this will be posted on eMaryland Marketplace (eMM), the DHCD Procurement website, and directly emailed to pre-bid conference attendees.
What is the project start date?	Between July 1 <sup>st</sup> and August 1 <sup>st</sup> , 2016.
Regarding Attachment F, letter B, you do not mention OCR. Should we include the OCR in that line item?	Yes.
Do you want OCR on the microfiche also?	Yes.
Regarding Attachment F, letter C. you do not mention OCR. Should we include the OCR in that line item?	Yes.
What is the condition of the paper and the microfiche to be scanned?	Paper condition is good to average. Microfiche is good.
Is each microfiche one loan number; are multiple loan numbers included on one microfiche; or can a loan number run through multiple microfiche?	Each loan number may have two to six pages of microfiche, with 60 pages of documents on each microfiche page. The microfiche is separated by loan in its own envelope.
How is the quality of the images? Are the microfiche originals or duplicates?	DHCD does not have a status on the image quality; the microfiche is OLD.
Are all the microfiche images negative?	This can be reasonably expected. All microfiche are in the same format.
How many bankers boxes are there, and what are their sizes?	There are 587 boxes. Each is 16”L x 12”W x 10”H.
Will Bidders receive all addenda via email or need to watch the website?	All attendees at the pre-bid conference will be added to the direct email list. Addenda will also be advertised on eMM and the DHCD Procurement website.
Is there a bonding requirement for this project?	There is no bonding requirement for this project.