

Question and Answers

S02 VA256-17-R-1102 Scanning Solicitation

QUESTION	Does the digitization consist 100% of just 8.5 x 11 paper?
ANSWER	The overall majority of documents are 8.5 x 11.

QUESTION	What is the condition of the records/reports – do any require restoration or the use of a flat bed scanner?
ANSWER	None of the reports require restoration.

QUESTION	Will there be other material to digitize during the base year (if so how much) or will the base year consist of only the pickup and digitization of the previous records/reports on hand (approximately 800,000 – 1,000,000 pages) within 90 days of contract award? If there are no other scanning requirements in the base year, then no work will be done for 9 months. Correct?
ANSWER	The base year includes the previous records and the records generated by each department that require monthly pickup.

QUESTION	At what level are the records to be scanned? (i.e. one resulting PDF file equates to a patient file or report. Or one pdf file equates to one document within a record or report.) If the indexing is at the document level, please provide the estimated number of documents per record or report.
ANSWER	Indexing is at the document level. Majority of the records are 1 page but may vary depending upon their nature.

QUESTION	If records are to be scanned at the folder, report, or patient level, are the PDF files to be named for the title of the scanned record?
ANSWER	Named according to their unique identifier.

QUESTION	Do records need to be reconstituted (refiled, re-stapled, re-bound, etc.) after scanning?
ANSWER	No; after the image quality is verified they are to be shredded.