

July 25, 2023

To: All Potential Respondents  
From: Heather Gibb, IEDA Issuing Officer

Subject: RFP

### **Addendum One Answers to Questions**

**Please amend the subject RFP to include answers to the following timely received questions:**

Q1. Can you expand on what type of "personal identifying information" is contained in the material that needs to be digitized? Specifically, does it include social security numbers?

A1. The personal identifying information includes tax information that qualifies as personal identifying information as defined by the U.S. Department of the Interior. This includes, but is not limited to, social security numbers, addresses, phone numbers, and other information submitted to our office as a part of previous and active projects.

Q2. What does SHPO plan to do once the files are scanned / digitized?

A2. The scanned documents will be maintained following the appropriate document retention policy, which could be from the close of a project to 10 years following the close of the project. Some document types will also be maintained in perpetuity with access by agencies and the general public. Most paper documents are expected to be destroyed by the selected contractor following appropriate quality assurance measures. The selected contractor is expected to provide a certificate of destruction for paper records.

Q3. Is this RFP part of a broader or long-term business goal?

A3. This project is a part of a long-term goal to increase accessibility to records on projects, cultural resources, and historic properties.

Q4. Where are the files physically located?

A4. The files are located at the State Historical Building, 600 E Locust, Des Moines, IA 50319.

Q5. Are there any restrictions on where the files can be transported to from SHPO for scanning?

A5. All files will need to remain within the United States. Adequate security protocols will need to be documented to all removal of the documents from the onsite location.

Q6. What is the budget for the project?

A6. The maximum total cost will be determined by IEDA and other state entities, in consultation with the selected contractor.

Q7. What are the SHPO's goals for digitizing these documents?

A7. The digitized files will be a part of long-term document storage and used to provide access to the public to information on historic properties, cultural resources, and projects within the state.

Q8. Whether companies from Outside USA can apply for this?

A8. The work should be completed within the United States.

Q9. Whether we need to come over there for meetings?

A9. Consultants will be expected to visit the location where documents are stored for at least one meeting, but potentially more, as needed.

Q10. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A10. The work should be completed in the United States.

Q11. Can we submit the proposals via email?

A11. Pursuant to section 3.1.1 of the RFP, proposals must be submitted to the email address indicated on the cover page of the RFP. Failure to follow submission instructions may result in rejection of a proposal.