

Q&A

RFP No CGIP/12/MDA/ARM/21 - Archiving services

No	Questions from suppliers	Answers from ESM
1.	Is it possible to see the physical archives on your site, in order to understand how they are actually stored?	ESM can provide photos from the physical archive at the ESM office, which will provide you with an additional impression of how they are organised.
2.	Is the current archive location at ESM equipped with a secured WIFI connection?	Yes, there is a secured Wi-Fi connection in the ESM building where the ESM archives are currently located.
3.	Is the current archive location at ESM equipped with a sufficient lighting, at any place, in order to read the documents labelling?	Yes, there is sufficient lighting in every part of the archiving room.
4.	Is office space for the archivist located in the archive room and the provided computer linked to a secured network with access on internet?	The archivist that will be provided by the successful provider will have a workspace at the ESM premises. This space is not located in the archiving room but in one of the ESM offices. She/he will have a laptop provided by the ESM and a secured network with access to internet. After the migration, the archivist is not expected to be present to ESM premises on a full time basis, but only four to eight hours per week.
5.	p 17. Which sort of labelling is asked (“appropriate”)? Is a barcode sufficient and is it agreed to paste a barcode on the storage content?	Yes, the physically archived documents should have a unique identification number to facilitate storage and retrieval. A barcode would be sufficient. It is for each candidate to demonstrate the classification system it uses, how the barcodes will be produced, and where such barcodes will be pasted.
6.	p17. How are currently stored the physical archive : in boxes (which dimensions), in folders, in hanging files? On shelves? Are the shelves already identified?	Currently the physical archives are archived in boxes (dimensions 10*35*24 cm). Each box contains several documents with different type. The boxes are saved in safes that are locked and protected with a passcode. Only a limited number of ESM employees, as well as the archivist have access to the archiving room and to the safes. Each safe has 6 shelves. The shelves are not identified or reflected in the labels of the boxes.
7.	p17 “ <i>At the beginning of the Contract, the already archived physical documents would need to be rearranged according to</i>	The ESM physical archives comprise 15.712 documents (amounting to 97.316 pages). There are approximately 170 boxes in total.

	<p><i>the defined archiving plan (currently they are stored in the order, in which they are received for archiving by the archivist). The archiving plan will be defined by the ESM in cooperation with the Service Provider.</i></p> <p>How many boxes approximately, or folder or hanging files are currently stored and would have to be rearranged? How long do you estimate the time needed to re-arrange everything, and how many workers should be involved?</p>	Based on the numbers above, each candidate should estimate the time needed for re-arranging the files, as well as the resources capacity that should be involved.
8.	Does the current identification concern pages individually or whole documents?	The current identification is done at document level (not at page level).
9.	Is an inventory of all boxes (or other recipient) reliable and available?	Yes, an inventory of all boxes is maintained by the current archiving services provider.
10.	p17. How is currently managed the link between the physical archive and the electronic version	The electronic version of each document has a unique barcode linking it to the box where it is stored in. However, in every box, there are several documents with different types. Such documents are stored in the chronological order in which they were received for archiving and not according to the official electronic filing plan. That makes their retrieval more difficult i.e. the archivist would need to manually go through all documents in the box in order to retrieve the specific document that is needed.
11.	Can you clarify the amount of digitized pages in 2021: 97.000 units? And if yes, how can we understand that only 100.000 pages are actually stored at ESM (the retention policy shall imply a retention of more than one year probably)?	<p>The ESM physical archives comprise 15.712 documents (amounting to 97.316 pages).</p> <p>The retention policy of such physical archives is currently set to permanent preservation but may change in time.</p>
12.	Are all the physical documents produced by ESM to digitalize centralized in a single place in the building?	The archivist provided by the successful provider will be expected to collect from each division the documents that would need to be archived.

13.	In the cost template "Any additional cost not included in the above annual costs": should a supplier add a deletion price for physical or electronic documents?	Any additional costs applicable to the financial proposal and not included into sections 1 & 2 can be provided in the row "Any additional cost not included in the above annual costs". Please, clarify what are the costs you are providing (e.g. to add explanatory note to additional costs you are including).
14.	What is the quantity of Electronic data to migrate?	The ESM electronic data subject to migration represents the scanned copies of 15.712 documents (amounting to 97.316 pages).