Electronic Document Conversion & Restructuring

For Leicester City Council

**Clarifications 5 Question 13**

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| **No** | **Bidder Clarification** | **Leicester City Council Response** |
| 13 | 1. Please confirm the source EDRMS application in use i.e. supplier, version and operating system?  2. Please confirm the three target line of business applications in use i.e. supplier, version and operating system?  3. Are the Council intending to go to market for a data depository / warehouse / document management repository as a separate work stream to this project? If so, what timelines do you have in mind?  4. For sake of clarity, could LCC please confirm if any data needs to be extracted from the existing EDRMS application (it is assumed not and that all TIF files would be securely transferred to the supplier)? If so, what formats are we going to be supplied with i.e. image/metadata pairs, batches with images and a single file, image files and one large metadata file, image files and a database?  5. For sake of clarity, are suppliers only responsible for the conversion, or are we expected to extract from source, and import into destination systems?  6. For each target line of business application (that the converted files are to be imported into), please confirm how many database fields are to be populated in each application? Also, are suppliers expected to import into those applications or provide the data in a format that can be imported, such as ZIP’s containing batches of documents as PDF and metadata files as csv/xml?  7. Do the Council have any plans to go to market for any consent / reporting tools to support GDPR compliancy outside of this project and have the council considered GDPR compliance for the 3 target destination systems for documents?  8. Does the Council current back / forward scan any of the paper documents associated with these line of business processes?  9. Are there any considerations that need to be taken into account to ensure compliance with the Data Protection Act / GDPR, outside of the DPA supplied and are any of the datasets subject to PCI requirements? | Not in scope for this tender.  Not in scope for this tender.  Not in scope for this tender.  No  Conversion, compiling and restructuring as set out in the tender documents only.  Not in scope for this tender.  Not in scope for this tender.  Not in scope for this tender.  The requirements set out in the tender documents cover DPA/GDPR for this work. There are no PCI requirements. |