Electronic Document Conversion & Restructuring

For Leicester City Council

**Clarifications 3 Questions 7-11**

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| **No** | **Bidder Clarification** | **Leicester City Council Response** |
| 7 | Where a GroupWise email (.GWE) contains attachments in any format these will be embedded within the PDF and available to open.  What format are the imbedded attachments are they  a)     word, spreadsheets, text files etc or,  b)     Video or audio  c)     If standard files (a above) would be embedded how would the council expect this data to be presented, attachment as a separate pdf linked to e-mail?  please advise | Any attachments within an email should be a clickable attachment within the PDF of the email.  We have not reviewed the contents of all Groupwise emails, so cannot confirm they only contain standard files and not video or audio files. |
| 8 | Once images have been converted into PDF the Council requires that these PDFs are compiled into documents. The Council will provide a dataset specifying the composition of documents. The dataset may be split into various volumes for manageability | Please see attachment LCC\_Dummy\_Data\_Set.xlsx  This has been supplied as an xlsx for illustration purposes.  The final format and data sets are subject to change and will be defined and signed off with the successful bidder. |
| 9 | Could the Council expand on the structure of the tif images / documents.  a)     Could the Council provide a sample of the data set specifying the composition or expand on the information being provided to compile images into documents?  b)     Are there any multipage tif images | No. There are single page tif images and jpeg images that form documents. E.g. 5 single page tifs and 3 jpeg images make up a single document. |
| 10 | We have completed several TIFF conversion and EDRMS migration projects for local authorities and we normally use our customers' in-house IT infrastructures to complete the work, utilising a blend of on-site work and remote access.  This approach is generally preferred by our customers as it allows them to maintain overall responsibility for information security management arrangements.  We note from the technical requirements in RFQ Schedule 2 that the Council expects tenderers to utilise a secure ISO 27001 compliant external data centre and, while we are happy to use that approach and we hold certification to ISO 27001, our preferred method would be to use the Council's existing infrastructure.  Could you therefore please confirm if you require tenderers to base their proposals on the document conversion activity being completed using an external host data centre or if you would be happy for tenderers to complete the work on the Council's IT infrastructure. | Yes, we will accept proposals for both off-site and on-site utilizing the Council’s IT infrastructure |
| 11 | Could you please clarify the metrics for stored documents, as the information provided in RFQ Schedule 1 (page 2) appears to be contradictory, as follows:  The first paragraph under Project Scope & Specification indicates that there are approximately 23 million single page images, which make up 400,000 documents.  The sum of the values identified in the table under Current Storage indicates that there are approximately 27 million single page images, which make up 1.6 million documents.  The document metrics in the paragraphs under the table do not match the values in the table and the sum of the metrics in these paragraphs indicates that there are approximately 24 million single page images, which make up 420,000 documents (i.e. roughly the same as indicated under Project Scope & Specification. | The values supplied in the table on the next page provide the total volumes and include all file types e.g. Word, Excel etc… Although at this stage we are not intending to convert these file types to PDF they will still need to be included in the new file structure as per functional requirement A6.   We have also provided the actual volume for GWE and JPEG file types as these are included in the conversion process. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Files | | | | | | Document | |
| **Database** | **Total Number of TIF files** | **Total Number of JPEG files** | **Total Number of GWE files** | **Total Number all other file types** | **Total number of files** | **Total storage size in KB *(this does not include the metadata extract)*** | **Total number of documents *(deleted)*** | **Total Number of Documents** |
| 3 - Special Educational Needs | 300613 | 108 | 0 | 103894 | 404615 | 109173216 | 5249 | 125247 |
| 4 – Social Care | 22099983 | 3200574 | 70066 | 999554 | 26370177 | 2064860511 | 11395 | 1457200 |
| 6 – Early Help/Targeted Services | 3917 | 41 | 0 | 20582 | 24540 | 8081943 | 130 | 21624 |

We are currently reviewing the retention of documents and all figures supplied are subject to change.