Electronic Document Conversion & Restructuring

For Leicester City Council

**Clarifications 2 - Questions 2-6**

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| **No** | **Bidder Clarification** | **Leicester City Council Response** |
| 2 | Over the 8 years of storage, how many times has the system in place had an upgrade? The reason for asking is that in similar projects the archive system in place stored a slightly different format on several occasions. Therefore, although it was one archive, the format slightly changed several times. So the boundary of the before and after change was needed to be identified, which meant more effort. | The system has undergone 2 major version upgrades and 1 Infrastructure refresh |
| 3 | Like the other supplier we believe sample files will be necessary for checking and guaranteeing the solution. This will involve performance, Quality Assurance (QA) checking of the final files etc. Can you make up non-sensitive "dummy" data for this purpose. | Sample files have been attached that include the formats specified.  See LCC\_Dummy\_Data.zip file attached alongside the clarification files and RFQ Schedule 1 and RFQ Schedule 2 documents. |
| 4 | Do you have a solution planned for these converted files to be used in? Can you give us some background to this? | Yes. We have an ongoing migration project involving several systems. |
| 5 | Do you need viewer technology for before and after checking (i.e. view Tiff, view PDF, or even compare? | No |
| 6 | How do you propose to Quality Assure the conversion? (Random, complete checking etc etc). | We will work with the successful bidder to formulate an audit and quality assurance process |