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December 31, 2015

INVITATION FOR BID GSA-010-16
60 Month Lease Agreement
Multifunctional Device Copier/Printer/Scanner/Fax

Questions submitted by Xerox Corp. dated December 24, 2015

"Amendment #1"

Question 1: (1.1)

Amendment #1 indicates a requirement of "25 Seat License for Scanned Image Management Software; Features include: Capability to convert PDF to jpg format; multi user access with multiple security levels; user repository and storage; Image erase and secure repository and storage; and scan to email".

The original specifications for this requirement indicated "to include Paperport Professional and PDF Converter Enterprise" and we can only assume that the amended specifications are meant to clarify the features/capabilities of Paperport Professional and PDF Converter Enterprise without making reference to the specific software name.

Can you please confirm if the 25 seat license for scanned image management software still requires the capabilities and features comparable to those found in the Paperport Professional and PDF Converter Enterprise Software Titles?

If so, we request that language be amended to reflect "25 seat license for Scanned Image Management Software suite (to include Paperport Professional and PDF Converter Enterprise or software comparable to these titles)."

Response: Specifications are fine and will remain status quo.

Question 2: (Item# 1.1)

Please explain what is meant by "Multi user access with multiple security levels." This seems like it would be an accounting feature on the machine (rather than software) that would have the ability to require passwords for access to the machine copy, print, fax, and scanning features. If so, we request that language be amended to delete the requirement from the software requirements section and instead be modified to separately reflect User Accounting with password security for machine tracking and utilization of copy, print, fax, and scan features.

Response: Specifications are fine and will remain status quo.

Question 3: (Item# 1.1)

Please explain what is meant by "User repository and Storage; Image erase and secure repository and storage." This seems like it would be a feature on the machine (rather than software) that would have the ability to securely store documents in folders (mailboxes). If so, we request that language be amended to delete the requirement from the software requirements section and instead be modified to separately reflect User mailbox/folders on the device allowing users to store scanned documents in the mailbox/folder securely with password protection.

Response: Specifications are fine and will remain status quo.

Question 4: (Item# 1.1)

Please explain what is meant by "Image erase and secure repository and storage." The "Image Erase" requirement seems like it would be a feature on the machine (rather than software) that would have the ability to have the machine hard drive erased or overwritten on demand. If so, we request that language be amended to delete the requirement from the software requirements section and instead be modified to separately reflect "Ability to erase/overwrite machine hard drive image."

Response: Specifications are fine and will remain status quo.

Question 5: (Item# 1.1)

Please explain what is meant by "Scan to Email." The "scan to email" requirement seems like it would be a feature on the machine (rather than software) that would have the ability send scanned images to an email address. If so, we request that language be amended to delete the requirement from the software requirements section and instead be modified to separately reflect "Ability to erase/overwrite machine hard drive image."

Response: Specifications are fine and will remain status quo.

Question 6:

As the Christmas Holiday is on Friday and the questions above would likely take time to answer, we would like to request that the bid deadline be extended to 1/05/16 or later to allow additional time to provide an answer and prepare responses to the bid.

Response: See attached "Amendment #3"


CLAUDIA S. ACFALLE
Chief Procurement Officer