

**IFB 2017-20 (Record Storage Services)
Questions & Answers**

Number	Bidder Question	Covered California Response
1.	Is Covered California interested in leveraging the existing Legal Agreement that governs the current relationship today? If re-awarded, this would enable both parties to move forward with a new Pricing Schedule and avoid the time required to contract from scratch.	We are required to complete a competitive solicitation and will be completing and awarding based off this IFB
2.	Does Covered California currently have an inventory listing of all boxes and file identification on some form of text (Excel, or Access) database?	Yes
3.	Does Covered California have expectations that the successful bidder will apply the barcodes to the boxes and cross reference the box ID to the barcode in their database for the initial pick-up and during the lifecycle of this project? Or is Covered California prepared to apply the barcodes to their boxes prior to their pick-up?	Covered California expects the selected vendor to apply the barcodes for the initial pick-up. Covered California will be responsible for placing the barcodes on future pick-ups. Bidders should refer to Exhibit A SOW D.3. regarding transition services and requirements.
4.	Will the boxes at the initial be pick-up (40 to a pallet) be palletized and shrink wrapped ready to load on the truck? If not, how does Covered California expect the selected vendor to load their trucks? Please explain.	Covered California will work with the selected vendor and the previous vendor to transition the stored items. It has not been determined how they will be provided.
5.	Does the location where the boxes currently reside have a shipping dock? If so, is it easily accessed?	The mail processing vendor where boxes are stored for the first 6 months does have a loading dock.
6.	How many boxes will need to be destroyed in a given year?	Covered California has not determined this yet. We currently must retain all boxes, in the future Covered California would like the option to destroy boxes which no longer need to be stored.
7.	Do you want the actual original proposal cover page (page 1) signed? We understand that Attachment 2 will be signed.	No, please sign Attachment 2, Proposal Cover Page.
8.	Do both copies of the IFB require original signatures, or just one of the copies?	Just one (Master) copy with original signatures, the other can be a copy.
9.	On Exhibit B, Letter A, 2, you refer to Attachment 1 Cost Sheet. Please confirm that you mean Attachment 3 for purposes of this IFB.	When the contract is executed the Exhibit B, Attachment 1 will include a cost sheet. For purposes of responding to the IFB use the information in IFB Attachment 3.