



# Department of Public Safety and Correctional Services

## Office of the Secretary

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## QUESTIONS AND ANSWERS #1

**Solicitation: Q00B5400011**

**Off Site Tape Storage**

**December 19, 2014**

Ladies/Gentlemen:

This list of Questions and Responses #1, question #1 through #6, is being issued to clarify certain information contained in the above named TORFP.

The statements and interpretations of contract requirements, which are stated in the following questions from potential Offerors, are not binding on the State, unless the State expressly amends the TORFP. Nothing in the Department's responses to these questions is to be construed as agreement to or acceptance by the Department of any statement or interpretation on the part of the vendor asking the question as to what the contract does or does not require.

**Question #1: On the price sheet, the daily special emergency request outside of regularly scheduled service shows a quantity of 31 per month. Does this mean that DPSCS requires a special emergency every day?**

No, the Department will not be making a special daily request for tape media. This provision has enables the Department to have the capability of making a special request when needed and not be charged for it.

**Question #2: If not, how many "daily special emergency deliveries" does DPSCS wish vendors to price each year? The vendor should base their pricing on one daily request.**

Again, this provision for special emergency request cost has been built into the contract to allow the Department the ability to make a special request without being charged a separate fee for the special request.

**Question #3: How many tapes does DPSCS require to be transported for each DR test?**

From past tests conducted, the Department has had approximately 10-14 tapes delivered along with one small closed container box delivered to the disaster recovery testing site. However, as this number can decrease, the number can also increase based on what may be tested or a change in files size based on the systems tested.

**Question #4: Section 2.6.1.11 states a daily pickup and delivery window of 7:00am-6:00pm. Section 2.6.4 states “Tapes to be picked up by 12:30pm.” Can you address the actual expected daily pickup/delivery window? What is the latest time a delivery/pickup can be made?**

The Department has allotted a time window from of 7:00am to 6:00pm as the daily pickup and delivery time due to occasional incidents that may occur due to traveling or scheduling issues with transporting of media request. However, it has been requested of the offsite storage vendor to have pickup and delivery scheduled by 12:30pm so that the backup tapes from the previous day can be offsite prior to the end of next day.

**Question #5: The price sheet shows a monthly quantity of 2 for pickup/delivery to the DR sites, but the SOW says it's 2 per year. Can you clarify as to which scenario is accurate, and reflect on both the price sheet and SOW?**

The Department conducts a disaster recovery test requiring the delivery and pickup of media to and from our disaster recovery testing site 2 times per year. Therefore, cost associated with the disaster recovery test delivery should be based on (2) delivery and pickup of media and closed containers per year to the disaster recovery site.

**Question #6: Section 2.9.1, “OFFEROR’S COMPANY MINIMUM QUALIFICATIONS”**

*“The TO Contractor shall be capable of furnishing all necessary services required to successfully complete all tasks and work requirements and produce high quality on all deliverables described herein. The TO Contractor shall demonstrate, in its proposal, that it possesses such expertise in-house or has fostered strategic alliances with other firms for providing such services.*

*The TO Contractor’s proposal shall demonstrate meeting the following minimum requirements:*

*The TO Contractor must have demonstrated (10) years of experience performing pickup, storage, and delivery of off-site tape storage.”*

**Would the DPSCS modify the minimum requirement to state the demonstrated experience can be met by the combined team (TO Contractor and Sub-contractor/strategic alliance)?**

No. The requirement of 10 years of experience is a stand-alone requirement of the potential TO Contractor and the TO Contractor alone, as a CATS+ Master Contractor, not the team it may be proposing to be a part of.

Date Issued: December 19, 2014

By: *\_ Arthur E. Petersen, Jr.*  
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Procurement Officer