

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

March 18, 2025

ADDENDUM NO. 01

Your reference is directed to RFx Number 3000024293 for the Invitation to Bid (ITB) for the State of Louisiana – Microfilm and Microfiche Transfer - LDENR, which is currently scheduled to open at 10:00 AM CT on 03/18/2025.

The following changes are to be made to the referenced solicitation:

RFx Currently Reads: Scheduled to open at 10:00 AM on March 18, 2025.

RFx Changed to Read: Scheduled to open at 10:00 AM on March 25, 2025.

Replacing Attachment A – Special Terms and Conditions – Pages 1-9 in its entirety, to update Section 11 – Calendar of Events.

Questions from the Vendor and State's Responses:

Vendor Question 1. Are the microfiche cards originals or duplicates?

State's Response: *Originals*

Vendor Question 2. Is the roll film on an open spool, in a "C" clip or in a cartridge?

State's Response: *Open Spool*

Vendor Question 3. Is the film "blipped"? If so, how many blip "levels" are present (1, 2 or 3)?

State's Response: *No*

Vendor Question 4. Does LDENR prefer the PDF to be full text searchable or just an image PDF?

State's Response: *Image PDF*

Vendor Question 5. What format PDF is preferred - we suggest PDF/A.

State's Response: *Our upload system converts to PDF/A, so a standard PDF would be fine*

Vendor Question 6. Are all well serial numbers 5 digits long? If not, what is the longest?

State's Response: *Between 4 and 6 digits long. We have already scanned the smaller SNs*

Vendor Question 7. How many different well serial numbers should we expect amongst all of the microfiche? 150,000? Or some lesser number?

State's Response: *Imaged SNs go up to 150000, but not all SNs have documents on the reels/cards. The real number is closer to 100000.*

Vendor Question 8. On the roll film, how many different well serial numbers approximately are on each roll?

State's Response: *Generally 200 - 500. However, reels that have older SNs with fewer available documents can have 2000 or more.*

Vendor Question 9. For microfiche or microfilm that is found to be of insufficient quality to create an acceptable scan, would LDENR prefer for the vendor to duplicate the film to try and enhance the quality before returning it as un-processable?

State's Response: *Yes (but not required), and please document which SNs are un-processable for our records.*

Vendor Question 10. Are all well serial numbers unique or may we encounter the same well serial number over and over in the collection? If so, we will need to come up with a naming scheme so that subsequent PDF files do not overwrite earlier ones of the same well serial number.

State's Response: *Each serial number is unique.*

All else remains as on original Invitation to Bid.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.

ACKNOWLEDGEMENT: If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail or delivery by hand or courier to: Office of State Procurement, 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: _____ By: _____

REVISION: If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to bid opening by mail or delivery by hand or courier to: Office of State Procurement, 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756, and indicate the RFX number and the bid opening date and time on the outside of the envelope for proper identification. Electronic transmissions other than by fax are not being accepted at this time

Revisions received after bid opening shall not be considered and you shall be held to your original bid.

Revision:

For: _____ By: _____

By: Blanche Rinaudo
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