

CONSOLIDATED QUESTIONS AND ANSWERS

RFP NUMBER: ASA 09/2023

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFSITE STORAGE FOR RECORDS & FILES, ARCHIVING AND RECORD MANAGEMENT SYSTEM FOR A PERIOD OF 3 YEARS

ITEM NO	SERVICE PROVIDER QUESTIONS	AGRÉMENT SOUTH AFRICA ANSWERS
01	How many users/licensing?	8 People
02	Are there any other Standards/Legislative Requirements besides National Archives do we need to comply with?	None
03	If there is a Records system in place, please provide us with? name of system? How many systems do we need to integrate with besides records system? please provide us with list of systems?	There is no records system in place. Currently we are making use of SharePoint to store our documents.
04	Are migration services required?	No. As we don't have records management system in place. Will have to start from scratch.
05	How many users are to be trained on system?	All the staff members (40)
06	Hosting? Cloud or Server In-house?	Service provider to provide hosting services
07	Are scanning and indexing services required?	Yes
08	Storage - how many documents/boxes?	As per the price schedule
09	For how long do you want the quarterly assessments, i.e., for 12, 24, 36 months? Also do you require an assessment report?	36 Months
10	Do you currently have any person(s) directly or indirectly responsible for records management with the organisation?	None. The Executive Manager: Corporate Services is the only person indirectly responsible for records management within the organisation.

11	Since this tender has been advertised and re-advertised multiple times, are there any specific reasons why Agreement SA has not made any appointments in the past?	An appointment was not made on the previous RFQs to ensure compliance with the SCM prescripts.
12	Once the scanning is complete where will the scanned images be stored? Do we transfer the images back to ASA or will we be storing the images on a HDD in our vault?	The Service Provider will be storing the images on a HDD in their vault.