

## **RFP #2021-04 Digital Scanning & Indexing Services Questions:**

*Questions and Answers dated 8-17-2021*

1. Does the City's LaserFiche account have the LaserFiche Import Agent for importing the scanned files?

**ANSWER: No.**

2. What percentage of documents are large format (larger than 11"x17") and what percentage are smaller format?

**ANSWER: The exact percentage is unknown, which is why a site visit was offered for those who wished to view the files. It is reasonable to assume that less than 5% of the files will be large format.**