Procurement Department Bid Office
Customer Center 1ˢᵗ Floor, Room 002
21 W. Church Street
Jacksonville, Florida 32202

March 22, 2020

ADDENDUM NUMBER: **TWO (2)**

TITLE: **eDiscovery Software Solution and Implementation**

JEA ITN NUMBER: #**98995**

RESPONSE DUE DATE: **March 27ᵗʰ 2020**

TIME OF RECEIPT: **12:00 PM**

TIME OF OPENING: **2:00 PM**

THIS ADDENDUM IS FOR THE PURPOSE OF MAKING THE FOLLOWING CHANGES AND CLARIFICATIONS:

Add (1): JEA adds the following documents to this Solicitation:

- **Attachment B – Sample Emails**
  JEA provides this attachment as supplemental information to this Solicitation (reflects a small sample, actual email production for one request can be much larger).
- **Attachment C – Sample Emails with Sample Redactions** (reflects a small sample, actual email production for one request can be much larger).
  JEA provides this attachment as supplemental information to this Solicitation.
- **Appendix B – Response Form**
  JEA provides this form as a required form required with submission of the response per Section 1.2.3 REQUIRED FORMS TO BE SUBMITTED WITH RESPONSE.

Add (2): JEA adds the following questions and answers to this Solicitation.

Supplier Inquiry 1):
In the response there was a question as to amount of data and also if you still plan to use the PST extraction or operate directly against the email system.

1) If it were possible to operate against the email system directly without exporting to PST, would that be preferred? Or would you prefer to continue to export and process against the PSTs? And maybe evaluate longer-term operating directly against the email system.
   JEA Response: Exporting and processing against the PSTs is the immediate need. Long-term solutioning may include working with the Microsoft Exchange Journal or other system directly, but that is not comtemplated as a need at this time.

2) IIs the 200 GB mentioned what is exported to PST? Basically trying to find out the size of the data that is being operated on? What is the total size of all the PSTs that are being worked and also what is the size of the Email (Exchange) database if you would like to operate directly against the email system?
   JEA Response: Currently there are about 200 GB of PSTs needed for review. As requests are completed and other requests come in, the total file size open for review will fluctuate. The total size of the email database is

approximately 42 TB.

3) Also – in the newly attached document for current process – when you refer to Non-Responsive – we want to confirm that the definition of that would be that after review the content is not germaine to the inquiry and thus does need to be included in the output set.
JEA Response: Yes.

Supplier Inquiry 2):
I am reviewing the solicitation and what is required to be submitted. 1.2.3 section A mentions the Response Form and states it is found in Appendix A. Can you please send a screen shot (or send the actual form) as I do not see any form in Appendix B that is titled Response form. I can find the Min Qualifications form, the Response Workbook (separate spreadsheet) as well as all the other required forms – but not the Response Form itself.
JEA Response: See Add (1):

Supplier Inquiry 3):
Can you confirm that the estimated volume of data has been decreased from 1700 GB to 200 GB?
JEA Response: Currently there are about 200 GB of PSTs needed for review. As requests are completed and other requests come in, the total file size open for review will fluctuate. The total size of the email database is approximately 42 TB.

Supplier Inquiry 4):
Can you please clarify section 4 of the solicitation? I did not receive an Appendix C nor a Minimum Qualifications form. Is this the same as the Business Requirements form?
JEA Response: Appendix C (already provided) provides the Vendor Scorecard. See Add (1): for Appendix B – Minimum Qualifications Form

Supplier Inquiry 5):
Are there any services involved, or will JEA run the chosen software autonomously?
JEA Response: JEA expects maintenance and support to be included per Item 1.3.1 of the Response Workbook. No integration services to run the chosen software autonomously are being solicited at this time.

**** Bidder shall acknowledge this Addendum on the Bid Form****