

**ADMINISTRATIVE OFFICE OF THE COURTS**  
**QUESTIONS AND ANSWERS**

**RFP Number: ITSO 11-13-LM**

**Off-site Data Storage Services**

**December 13, 2013**

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1. Please confirm the number of tapes or containers that you are currently storing?

*Answer: At present, 59 containers in various sizes are stored. There is an expectation that the number of containers will increase because more data to be backed up is being stored.*

2. Please confirm the number of tapes or containers that will rotate on the weekly service date?

*Answer: Small containers hold approximately 12 tapes, medium containers hold approximately 24 tapes and large containers hold approximately 60 tapes. On average weekly basis, 12-15 containers of small to medium sizes rotate.*

3. How many large containers and how often do they rotate?

*Answer: Large containers are for long-term storage and rotate on a quarterly/yearly basis. At present, long-term storage uses approximately 18-20 large containers.*

4. Per Attachment 2, Exhibit D, 6. Contractor Information, A., there are some facility requirements that are not common; e.g., non-water fire suppression, automatically transferred back-up power. Are we permitted to submit a bid if we are unable to meet these two items that “should” be provided?

*Answer: See Addendum 1, published December 13, 2013.*

5. What are the sizes of the containers being rotated (i.e. # of small, # of large)?

*Answer: For small and medium size containers, see #2. For large containers, see #3. On average quarterly and yearly basis, 5-6 long-term storage containers holding 48 to 60 tapes are rotated. The types of tapes are: AIT, SDLT and LTO high-density cartridge. Large containers from our existing vendor hold approximately 60 tapes.*

6. How many small containers and large containers will be in storage?

*Answer: If this question refers to the number of small to large containers stored on-site at the Administrative Office of the Courts’ facility in San Francisco and do not rotate: 4 small, 8 medium, no large containers. If the question refers to the number of small to large containers held at the off-site storage facility: 12 small/medium size and at least 18-20 large containers.*

**END OF QUESTIONS AND ANSWERS**