24RFP019 DATA ENTRY SERVICES FOR LEAD LINE SERVICE INVENTORY
QUESTION AND ANSWER #1
QUESTIONS RECEIVED 4/10/24 9:18 A.M. ANSWERS GIVEN 4/10/24 APPROX. 2:30 PM.

Q1. How many tap cards have the details needed to properly fill out LSLI?

Answer: Unknown. We estimate around 60,000 tap cards that need review

Q2. How many tap cards have little to no information?

Answer: Unknown. We estimate around 60,000 tap cards that need review

Q3. How many report records, survey records and historical work orders need to be reviewed?

Answer: Currently 2,000-3,000 records

Q4. How many pages require scanning? Color, black & white or grayscale?

Answer: Each address is typically 1 page, and should be color scanned. There are a few exceptions that have 2 pages.

Q5. How often would we need to pick up and/or drop off documents? Any special requirements/rules when doing so?

Answer: As needed depending on your workflow. Pickup/Dropoff will need to be M-F 8AM-5PM on non citywide holiday

Q6. How many boxes? Large or standard?

Answer: All tap cards are currently in a storage room in index card style file cabinets. The City will provide boxes for transportation, and help you load the desired amount in the boxes for each trip. You can return the boxes for reuse when returning the records.

Q7.   What do we do with the documents when completed?

Answer: Return them to the Water Division in the provided boxes. The City staff will refile them, and you can pick up the next load of boxes.

Q8.   How responsive / slow is the website?

Answer: Site is fairly responsive with fast internet connection

Q9.   Does the website offer and/or require MFA?

Answer: No

Q10.   How many accounts will we have to enter the information?

Answer: 3-6

Q11.   The documents are named 6816 Arthur Ave.pdf and 6734 Arthur Ave.pdf. The 6816 Arther Ave and 6734 Arther are on the Tap Cards. Would we lookup any partial addresses on the Internet? Or would that information be provided by the LSLI (Lead Service Line Inventory) online database?

Answer: Our LSLI is an online map with address lookup built in

Q12.   What if we have two documents for the same address? How should we handle things if the data on the two forms conflict with each other?

Answer: Two documents may exist. The newer document takes precedence for data entry, but both documents should be uploaded to LSLI

Q13.   Will there be a way for us to verify/qc our entries? This could be by either actual verification or running a report.

Answer: Dashboards for progress, as well as csv/xls reports can be generated to track progress & verify entries

Q14. If we question the handwriting on the cards, would we also use the USPS site to validate addresses if we cannot find them in your online database?

Answer: yes

Q15. Would there be more complicated address vetting we would need to complete before marking the document not found?

Answer: Making a request to our team to correct/add parcel address to LSLI will be possible

Q16. Are there mandatory fields?

Answer: A status field (Lead, non-lead, Unknown, Galvanized requiring replacement) is required for every entry

Q17. If there isn't any available data to add, would we just upload the scan?

Answer: Yes, as we will use this as a digitized historical records repository

Q18. Are there any additional fields required to be checked that are not included in the examples?

Answer: There are photos on some newer records that will require a decision to be made as to the material type. The City Water Division will train your team on how to make that decision.

Q19. We are requesting an on-site visit to actually see the documents that need to be scanned, reviewed and keyed plus see the effort to key into the ArcGIS Online LSLI database.

Please schedule visit with Pam Kuehling at pkuehling@stlwater.com

4/10/24
2:32 pm