



Dated: January 25, 2011

**ADDENDUM NO. 1**

**REQUEST FOR PROPOSALS (RFP) NO. 2011-D-1**  
**ELECTRONIC RECORDS MANAGEMENT SYSTEM**

To All Prospective Proposers:

The Golden Gate Bridge, Highway and Transportation District (District) herewith issues Addendum No. 1 to the above-referenced Request for Proposals (RFP). Addendum No. 1 is hereby incorporated and made part of the RFP Documents. Except as specifically modified by this document, all other terms and conditions remain in full force and effect.

**PART ONE**  
**MODIFICATIONS TO LANGUAGE CONTAINED IN RFP DOCUMENTS**

The following changes have been made to RFP No. 2011-D-1, *Electronic Records Management System*, as described below and shown in ***bold face and italic type*** on the pages included with this Addendum:

1. **RFP, PAGE RFP 4, SECTION 5, SCOPE OF SERVICES**

Revised as set forth on attached page RFP 4 (Revised).

2. **RFP, PAGE RFP 6, SECTION 5.C, TRAINING**

Revised as set forth on attached page RFP 6 (Revised).

3. **RFP, PAGE RFP 11, SECTION 6.E.1**

Revised as set forth on attached page RFP 11 (Revised).

4. **RFP, PAGES RFP 12 AND 13, SECTION 6.N, COST PROPOSAL**

Revised as set forth on attached pages RFP 12 and 13 (Revised).

5. **ATTACHMENT A, COST PROPOSAL FORM**

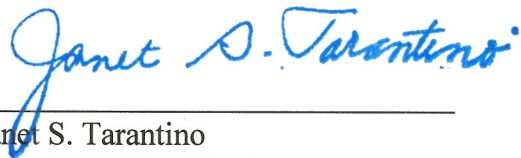
Revised as set forth on attached Attachment A, Cost Proposal Form (Revised).

**PART TWO**  
**RESPONSES TO QUESTIONS FROM POTENTIAL PROPOSERS**

The attached document entitled, "**QUESTIONS AND ANSWERS**," is in response to written inquiries submitted by potential Proposers to the District by the deadline date of Tuesday, January 18, 2011, by 4:30 p.m., for RFP No. 2011-D-1, *Electronic Records Management System*.

Should you have any questions regarding the above clarifications, please contact Janet S. Tarantino, Secretary of the District, by telephone at (415) 923-2223.

**Proposers shall acknowledge the inclusion of Addendum No. 1 by inserting the Addendum number in the space provided on the Acknowledgment of Addenda of the RFP Documents. Failure to do so may cause the District to deem the proposal as being unresponsive.**



\_\_\_\_\_  
Janet S. Tarantino  
Secretary of the District

Attachments: RFP, pages RFP 4, 6, 11, 12 and 13 (Revised)  
Attachment A, Cost Proposal Form (Revised)  
Questions and Answers

## 5. **SCOPE OF SERVICES**

The District estimates an annual storage volume of 50,000 *documents, which translates to 250,000-500,000 pages*. The District requests the Consultant to provide any System scaling requirements based upon other volumes. For example, if the initial System implemented supports a *250,000-500,000* page annual volume, at what increased volume should the District expect to incur additional costs in order for the System to successfully handle the increased volume.

Under the general direction of Marvin Miller, Business System Implementation Manager, the Consultant shall provide the following electronic records management system and necessary support and services:

### A. **Electronic Records Management System**

#### (1) **Required Features**

- Capture e-mail documents by direct transfer from Outlook into the Records Management (RM) database.
- Capture Word, Excel, PDF electronic documents by direct transfer from the PC to the RM database.
- Direct integration with Office 2007 Suite (Outlook, Word, Excel, and PowerPoint) allowing the end user to interact directly with the RM database without leaving these products. This will need to include opening, saving, and querying the RM system from within the Office Suite without opening another application.
- Direct integration with Office 2010 or have a published plan when this integration will be available. The District will possibly upgrade to Office 2010 within the next three years.
- Able to capture drawings, schematics, and CAD files.
- Document size only limited to maximum size that a scanner can handle.
- Capability to retrieve an electronic copy of any document back into its original format and software provider.
- Capability to scan paper files, quality assure the receipt of the scanned paper files for completeness, index, and push directly into the RM database.
- Capability to add or update indexing information to documents before or after adding to RM database.
- Indexing configuration by type of document or by department with no limits to the number of fields and/or type of documents.
- Capability to search for documents using any combination of indexed fields along with wild card, multiple values, lists, and ranges.
- Optical character recognition software used to capture text information within paper documents when scanned.

(2) Desired Features

- Support of a centralized scanning function and electronic workflow routing/distribution of documents to the proper department or person.
- Support of collaborative document preparation, including document sharing, version control.

**B. Delivery and Installation**

The Consultant shall deliver and install all software and hardware within six (6) months after the District's issuance of the Notice to Proceed.

**C. Training**

The Consultant shall conduct training utilizing a train-the-trainer approach to District staff. The training must be completed before the System Operations Approval test begins. The training shall be provided to District personnel who shall be responsible for administering the System. The training shall include complete knowledge transfer of system operations such that District personnel could operate and maintain, if necessary, the entire System without third party support, including installing the System for usage by other departments within the District. This shall include a comprehensive overview of the system software design. *Two (2) training sessions shall be conducted. Each session shall provide training to 12-20 individuals.* All training must be conducted on-site at the District's locations. The Consultant must provide training material for each trainee and the material must be customized to the District's application. The Consultant must complete all training to the District's satisfaction.

**D. Testing**

The Consultant shall provide a plan for the initial testing of the System prior to implementation of the System at each District location. The District reserves the right to add additional items to the test plan.

When the System is implemented, there will be an additional System Operations Acceptance Test Period (SOATP) where the Consultant will continue to provide support for the System, identify and record defects found, and provide fixes for these defects in a timely manner. All serious and critical defects must be fixed before the completion of the SOATP.

The SOATP is initially the first ninety (90) days after implementation at both District locations. The SOATP can be extended by the District if there are any recurring or remaining serious or critical defects with the System.

available), listed in Section 5.A., Electronic Records Management System, of this RFP. Proposers shall also answer the following questions:

1. Does the proposed System support scanning from the following list of scanning devices:

<i>Model</i>	<i>Qty</i>
<i>Canon iR C4080-H1 2.0</i>	<i>1</i>
<i>Canon iR3045 25.02</i>	<i>3</i>
<i>Canon iR3225 36.01</i>	<i>1</i>
<i>Canon iR3235 42.01</i>	<i>6</i>
<i>Canon iR3320</i>	<i>2</i>
<i>Canon iR5000i</i>	<i>1</i>
<i>Canon iR5055 53.03</i>	<i>1</i>
<i>Canon iR5075 42.02</i>	<i>1</i>
<i>Dell 2145cn</i>	<i>5</i>
<i>Dell 2335dn MFP</i>	<i>1</i>
<i>Dell MFP Laser 3115cn</i>	<i>3</i>
<i>HP Color LaserJet CM3530 MFP</i>	<i>2</i>
<i>HP LaserJet 4100 MFP</i>	<i>2</i>
<i>HP LaserJet M3035 MFP</i>	<i>3</i>
<i>HP LaserJet M4345 MFP</i>	<i>3</i>
<i>Xerox 4595 v 17. 36. 0 - Printer</i>	<i>1</i>
<i>Xerox WorkCentre 7665 v1 Multifunction System</i>	<i>1</i>
<i>Xerox WorkCentre Pro 232, v1 Multifunction System</i>	<i>1</i>

2. If so, are there any additional costs, such as attachments, accessories, or other items, which the District must purchase before the proposed System can support these scanners? Please separately identify all additional costs within the Cost Proposal described below in Section M.

**F. Itemized Hardware and Software List** - Please include with your Proposal a complete itemized list of all hardware and software that make up the System. Include all additional attachments, accessories, other items, and additional software components necessary for the proposed System to support existing District scanners.

**G. Licenses and Agreements** – Please provide copies of applicable software licenses and maintenance and support agreements.

**H. Warranty and Maintenance and Support Services** - Please provide detailed information regarding warranties provided for all software and hardware components. Specify whether the warranty is a pass through of a manufacturer’s warranty or is consultant provided. The District expects all warranties to be for a period of at least one year.

Please provide detailed information on the maintenance and support services, for both hardware and software, that will be provided during the one-year warranty period. Please also describe the maintenance and support services you can provide once the one-year warranty period has expired. Please also describe the relationship in time and coverage between your maintenance and support services and any software or hardware warranty provided with the System.

- I. Time and Material Rates for Additional Work** - During the term of the Agreement, software and System changes may be required to conform with new policies and improved functionality. The District may negotiate a fixed price for change order(s) or may elect to utilize a time and materials agreement. Please provide hourly rates for each job/staff category used on this Project. The hourly rate quoted shall be fixed for the first year and may be revised according to the Consumer Price Index (CPI-W for Selected Areas, West Urban Adjustment) published by the Department of Labor and statistics, with November 2010 as the baseline.
- J. DBE Participation** - Consultants are strongly encouraged to obtain Disadvantaged Business Enterprise (DBE) participation on this project, although there is no contract-specific DBE goal. Please indicate whether firm is a certified DBE and include a copy of the firm's DBE certification with the proposal. If any subcontractors/subconsultants/suppliers will be used, please identify which of the subcontractors/subconsultants/suppliers are DBEs and provide copies of their DBE certifications. For DBE questions or assistance, contact Gail Jackson, DBE Program Administrator, at (415) 257-4581.
- K. Financial Stability** - Provide your latest audited financial statement or other pertinent information such as internal unaudited financial statements and financial references to allow the District to reasonably formulate a determination about the financial stability and strength of your company. Describe any administrative proceedings, claims, lawsuits, settlements, or other exposures pending against your company.
- L. Acknowledgement of Addenda (Attachment D), if applicable**
- M. Certificate of Insurance** - Provide a completed sample Certificate of Insurance (Attachment B) evidencing the coverage types and the minimum limits required as described in Section 12 of the Professional Services Agreement (Attachment C). The District requires this information to facilitate completing contract formalities in a timely manner, if an award is made.
- N. Cost Proposal** – A cost proposal based upon a fixed all-inclusive price for all costs associated with the electronic records management system must be submitted on the *Cost Proposal Form*, attached herewith as Attachment A. Included in the price shall be all labor, travel expenses, telephone costs, copying costs, profit, administrative and overhead fees, and other direct costs, including the cost of obtaining insurance, etc. as required in the Agreement.

Please break down this all inclusive price to describe separately the costs for software, software licenses *up to 200*, hardware, delivery, installation, training, documentations, warranty, and maintenance and support. Separately identify all costs which are required before the proposed System supports existing District

scanners identified in Section E, System Information, above. Separately identify all costs associated with the purchase of scanners needed to support the System.

*Provide a software license cost breakdown on a per license basis. Indicate whether licenses are per system user or concurrent system users. Include the license cost structure for any number of licenses up to 200. For example, licenses 1-10 are \$X/license, licenses 11-50 are \$Y/license, licenses 51-200 are \$Z/license. Provide sufficient detail so that the District can cost out the proposal for any particular anticipated number of users, whether the users are retrievers only or users who input, index, and retrieve. Refer to page 2 of the Cost Proposal Form.*

A cost proposal must also be submitted for four years of optional maintenance and support services, which will commence upon expiration of the warranty period. Refer to page 2 of the *Cost Proposal Form*.

## **7. WITHDRAWAL OF PROPOSAL**

Submission of a Proposal shall constitute a firm offer to the District for one hundred and twenty (120) calendar days from the submission deadline for Proposals.

A Proposer may withdraw its Proposal anytime before the date and time when Proposals are due, without prejudice, by submitting a written request for its withdrawal to the Secretary of the District. A telephone or email request is not acceptable.

## **8. SELECTION CRITERIA**

The District intends to award a Contract to the firm that submits the proposal that provides the “best value” to the District. Ranking will be based on a maximum of 100 points, weighted as indicated below. In determining the number of points a Proposal will receive in each category, the District will consider the Proposal material submitted, oral interviews (if applicable), and any other relevant information about a given Proposer. The following criteria will be used in the evaluation of the Proposals:

### **A. Proposed System and Approach 0 - 35 points**

The District will evaluate Proposer’s proposed System, degree to which the proposed System exceeds capability of other systems, approach, robustness, intuitiveness, ease of use, System functionality and features, System performance (capacity/speed) and expandability, and degree to which the District can further implement the proposed System within other District departments without the aid of the consultant. System must comply with applicable laws, regulations, and standards.

### **B. Qualifications and Experience of Firm 0 – 20 points**

The District will evaluate the experience level of the Consultant, the availability of resources and time for this project, and at its discretion, interview client references.

### **C. Qualifications and Experience of Team 0 - 20 points**

The District will evaluate the qualifications and relevant experience of the team and/or individuals, including demonstrated prior experience in similar or related projects.

**ATTACHMENT A**  
**COST PROPOSAL FORM**

**GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT**

**RFP NO. 2011-D-1**

***ELECTRONIC RECORDS MANAGEMENT SYSTEM***

**COST PROPOSAL FORM**

TO: GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT  
SAN FRANCISCO, CALIFORNIA

Pursuant to the Notice Inviting Proposals, the undersigned Proposer herewith submits a Proposal on the Proposal Form or Forms attached hereto and made a part hereof, and binds itself on award by the Golden Gate Bridge, Highway and Transportation District under this Proposal to execute a Contract in accordance with its Proposal, the Proposal Documents, and the award. The attached Notice Inviting Proposals and Addenda, if any, are made a part of this Proposal and all provisions thereof are accepted, and all representations and warranties required thereby are hereby affirmed.

**THE PROPOSAL BELOW INCLUDES ANY AND ALL LABOR, MATERIALS, TAXES, PROFIT, ADMINISTRATIVE, OVERHEAD, INSURANCE, AND SUBCONSULTANT COSTS NECESSARY FOR THE PERFORMANCE OF ALL THE SERVICES CALLED FOR UNDER THE FOLLOWING CONTRACT.**

**RFP NO. 2011-D-1**

***ELECTRONIC RECORDS MANAGEMENT SYSTEM***

a. Software	\$
b. Software Licenses <i>up to 200</i>	\$
c. Hardware	\$
d. Additional attachments, accessories, other items required in order to utilize and support existing District scanners	\$
e. New scanners required by the proposed System	\$
f. Documentations	\$
g. Tax (9.5%)	\$
h. One-Year Warranty for all Hardware Components	\$
i. One-Year Maintenance and Support Services (including applicable tax, if any)	\$
j. Delivery	\$
k. Installation	\$
l. Training ( <i>Two training sessions -- 12-20 individuals each session.</i> )	\$
<b>TOTAL PROPOSAL PRICE (Add lines a through l)</b>	<b>\$</b>

<b>SOFTWARE LICENSE COST BREAKDOWN</b>	
<i>Licenses are for (check one):</i>	
<input type="checkbox"/> <i>Per System User</i> <input type="checkbox"/> <i>Concurrent System Users</i>	
<i>Number of Licenses*</i> <i>(e.g., licenses 1-10 are \$X per license, licenses 11-50 are \$Y per license, licenses 51-200 are \$Z per license).</i>	<i>Cost Per License</i>

*\* Provide sufficient detail so that the District can cost out the proposal for any particular anticipated number of users, whether the users are retrievers only or users who input, index, and retrieve.*

<b>OPTIONAL MAINTENANCE AND SUPPORT SERVICES</b>	
2nd Year Maintenance and Support Services (including applicable tax, if any)	\$
3rd Year Maintenance and Support Services (including applicable tax, if any)	\$
4th Year Maintenance and Support Services (including applicable tax, if any)	\$
5th Year Maintenance and Support Services (including applicable tax, if any)	\$

**The Cost Proposal Form must be signed on the next page (page CPF 3). Proposals submitted in any other form will be considered non-responsive and may be rejected.**

Name Under Which Business is Conducted: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**MANDATORY SIGNATURE(S)**

**IF SOLE OWNER, sign here:** I sign as sole owner of the business named above.

\_\_\_\_\_  
**IF PARTNERSHIP, one or more partners sign here:** The undersigned certify that we are partners in the business named above and that we sign this Contract Proposal with full authority to do so.

\_\_\_\_\_  
**IF CORPORATION, two corporate officers sign here\*:** The undersigned certify that they sign this Contract Proposal with full and proper authorization to do so.

Corporate Name: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Incorporated under the laws of the State \_\_\_\_\_

*\*If the Consultant is a corporation, this Cost Proposal Form must be executed by two corporate officers, consisting of: (1) the president, vice president or chair of the board; and (2) the secretary, assistant secretary, chief financial officer or assistant treasurer. In the alternative, this Cost Proposal Form may be executed by a single officer or a person other than an officer provided that evidence satisfactory to the District is provided demonstrating that such individual is authorized to bind the corporation (e.g. a copy of a certified resolution from the corporation's board or a copy of the corporation's bylaws.)*

**IF JOINT VENTURE, officers of each participating firm sign here:** The undersigned certify that they sign this Contract Proposal with full and proper authorization to do so.

Joint Venture Name: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

**DOCUMENTS TO ACCOMPANY COST PROPOSAL:**

*Items 6 A-N of the Request for Proposal Documents must accompany the Cost Proposal for a Proposal to be deemed responsive.*

**REQUEST FOR PROPOSALS (RFP) NO. 2011-D-1**  
**ELECTRONIC RECORDS MANAGEMENT SYSTEM**

**QUESTIONS AND ANSWERS**

Q1	How many licenses should be priced in the Cost Proposal?
A1	Please see revised RFP, pages RFP 12-13, Section 6.N, <i>Cost Proposal</i> , and revised Cost Proposal Form of this Addendum No. 1.
Q2	Can you provide a word version of the RFP for responses?
A2	The RFP documents are not available in Word version to Proposers.
Q3	How many users currently produce documents and would need to be licensed?
A3	Please refer to A1 above. For the initial implementation of the ERM, the user counts are as follows (inputters/read only): Finance – 13/13, Engineering – 6/16, Procurement – 3/14, Environmental Health and Safety –3/3, and Bus Maintenance and Bus Safety and Training – 3/13 users. Long term projections may increase users to 100 or more.
Q4	Is there spare capacity in their current technology infrastructure to accommodate the ERM project startup or will new hardware be required initially?
A4	New hardware will be purchased.
Q5	Does an isolated test environment exist on which “beta testing” the ERM systems could take place without impact on the production environment?
A5	There will be an isolated test environment up until the point that the first user area goes live on the new system. At that point, the need for a separate test environment will be dictated by the vendor requirements and recommendations.
Q6	How are Microsoft operating system licenses purchased and maintained? Are they purchased through and covered under a Microsoft Enterprise Agreement. Does it cover a test environment?
A6	All MS licenses are purchased under a Microsoft Enterprise Agreement. It would cover a test environment without additional cost.
Q7	What version of Microsoft Exchange is in use?
A7	Exchange 2007.
Q8	Are server based limitations enforced on the size of user accounts on the Exchange server?
A8	Not at this time.

Q9	Is there a formal email retention policy? If so, how is it enforced? Are they currently using an email management/archiving solution? Which one if yes?
A9	<p>Email retention policy is automatically enforced by rules in the Exchange email system, except for a few employees who are exempted from the retention policy.</p> <p>All employees have a two-year archive folder they can use. Email is destroyed automatically after two years.</p> <p>Individuals with management approval may also have a folder where email can be stored indefinitely. Email in this folder requires the user to manually delete the email when appropriate.</p> <p>Normal email policy is to destroy deleted email after seven days and destroy inbox, sent and other folders not covered above after ninety days.</p> <p>No 3<sup>rd</sup> party email management/archive solutions are in use.</p>
Q10	Will the new ERM system be populated with data going forward from implementation, or will there be a requirement for back-filing to populate the new ERM system? If back-filing is required, will it include import of existing electronic data and imaging and import of existing hard copy documents?
A10	There is no requirement for scanning existing paper records. Each department may choose to scan some or all of their existing documents if resource availability permits doing so. The Engineering department plans to scan existing files.
Q11	What is the internal data switching system capacity? How many switch ports are available for new hardware if required?
A11	Network ports should be available. Equipment is expected to be virtualized to reduce the number of ports needed.
Q12	Is WAN traffic managed? If so, how and with what priority?
A12	No.
Q13	Is VoIP implemented?
A13	Not at this time. It is being tested.
Q14	Is there a formal disaster recovery/business continuity plan in place? When was it last reviewed and tested?
A14	The District is building a new data center. When completed, the District will develop a formal disaster recovery plan for District-hosted applications.
Q15	Does the District currently use co-location facilities? If so, what vendor and what applications are maintained off-site?
A15	Yes, the District Financial Applications, Maintenance Management, and Fuel Management Systems are hosted applications. SunGard hosts these applications.
Q16	Does this engagement include providing ERM services to a co-location facility?
A16	No.

Q17	Is a formal data backup plan in place? What is the backup rotation schedule? What types of media are in use: tape, on-line local vaulting, remote vaulting, co-location?
A17	Yes. The backup schedule is incremental daily, full backup weekly and at month end. Data is backed up to a Quantum disk based appliances at both Bridge and San Rafael sites with replication occurring between the Quantum units for Disaster Recovery purposes.
Q18	What level and number of staff will be dedicated to the ERM project from the agency?
A18	Many will be users of the system. There will be one Information Systems resource assigned to support the system. This may or may not be all that this support person handles.
Q19	What departments will be represented on the implementation team?
A19	Finance, Engineering, Procurement, Environmental Health and Safety, Bus Maintenance, and Bus Safety and Training.
Q20	Is a formal records and information management policy with a retention schedule in place? How is it managed?
A20	District staff is currently working on a District-wide program, which will be presented to the Board of Directors this year.
Q21	Is a formal file plan in place? How is use of the file plan managed?
A21	No.
Q22	When were the retention policy and file plan last reviewed?
A22	Please refer to A20 above.
Q23	When were documents last destroyed? Is destruction done on a regular basis?
A23	Destruction of documents varies, depending on the documents. A formal plan will be in place by the end of the year.
Q24	Are the services of an off-site storage vendor in use? If so, which vendor?
A24	Corodata/Corovan.
Q25	What data and on what media are records stored off-site?
A25	Original documents, project files, a few hundred banker boxes of paper documents.
Q26	How many people are anticipated to be trained as administrators, super-users and users? Is there a training department to coordinate training?
A26	Five administrators, one super-user for each department, many users in each department. Initially there will be six departments using the system.  The District will work with the Consultant to arrange the training.
Q27	Scanners: how many of each mentioned scanners does the District own? It is difficult to evaluate whether you would need additional scanners based on the information in the RFP. Please provide more details.
A27	Please see revised RFP, page RFP 11, Section 6.E.1 of this Addendum No. 1.
Q28	The volume stated in the RFP is 50,000 pages per year. How much of this volume comes from paper documents (vs. electronic documents)?
A28	There are actually 50,000 documents annually equating to 250,000 to 500,000 pages. Please see revised RFP, page RFP 4, Section 5, <i>Scope of Services</i> , of this Addendum No. 1. Volume comes from 70% paper and 30% electronic.

Q29	Do you have any requirement for migrating electronic documents from another system?
A29	Ongoing migration of documents from Outlook and a one-time conversion of data from Captaris.
Q30	Do you have any requirement for scanning existing paper records? If yes, what is the approximate volume?
A30	Engineering does plan to scan in existing documents. Each department may choose to scan some or all of their existing documents if resource availability permits doing so. The existing paper volume is huge.
Q31	Can you elaborate on requirements for routing/distribution of documents? Do you have any specific workflow requirements?
A31	There are no requirements for routing/distribution of documents in the RFP. However, see RFP, page RFP 6, Section 5.A(2), <i>Desired Features</i> , which details the desired feature regarding routing/distribution of documents. Also, see RFP, page RFP 10, Section 6.E., <i>System Information</i> , which requests Proposers to provide information/data on the features of the System, including the required features, as well as desired features (if available), listed in Section 5.A., Electronic Records Management System, of this RFP.
Q32	Are you providing the hardware for the servers? Client workstations?
A32	Yes.
Q33	How many users do you anticipate will need access to the system? How many of them will need ability to scan documents?
A33	Please refer to A3 above.
Q34	How many departments will be utilizing the ERM System?
A34	Initially, there will be six departments. Depending upon the usability of the system, the final implementation could be 20 departments or more.
Q35	Is the District looking into consolidating all records and files to one centralized department or facility?
A35	Records will be segregated by department. Some records may be reviewable by multiple departments, but owned by one department. One centralized physical repository is desirable if the District's concerns about network bandwidth between the District facilities can be addressed.
Q36	Will the initial training be done at one District or various departments?
A36	The Consultant will provide two training sessions. First will be training for the Finance department converting from their current Captaris system and the Engineering department so that they can begin using the new system. Second training will be for the remaining four initial departments so that they can begin using the system. Please see revised RFP, page RFP 6, Section 5.C, <i>Training</i> , of this Addendum No. 1.
Q37	Will this system also be accessible by public use? If so, at what restriction or limitation, Viewing access only? How many?
A37	No. At least not initially.
Q38	How many concurrent licenses will be required in initial period?
A38	Approximately 10-20 concurrent users where concurrent means logged on to the system but not necessarily active at any given moment.

Q39	How much time is allocated for vendor to install the system?
A39	Six months.
Q40	How long is the initial test period?
A40	Expectations are 2-4 weeks depending upon system complexity.
Q41	How long between the initial testing period and SOATP?
A41	Expectations are that some departments will begin to use the system while other departments are still being trained and are testing the system. The SOATP begins after all of the departments listed in A19 above have started using the system.
Q42	Based on the annual volume of 50,000 pages, what is the budget allocated for this project?
A42	There are actually 50,000 documents annually equating to 250,000 to 500,000 pages. Please see revised RFP, page RFP 4, Section 5, <i>Scope of Services</i> , of this Addendum No. 1. District staff does not know the budget at this time.
Q43	What distance apart are the District locations?
A43	Thirteen miles.
Q44	Will the District provide the CPUs and scanners or will vendor need to provide the hardware?
A44	Yes, however, the Consultant should recommend the hardware needed to support the system.
Q45	Will the documents be required to be scanned directly to the central server or scanned at the District location and then uploaded to the central server?
A45	One centralized physical repository is desirable if the District's concerns about network bandwidth between the District facilities can be addressed. If not, then consider scanning to separate repositories by site and synchronizing the data between all sites during off peak hours.
Q46	Is the server hardware and software provided by the Consultant or the District?
A46	The District will provide the server hardware and software, however, the Consultant should recommend the hardware needed to support the system.
Q47	In the list of scanners is the Canon M4570. Was this supposed to be an IR 4570?
A47	Please disregard the requirement to support a Canon M4570. Add the requirement to support a Canon Image Runner 3235. See revised RFP, page RFP 11, Section 6.E.1 of this Addendum No. 1.