August 20, 2012

ADDENDUM No. 4

Re: 11-12/25 District-Wide Electronic Content Management System

The following questions were submitted by the deadline and are answered in this addendum.

1. What are the requirements for the OCR/ICR? Are there restrained boxes for ICR, etc?

   Answer: The templates will need to be developed to identify ICR fields. For example, in the DGS projects the District is interested in receiving the vendor’s native invoices and have the system correctly identify relevant fields.

2. Are the super users going to train the end users? If not, who will train the end users?

   Answer: The operating groups involved in the four defined projects are relatively small. The vendor should plan on providing necessary training for the end users of the solutions you implement. New users or users outside of these projects will be trained by District staff, most likely by the super users.

3. What does the term PeopleSoft integration with “drag and drop daisy chain management protocol, means?

   Answer: The District provides this term to mean that the data identified by the ECM, or data within the standard PS fields can be moved via ‘drag and drop’ in both directions to the other application by the users.

4. Is it the desire leverage MFD’s for scanning capture?

   Answer: The District is open to using a variety of input/output devices. Some of which, will likely be MFDs,

5. Regarding quoting servers; are the servers going to be physical servers or Virtual?

   Answer: The system should be able to run on virtual servers using the District standards of Microsoft server 2003 or 2008 and VMWare.
6. In the proposal packet under “Security” page 9, please clarify the meaning as noted in item #7 “Control user’ batch access”, and #8 “Control access to integration presets?

   Answer: The District provides the terms to mean that security is role based and that some users and not others will adjust these functionalities, while most will not have access to this type of setting.

7. In the proposal packet under “Server Administration” page 9, please clarify the meaning of item # 3, “Ability to automatically distribute, capture and device profiles to clients”?

   Answer: The District provides this to mean that the application server will be able to read, store, and transmit to other clients, the settings (device profiles) without the requirement to load or reset these settings at each client.

8. With regards to the RFP what is considered to be exact comparison in terms to size or scope?

   Answer: The RFP is very specific as to the size (in estimated users) and scope (in the four projects to be implemented). Your proposal MUST respond to the size and scope as specified in the RFP.

9. Can the template be provided in editable format?

   Answer: The Technical Requirements Submission template has been provided in MS Word and your short response should be recorded directly following each requirement.

10. Can the District validate that it is looking for a proposal based on 330 users at this time or 940?

    Answer: The system you propose must be able to support the 940 users projected by the District after five years. Use the number of user projections in the Pricing Proposal as the basis for your projected total cost to the District in each of the five years of the projection.

11. Does the District require a separate pricing schedule and capability description of back file conversion services? If so, should these services be included in the overall pricing breakdown and proposal?
Answer: Please do not include the cost of any back file conversion services in the proposal. The District will evaluate costs and suppliers for these services during the implementation and as described in the RFP, may purchase these services from the awarding bidder or alternate service providers.

12. Please identify the number of users that will require scanning capability?

Answer: The District assumes that scanning capability is a functionality used by the category identified as “heavy users”. You may find these user projections by year, in the Pricing Proposal section of the RFP. However, the District has not made a determination whether these will be distributed, centralized or in what proportion.

13. Will the users require the ability to scan documents from their remote system?

Answer: Please refer to Question #12 of the RFP for a response. However, it is likely that some users will need to scan remotely (within the District’s network).

14. The District provides they will use Windows 2K3 and SQL Server 2K5. Is the District willing to upgrade or move towards newer operating systems such as Windows 2K8 and SQL Server 2K8 and 64 bit?

Answer: Yes

15. Does the District require the vendor to work on site?

Answer: Yes. The District provides the work may be on-site or remote as agreed by both the District and the awarding vendor, as it is in the best interest of the District.

Whereby, the District provides that implementation of the four projects would require significant on-site presence. With this being said, please discuss your assumptions in your proposal response. Since your pricing proposal is based on total delivered costs, it MUST include estimates for travel & lodging, if any.

16. Will the District require the vendor to convert their existing documents (in home grown database)?

Answer: Please refer to Question 11 of the proposal documents for a response.
17. When are the projects supposed to be completed (please provide a timeline)?

Answer: The proposal should include a discussion of an expected timeline based on the number of days or weeks from the start of work. However, the District will not interpret your response as a guaranteed completion but, will look to your response as a reasonable and accurate estimate. The District would like the work to be completed as quickly as possible, while remaining consistent with the level of quality the District expects.

With regards to the four projects, both A&R and the two DGS may be undertaken in parallel, but the District would regard this as prudent. Therefore, it is the preference of the District that the A&R and DGS projects not be performed in parallel in order to give the District the benefit of the implementation experience. However, it is acceptable to the District if all four projects are conducted sequentially in series.

There are no other changes to RFP 11-12/25.