

Facility & Support Services

600 West Fourth Street

Davenport, Iowa 52801

(563) 326-8738 (Voice)

(563) 328-3245 Fax



~ Our Promise: Professional People, Solving Problems, High Performance

Addendum No.8

Request #19177

Enterprise Content Management System and Implementation Services

Project #IT2015-1002

PreBid Vendor Conference questions/answers

Question # 36

This question has been partially answered in #34 but still requires some clarity. Does the current proposed budget range of \$200k-\$350k include provisioning of hardware(Scanners etc), software licenses for ECM Suite and any third party connectors?

Answers

The proposed budget does not include hardware and also does not include opex software maintenance and support for years two and beyond. While the County has budgeted \$400k for this project, those budget numbers were estimates developed as part of a Strategic Technology Plan undertaken in 2010. The feedback the County has received from several vendors has been that the proposed budget may be insufficient to complete the project as defined in the RFP. In response, we have made the following clarifications/changes to the original RFP requirements:

- * The County expects vendors to work with County staff to develop a functional and efficient methodology to import Canon Imageware records to the proposed solution. We do not expect vendors to complete all the actual import/conversion of Canon Imageware records. County staff utilizing the developed methodology will complete the majority of this work.
- * While the County has identified hundreds of record sets we currently manage, the selected vendor is only being asked to implement three or maybe four record sets (to be determined with vendor input) in order to establish County staff ownership of the business process to incorporate record sets into the proposed solution.
- * County ECM Capital budget does not include server and storage hardware. The County runs a VMware virtual environment with sufficient available resources to support a proposed solution. No additional server or storage hardware should be required.
- * The County currently maintains enterprise (Canon 9080's) and departmental scanning equipment (Toshiba MFP's). New scanning equipment is not anticipated to be needed in order to implement ECM. Should new scanning equipment be necessary, the County would acquire such from a separate capital budget.
- * As the County is new to ECM, we are open to a phased implementation with a la carte pricing for functionality we likely won't utilize initially and may make sense to budget for in future years.

In summary, the County is hopeful that defined budgets will be sufficient to undertake the implementation of an ECM. However, the County asks vendors to be realistic in putting together their best proposal to successfully complete refined scope parameters. Additionally of note is that cost accounts for only 20% of selection criteria. Historically, the County does not select the least expensive solution, but rather the most functional solution for our needs. If that means selecting a solution beyond the current budget, a budget amendment or a la carte / multi-year phased implementation are two potential solutions.

Question #37

Could you please indicate a rough estimate on the following in your current processes/system:

- * throughput (pages per minute)
- * capture process states

volumes (total pages per day, week, month and or year)

* Working times (8x5 or 27/7)

* Document types and batches

Answers

Could you please indicate a rough estimate on the following in your current processes/system:

* throughput (pages per minute)

The attached PDF identifies our enterprise team's productivity for FY 2015. At this time we do not have clearly defined goals for throughput for the capture solution though ideally we would like to see an increase in current productivity levels.

* capture process states

Our enterprise scanning team uses a three phased approach most often - document preparation, scan, and QC. Some record sets are prepped prior to arriving in the que for the scan team.

* volumes (total pages per day, week, month, and or year)

The attached spreadsheets indicate the number of sheets by content type that were scanned by a single team member per given period. Team members often are not scanning for the full 40 hours/week as they often have other job duties in addition to scanning. Please note that these statistics/documents do not account for any department scanning that is currently occurring which is limited at best. We anticipate this to change and expand with the new ECM solution.

* working times (8x5 or 24x7)

We are currently an 8 hour work day/5 days per week shop, and anticipate no changes to that format.

* document types & batches

Typically documents that are handled by the enterprise scanning team arrive in boxes, and the additional spreadsheet show the approximate number of boxes that are scanned (as well as projected to be scanned) in a given timeframe. Please note that these statistics/documents do not account for any department scanning that is currently occurring which is limited at best. We anticipate this to change and expand with the new ECM solution.

NEW DOCUMENTS ATTACHED TO BID

PLEASE VISIT PUBLICPURCHASE.COM TO ACCESS THE NEW DOCUMENTS

Question #38

Would it be possible for us to submit electronic copies of the response to you on the due date, while post-date/shipping the paper copies out on that same day by 2:00?

Answers

As long as we have the electronic copies "in hand" by the deadline of Tuesday, November 3 at 2:00 PM CST, that would be sufficient with hard copies to follow as indicated. IT IS THE VENDORS SOLE RESPONSIBILITY TO ENSURE THAT DOCUMENTS WERE TRANSMITTED SUCCESSFULLY. SCOTT COUNTY WILL NOT BE RESPONSIBLE FOR LATE SUBMITTALS DUE TO ANY TECHNICAL ISSUES WITH ELECTRONIC SUBMITTALS.

The best way to ensure we receive the electronic copies would be to have you sign up with Public Purchase (if you have not already done so). You can go directly to <http://www.publicpurchase.com> or link from the purchasing page on the County's website

(<http://www.scottcountyiowa.com/fss/purchasing>). You will want to choose the "free" registration and register all the way to choose Scott County as an agency to be registered with. Once you are registered, you should be able to view our RFP, addendums, as well as find information about submitting your electronic response via the website. Please also email purchasing@scottcountyiowa.com so that our purchasing team can verify that they can view your information in Public Purchase.

Question #39

WHAT IS THE DEADLINE FOR QUESTIONS TO BE SUBMITTED VIA PUBLIC PURCHASE?

Answers

FRIDAY OCTOBER 23, 2015 4:30 PM CST WILL BE THE LAST DATE QUESTIONS SUBMITTED IN THIS ELECTRONIC FORMAT WILL BE ANSWERED.