



ADDENDUM/AMENDMENT NUMBER 1
(June 16, 2016)

RIO RANCHO PUBLIC SCHOOLS

RFP#2016-012-IS

TITLE: Document Management Software Services

DEADLINE FOR RECEIPT OF PROPOSALS IS AS FOLLOWS:

DUE DATE: June 27, 2016

TIME: 2:00 PM

**DELIVER TO: Rio Rancho Public Schools
Purchasing Room 214
500 Laser Road NE
Rio Rancho, New Mexico 87124**

The purpose of this amendment is to provide Rio Rancho Public Schools written response to the following list of questions that have been timely submitted. Note, all other terms, conditions, specifications, requirements and criteria remain unchanged.

Question #1: Whether companies from Outside USA can apply for this? (like, from India or Canada)

Response: Yes

Question #2: Whether we need to come over there for meetings?

Response: *No we can do meetings via skype*

Question #3 Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Response: *Yes*

Question #4: Can we submit the proposals via email?

Response: *No, proposal submittals must be submitted in a sealed envelope by the stated due date and time.*

Question #5: I currently only have a single question: Reading your very detailed requirements, they read as though you already have a specific system in mind. Do you guys already have a specific system like Documentum or Alfresco in mind and are just looking for bids based on that system?

Response: *No we do not have a specific system in mind.*

Question #6: Pages 26 & 27. In Section 6 there are a number of questions about our Records Management Solution and as I read it, it sounds like you want one of our employees to be on site to manage your current non-digital records. Others here said it sounds like you want us to manage those paper records off site. What would be your ideal preference?

Response: *We do not wish for any of the non-digital records to be managed; we are looking at managing digital records and making our current non-digital transcripts digital. Our preference is that the digital records be managed off-site via a cloud storage. (Please let me know if this needs more explanation)*

Question #7: Pg 4 Sec 2. Please describe your legacy DM system in more detail (e.g., vendor, product name, # documents, RDBMS backend, etc.)

Response: *PaperVision – these have already been exported from the system and are sitting in a file waiting for upload. With approx. 152 GB of data DocuPeak – vendor is Webiplex, currently 45GB SASI database – Transcripts are currently stored here. Unknown size uses .dbf formatting. TalentEd – HR personnel files are stored here, new program and I do not know size or much information on this.*

Question #8: Pg 4 Sec 2. Given the extremely low cost of hard disk storage as compared to the very high cost and increasing obsolescence of COM, would the RRPS consider avoiding COM altogether in favor of electronic on-line access?

Response: *In following with the New Mexico Center for Records and Archives standards in order to store our longer term items, i.e. Transcripts, employee files,*

electronically we must have a COM system in place.

Question #9: Pg 4 Sec 2. Does RRPS have a server available that could host the new system?

Response: ***Yes***

Question #10: Pg 4 Sec 3. Does RRPS currently have a cloud storage provider or capacity, or is RRPS seeking for it to be provided with the new system?

Response: ***RRPS would prefer that this be provided with the new system.***

Question #11: Pg 5 Sec 4.d. What version of MS Office is currently deployed, and are there any plans to upgrade in the next 6-12 months?

Response: ***Primarily the computers have MS2013 but we are starting to push out MS2016.***

Question #12 Pg 5 Sec 4.d. Does RRPS utilize MS Outlook or Gmail?

Response: ***Gmail***

Question #13: Pg 5 Sec 5. Please describe the RRPS technical environment in more detail.

Response: ***More detailed question needed for this.***

Question #14: Pg 22 Tech Rqmt 1.p. Please clarify whether “annotations” are text fields and/or how they are stored relative to documents that are to be imported

Response: ***All metadata is text field.***

Question #15: Pg 22 Tech Rqmt 1.r. Please describe your vision for extracting text from elec. Documents

Response: ***This is in reference to redacting information from a text document as to keep personal identifying information private.***

Question #16: Pg 23 Tech Rqmt 2.l. Please describe your vision for using tokens to auto-populate information on a field

Response: ***This would be needed specifically in Human Resources and Special Services when they are entering more than one document and would like specific fields copied from one document to the next without retyping it.***

Question #17: Pg 27 Tech Rqmt 6.bb. Does RRPS currently have microfilm equipment and if so what is the make and model?

Response: ***No***

Question #18: Pg 30 Tech Rqmt 10.m. Please clarify what you mean by “flexible scoping options”

Response: *In regards to inheritance is the scope of security flexible be user or does it have to be same across the board for one specific department.*

Question #19: Pg 31 Tech Rqmt 11.2.b. This requirement includes training for workflow developers, however there was no mention of workflow elsewhere in the RFP. Please describe further the requirement and/or vision for workflow.

Response: *At this time workflow is not needed this will primarily be a document management system.*

Question #20: What is the desired award timeframe?

Response: *We would like to be able to present a recommendation for award to the Governing Board at either the July or August Board meeting.*

Question #21: What is the desired target date for completion of the DMS implementation?

Response: *December 31, 2016 preferred; June 30, 2017 within acceptable parameters.*

Question #22: Is there an approved budget for this project, and if so, what is the budget?

Response: *There has not been a budget approved for this project.*

Question #23: Pg. 20 Proposal Format 1. Do sub-contractors submit a Certificate of Insurance to the Prime Contractor or to Rio Rancho Public School?

Response: *Prime Contractor*

Question #24: Pg. 20 Proposal Format 1. Do sub-contractors submit a separate Exhibit A, D, or E?

Response: *No*

Question #25: Page 5: Section 4. Requirements Item e.

Based on your interpretation of New Mexico Administrative Code (NMAC) 1.14.2.14-16 (<http://www.nmcpr.state.nm.us/nmac-home/nmac-titles/title01/t01c014/01.014.0002>) does the district believe that is not possible to comply using only an electronic document management system? If so, what specific requirements do you feel would not be met without the addition of microfilm output? Are you expecting the software to be able to output microfilm?

Response: *Based on what we have been informed by the New Mexico Center for Records and Archives anything with a retention greater than 30 years must be on microfilm. We are looking to store transcripts and employee files that have a*

greater retention and must be store via microfilm. We are expecting the software to be able to output to microfilm.

Question #26: Page 4: 2. Introduction. Is the district requesting to be quoted for equipment and training to be able to generate and develop Computer Output Microfilm (COM)? Or is the district requesting to be quoted services to export 100,000 documents today, along with an on-going rate for future conversions?

Response: ***The district is requesting to be quoted for services to export the documents to microfilm along with future conversions.***

Question #27: Page 4: 2. Introduction. The district mentioned that outputting information to CD to generate an immutable copy would be sufficient for approval from the state. Are there certain records that must be stored using COM rather than unalterable media, like a CD?

Response: ***Yes records with a retention of 30 years or greater must be stored via microfilm (backup purposes).***

Question #28: Page 5: 5. Technical Environment. Is the district looking to replace the existing system, or work in conjunction with it?

Response: ***We are looking to replace the existing system.***

Question #29: Page 5: 5. Technical Environment. What is the name of the current document management system that is storing the existing 200GB of information?

Response: ***There are multiple systems that the information is in please refer to question number 7.***

Question #30: Page 5: 5. Technical Environment. Should services to convert information from the existing system be included in the proposal?

Response: ***Yes***