

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSAL
RPGL-2017-09
DOCUMENT MANAGEMENT SYSTEM AND
SCANNING SERVICES FOR EXISTING DOCUMENTS
ADDENDUM NO. 1
SEPTEMBER 30, 2016**

The attention of respondents submitting proposals for the above-referenced project is called to the following Addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in and form a part of the proposed Contract Documents for the work. Respondents shall acknowledge this Addendum on the Proposal Response Page (Attachment A).

REVISED PROPOSAL DUE DATE: 10/13/16 @ 11:00 A.M.

100% Performance and Payment bonds are required of the successful respondent upon execution of an agreement with the Town. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order.

Question 1. Can companies from Outside USA apply for this? (like, from India or Canada)

Answer It is the preference of the Town to work with a vendor within the USA, however all vendors are invited to submit a response and the feasibility of the options presented will be evaluated in the best interest of the Town.

Question 2. Do we need to come over there for meetings?

Answer Yes

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

Answer Software Installation – Yes. Scanning Services – No, documents will need to remain in the USA.

Question 4. Can we submit the proposals via email?

Answer No

Question 5. Would it be possible to submit a bid with another company?

Answer Yes, as long as it is submitted as one RFP response.

Question 6. Are there any licensing requirements for either named or concurrent users? Of those concurrent users, are any of them “view only”, meaning that the user can search, view, print, or email the document. If so, how many?

Answer If proposing a licensing model for Named Users there are approximately 115;
If proposing a licensing model for Concurrent Users there are approximately 25.
It is estimated that 15 Concurrent Users will have view only access.

Question 7. Document Quantities: Most of the departments have the number of pieces of paper. However, the building and community development departments have 30,000 and 20,000 respectively. Are these individual file folders or are they actual document counts? The 30,000 for building seems to be actual permits.

Answer The estimates listed represent pieces of paper in all cases where it is listed as “Quantity Paper”.

Question 8. Are all the other numbers in the RFP actual pieces of paper?

Answer No, electronic documents are listed as documents which could include multiple pages. Engineering quantities are listed in number of 100 gb of files. There are approximately

70,000 files. There is no way to determine how many of these are 8.5x11 paper documents versus plans and how many pages in each file.

Question 9. *Is there information on the folder that needs to be captured (do we need to scan the folders)?*

Answer Yes, the folder will need to be scanned in some instances.

Question 10. *For maps and drawings are they rolled, folded or flat? How many average drawings per project or address?*

Answer Maps/plans and drawings may be rolled and/or folded. It is unknown how many drawings per project or address.

Question 11. *Archive State Rules for Paper Destruction: Does the State require the production of Microfilm before the scanned paper can be destroyed?*

Answer Rules for paper destruction will be based on the retention schedule of each specific document (see question 12 for more details). Please be advised that the proposal response form is revised to include additional options for scanning and document destruction.

Question 12. *Scan on site or off site: The way the RFP is written it can be interpreted that the Township and/or vendor will scan documents using existing copier equipment on site. Our company only takes documents off site to our Ct location while we can train users to scan updates using the existing copier equipment. Is this OK?*

Answer No, some documents will have to be scanned onsite. It is anticipated that a variety of options will be used for scanning based on which documents can be removed from the site. See revised proposal response form for pricing options. Regarding the offsite options, procedures will have to be established to comply with the State of Connecticut Public Records Policies: <http://ctstatelibrary.org/publicrecords/municipal>. The vendor will be required to provide their own scanning equipment for both onsite and offsite work.

Question 13. *Can we bid on just the paper scanning alone?*

Answer Yes

Question 14. *Do you want multi-page files such as Adobe PDF's?*

Answer Yes, if the pages are part of one document.

Question 15. *Do document sets have to be re-stapled/re-assembled for return?*

Answer This will vary by document see revised proposal response form.

Question 16. *Could you provide an estimate for the number of documents in addition to the number of pages you have shown for each application?*

Answer No

Question 17. *Can scanning be done at our facility?*

Answer In some cases, see revised proposal response form.

Question 18. *Can indexing be done from images securely transmitted offshore?*

Answer Yes, if there is no confidential data on the scanned image.

Question 19. *Can all documents be picked up at one time? If not, how many pickups/deliveries do you anticipate?*

Answer For documents that the Town will allow to go offsite multiple trips will be required. The number of pickups has not been determined at this time since the project is anticipated to be completed in phases over a number of years.

Question 20. *Number of Full (e.g. ability to make changes) Users, as well as the number of Retrieval Users (e.g. Read-Only) that are desired by the town?*

Answer If proposing a licensing model for Named Users there are approximately 115; in this licensing model it is expected that approximately 75 users will have read-only access.

Question 21. *We have existing successful integrations with Munis 11.1; do you have any idea when will the town be upgrading from 10.5?*

Answer Estimated upgrade to 11 is early Spring 2017.

Question 22. *Could we have access to Munis 10.5, as well as View Permit and Firehouse to check integration options?*

Answer Yes, vendors that are short-listed will have the opportunity during the demonstration phase of the RFP process.

Question 23. *On page 7 you mention GIS – can you let us know what GIS system is being referred to?*

Answer ESRI version 10.3.

END OF ADDENDUM NO. 1 TEXT

This addendum consists of 3 pages of text and 2 pages of a revised proposal response form.

ATTACHMENT A - PROPOSAL RESPONSE PAGE – REVISED ADDENDUM 1

BID / PROPOSAL NO: RPGL-2017-09 **REVISED DATE DUE: 10-13-16**
DATE ADVERTISED: 09-15-16 **REVISED TIME DUE: 11:00 AM**
NAME OF PROJECT: DOCUMENT MANGEMENT AND SCANNING SERVICES

The Respondent acknowledges receipt of the following Addenda:

Addendum #1 _____(Initial/Date) Addendum #2 _____(Initial/Date) Addendum #3 _____(Initial/Date)

NON-COLLUSION STATEMENT:

By submission of this proposal, the Respondent certifies that it is being submitted without any collusion, communication, or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Contractor Acknowledgement Form if I /We are selected. Yes _____ No _____ Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the respondent has not agreed to the above statement.

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-Mail Address	SS # or TIN#

PRICING PROPOSAL PAGE – REVISED ADDENDUM 1

All Pricing in US Dollars

A. Document Management System

\$ _____ *

Manufacturer Name: _____

*Attach a separate pricing page with a breakout by module for the above price

Indicate Licensing Model below: (check one)

- Named Users
- Concurrent Users

B. Scanning Services

1. Standard Paper size** onsite \$ _____ / page
2. Standard Paper size** offsite \$ _____ / page
3. Map/Plan onsite \$ _____ / map/plan
4. Map/Plan offsite \$ _____ / map/plan
5. Indexing and Metadata Entry \$ _____ / page
6. Scan Documents to Microfiche – Standard Paper size** \$ _____ / page
7. Scan Documents to Microfiche – Map/Plan \$ _____ / map/plan

C. Re-staple Original Document

\$ _____ / doc

**D. Do you charge extra for document destruction?
If yes, indicate cost per document.**

\$ _____ / doc

** Standard paper size is letter and legal

Respondent Company Name: _____