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Addendum

SOLICITATION NAME	Electronic Document Management System Q1617 121015	ADDENDUM NUMBER	1	DATE	12-15-15
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KCDC is using this addendum to answer the questions raised about this solicitation. To aid in readability, the questions are in black, the answers are in **bold**, and the answers follow immediately below.

1	KCDC presently holds about 4 million archived documents without electronic record or backup. Do you plan to have these files scanned? Are you wanting a company to scan these files for you (outsource) part of the quote?
	For documents currently retained which have not been scanned, KCDC will inventory the documents - determine if they are documents that have been designated to be purged on a 10 year timetable or if they have been designated - must keep "forever" document - which will then need to be scanned and saved where KCDC determines. If there are documents designated for purging but still have time to be keep (within in the projected 10 year rule) KCDC will need to scan those documents. If available, KCDC wants the vendor to quote a price for scanning services.
2	KCDC maintains a software package called "Application Extender" which currently stores 10,000,000 documents and generates approximately 350,000 documents annually. These remain retrievable in an electronic format. How many TB of data is this?
	2.5TB
3	What version of application extender do you have?
	7.0.260.0
4	How many user licenses do you have now with application extender? Are they named users or concurrent?
	10 Scan 15 Retrieval
5	Will you be purging any of the files for retentions before they are converted to a new solution?
	KCD will review all files before converting to the new solution and will purge as appropriate.
6	Can we get remoted into your current application extender server and look at your structure indexing, database, archive data directory?
	Sure, contact jeff@kcdc.org .
7	Will you have scanners at each location for scanning? Will the scanner be desktop scanners connected to a pc or will you be using a copier (MFP device)?
	Yes a mix, one desktop Fujitsu 7000 series and many copiers.

8	The solution must provide for integration with KCDC's current ERP system (Emphasys) to facilitate the automatic entry of computer-generated documents into the repository. Do you only want integration to push data/files/reports out of Emphasys to an EDMS? Or do you want other integrations like the capability? To have a hot key (f5) on keyboard or put a custom button in specific screens to retrieve files or even be able to index documents? Is Emphasys a SQL database? If not does it have ODBC connections?
	Push but KCDC is interested in exploring higher level like a hot-key. Yes SQL.
9	Submittal Document B: you asked to have by (Notary Public) do you offer (Notary Public)?
	No. KCDC does not offer this service.
10	What level of training do you want your IT staff to have? 1. Basic overview: where IT or managers learn the standard features. 2. Advanced overview: IT or managers learn about admin panel, users, security, retentions, workflows, etc. 3. Expert overview: IT or management take an online course on admin features, workflows, integrations, and forms.
	Probably 2 but possibly 3 if 2 proves insufficient.
11	1. Will training be as one group in one location or will it be needed to be done at each location? 2. Will you need different levels of training also? a. Admin functions b. Scanning, batch importing, indexing, workflow, and check-in checkout c. Retrieval only
	KCDC inclination is for group training although there may be value in training at sites. KCDC suggests vendors propose the training they recommend. KCDC will require different levels of training.
12	What kind of e-signatures? 1. Click to sign 2. Custom stamp on document
	Click to sign.
13	What kind of encryption are you looking for? a. Encryption of files on local server b. Encryption if SAAS (hosted) solution c. Encryption of cloud storage backup files d. Encryption of emailing documents only
	Email encryption. Additionally KCDC wants vendor recommendations for best practices concerning encryption. KCDC wants the vendor to suggest best practices for encryption on sub points "a" to "d" above.
14	What do you mean by cloud storage? Are you looking to install this on your own servers in-house only? Do you want backup
	Cloud means storage provided and maintained by a third-party provider for data related to this system. KCDC can install the software on our premises but if the price is right KCDC would like the data to be located in the cloud since a) it is so large and b) backups and c) data storage reliability (i.e. fail-over, RAID, et cetera).

End of Addendum