

**ACKNOWLEDGEMENT
RECEIPT OF ADDENDUM #1
RFP 17-IT01**

Upon receipt of documents, please email, fax or mail this page to:

City of Milton
Attn: Honor Motes, Purchasing Office
2006 Heritage Walk
Milton, GA 30004
Phone: 678-242-2507
Fax: 678-242-2499
Email: honor.motes@cityofmiltonga.us

I hereby acknowledge receipt of documents pertaining to the above referenced RFP.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

Signature
ADDENDUM #1

Date

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Questions and Answers

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

- a. Yes, as long as they can agree to the terms and conditions spelled out in our contract and to the scope of services, we can consider their bid. For the E-Verify affidavit, the company would have to submit something that states they have no employees within the U.S.

2. Whether we need to come over there for meetings?

- a. The Offeror should expect to interact with users at the City as closely as possible in order to evaluate, plan, and implement a successful Records Management System. The City does not expect a constant onsite presence during implementation, though some portions of the process will require a hands-on approach.

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

- a. Yes

4. Can we submit the proposals via email?

- a. No, bids must be delivered in person or by standard or express mail to the address indicated in the RFP.

5. Can the majority of the development work be completed off-site at the discretion of the vendor?

- a. Yes

6. In section 1.4, it is stated that the technical proposal should not surpass 20 single sided pages. Does this include any screenshots or images of the tool that we include as an appendix?

- a. Images are included in the packet size limit.

7. In section 3.2, you state that the solution should have the 'ability to interface with Laserfiche Records Management System'. Can you please provide more details on what this requires?

- a. Laserfiche can accept multiple forms of data files for storing of official records. Common types of files are TIF, PDF, and Office files. As long as the proposed software can export files into a common format, it should be compatible.

8. In section 3.2, Task 5B, you ask for sample of outward facing dashboards. Can we include links in this section (section 2.3 D states that links to material should not be included)?

- a. All submission criteria in the RFP need to be adhered to. External links would reference material that may exceed the page limitations quoted in the RFP. Also, external material is subject to modification after submissions have been finalized.

9. Page 16 indicates the solution must run on a specific server/database platform and support Citrix. Can it be hosted in the "cloud" instead?

- a. The proposed solution may be hosted offsite and accessed via a web browser (Internet Explorer or Chrome).

10. Page 16 – what are the specifications for Laserfiche Records Management system interface?

- a. The Laserfiche application runs on a SQL back end, is accessible through a browser, and has additional modules such as a web portal, text-search capability, and other common document management features. It uses a folder structure similar to Windows. See <https://www.laserfiche.com/> for more information.

11. Page 17, Task A – What is meant by "Explanation of implementation plan"? Is this a feature of the solution or a requirement of the proposal documentation?

- a. Proposals should include the expected timeline for implementation, to include a breakdown of individual tasks within the schedule.

12. Page 17, Task 2 E – What is meant by "Ability to weight actions, strategies and goals"?

- a. Does it mean a prioritization process? Yes, users should be able to prioritize tasks.

13. Page 17, Task 2 F – How/where will statistical functions be utilized in the software?

- a. Any statistical features that provide predictive analytics for efficient scheduling, utilization of resources, and performance management will be beneficial. These

features should provide project managers the ability to analyze project components to organize them most efficiently.