CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, T: (757) 514-7520; FAX (757) 514-7524

ADDENDUM NO. 2

RFI #21031-JS
September 25, 2020
Purchasing Division
442 W. Washington Street, Room 1086
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524

http://www.suffolkva.us/739/Purchasing-Division

The Request for Information (RFI) for RFI 21031-JS for the Electronic Document Management System (EDMS) for the Department of Information Technology been amended.

Q1:   The City's inquiry is for a day-forward Electronic Document Management Solution for document repository and workflow processes correct?

A1:   Yes

Q2:   Per Q18 on addendum 1, OnBase seems to be referred to as a current application you all are utilizing. Please confirm if so.

A2:   Yes. Hosted on-Premises

Q3:   Approximately how many unique users would need access to the system, grouped in terms of administrators, power users, and search/view-only users?

A3:   Currently the City cannot provide this number.

Q4:   Is there (or can there be) a preference for Virginia-based companies?

A4:   Preferences for Virginia companies are not permitted

Q5:   Does the City have a preference for on-premise or cloud-based EDMS solutions?

A5:   The City does not have a preference at this time.

Q6:   Is there a desire or benefit in a system that can also manage physical records?

A6:   Yes
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Q7: Is there a desire or benefit to acquire a system that is certified against DoD 5015.02 for Electronic Records Management?

A7: Yes
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Q8: Is there a desire or benefit for the EDMS to include a public-facing portal?

A8: Not at this time.

Q9: Does the City own existing scanning hardware and/or software, and if so, which scanning software package(s)?

A9: The software is Application Xtender. The hardware is any scanner link to the software

Q10: Is there a budget ceiling that has been identified for this acquisition?

A10: This has not been determined.

Q11: What concerns or constraints, if any, does the City perceive with a potential EDMS project?

A11: Not having the ability to scanned various documents and storage.

Q12: Is there a defined scope of services for implementing the solution or is the City looking at software pricing only at this time?

A12: Actually we a look for a EDMS solution

Q13: Are integrations with City or 3rd-party systems in-scope? If so, can the City please provide a list of systems?

A13: NWS, HR, City Work, Vision, CAD, etc

Q14: What is the expected volume of documents to be stored in the new solution?

A14: Unknown at this time, but will definitely increase over time.

Q15: Does the City require multiple environments (ex: Production, QA/Test, Development) for the solution?

A15: Yes

Contract Officer: _____

Jay Smigielski, Purchasing Agent

All other specifications, provisions, terms and conditions of the RFI are unchanged.

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at jsmigielski@suffolkva.us