



Request for Information

RFI # 21031-JS

The City of Suffolk is seeking firms to provide non-binding estimates for an Electronic Document Management System (EDMS). The system should have at minimum the following features:

- Scanning
- Indexing
- Life Cycle Tracking
- Work Flow
- Retrieval and Distribution

The City is seeking a brief description of the products and services available and an estimate of costs. The estimates are for budgeting purposes only. Should the City decide to proceed with the acquisition of a EDMS, a formal Request for Proposal will be issued. All responses to this RFI will be kept confidential.

Estimates are due by: October 1, 2020 at 3:00 pm

Please respond in writing, (email is preferred) to: Jay Smigielski, CPPO, Purchasing Agent, jsmigielski@suffolkva.us, or at the Purchasing Office at 442 W. Washington Street, Suffolk, Virginia 23434. Questions may be sent via email until the closing date.