

City Council

Emmett Badar, Mayor
Eric Nakano, Mayor Pro Tem – District 2
Rachel Bratakos - District 3
Ryan A. Vienna, - District 4
Eric Weber - District 1

City Manager

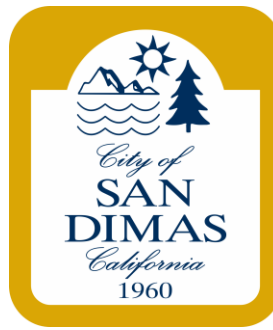
Chris Constantin

Assistant City Manager

Brad McKinney

City Attorney

Jeff Malawy

**Director of Administrative Services**

Michael O'Brien

Director of Community Development

Luis Torrico

Director of Parks and Recreation

Scott Wasserman

Director of Public Works

Shari Garwick

**RFP FOR RECORDS MANAGEMENT PROGRAM
ASSESSMENT AND DEVELOPMENT
DUE AUGUST 16, 2024**

Response to questions submitted on August 6, 2024:

1. Does the City use a commercial vendor for offsite storage of records and/or backups? If yes, which one? *Corodata*
2. If yes to #1, does each department have its own account with the vendor? *No*
3. Does the City have a preferred timeframe for completion of this proposal? If yes, what is the City's preference? – *End of 2024*
4. Please explain or define what the City means by an auditing process (in subsection 2.1.4)? Are you looking for a formal auditing mechanism or an informal-ongoing review process? *What are the best practices for this?*
5. Page 3, 1.2. Please confirm that the city's retention schedule excludes fire and police departments – *It does*
6. Page 4, 2.12. Is it possible to obtain a copy of existing retention schedule prior to bid submission deadline? If not, can you share the quantity of existing records series/categories (activities), and the number of legal citations? This helps to inform the size/scope of the retention schedule modernization piece of the project. – *Will provide*
7. Page 4, 2.12. Is it possible to obtain a copy of the city's organizational chart prior to bid submission deadline? This will help inform scale and scope of retention schedule work. – *Will provide*
8. Page 6, 3.1.1. Will a bidder be excluded if a project management professional is subcontracted, i.e. we do not have one directly on our payroll? - *No*
9. Page 6, 3.2.2. What are the minimum requirements for on-site visits to observe staff? Is it acceptable for all work to be conducted remotely, with no on-site visits? – *Yes, all remote work is acceptable.*

10. Page 6, 3.14. Are you expecting bidder to *propose* or *supply* the Content Management system (CMS)? - ***Propose***
11. Page 10, 5.1.8.1, 5.8.1.2. Are you expecting that the initial bid response specify the software to be deployed in later phases, or do you intend for the bidder to only propose/recommend the software? Section 5.1.8 implies the software solution is known in advance of the proposal submission deadline. ***The intention is to utilize our current platform with Laserfiche.***
12. Page 11, 5.1.9.4, 5.1.9.6, 5.1.9.7. Implementation, Training and software support would be product-specific. Do you expect the product to be pre-determined? Would product not be recommended in phase 1, acquired later, and then such services priced accordingly? – ***Since we plan to use Laserfiche, implementation and training would be geared to incorporating the updated Retention Schedule and new Records Management Policy.***
13. Page 3, 1.2. How many employees would be future users of the system? This helps to inform project size and scope. – ***6-8***

ACKNOWLEDGEMENT OF RECEIPT OF AGENCY’S RESPONSE TO
VENDOR QUESTIONS

Vendor Name: _____

By: (Print & sign) _____ Date: _____