

**CITY OF SAN DIMAS
NOTICE INVITING PROPOSALS FOR
RECORDS MANAGEMENT PROGRAM ASSESSMENT AND DEVELOPMENT**

PROPOSALS MUST BE RECEIVED ON OR BEFORE: Friday, August 16, 2024 at 4:30 PM

PLACE OF PROPOSAL RECEIPT: Office of the City Clerk, City Hall
245 East Bonita Ave, San Dimas
San Dimas, CA 91773

NOTICE IS HEREBY GIVEN That the City of San Dimas, County of Los Angeles, California, will receive up to, but not later than, the time set forth above proposals for the award of a contract for the above project.

LOCATION OF THE WORK: The work to be performed hereunder will be located in the City of San Dimas City Hall at 245 East Bonita Ave, San Dimas, California.

DESCRIPTION OF WORK: The City of San Dimas seeks a qualified vendor to conduct a comprehensive Records Management Assessment and Development project. The scope of this project includes:

1. Conducting a thorough assessment of the City's current records management processes.
2. Updating the existing Records Retention Schedule to align with best practices and legal requirements.
3. Developing a comprehensive Records Management Policy.
4. Implementing a compliance auditing process to ensure adherence to the new policies.
5. Evaluating the feasibility and requirements for integrating an Electronic Document Management System (Trusted System).

OBTAINING PROPOSAL DOCUMENTS: For further details please visit the Public Notices section of the City of San Dimas website which can found at the following URL: https://sandimasca.gov/how_do_i/find/open_bids.php

At the time of the award of the contract, the awarded vendor shall possess a valid business license sufficient to cover all of the work to be performed.

The City reserves the right to reject any or all proposals, waive any irregularities or informalities in any proposal or in the proposal process, and make awards in the interest of the City. No vendor may withdraw their proposal for a period of ninety (90) calendar days after the RFP release date.

For all inquiries please email
cityclerk@sandimasca.gov

City of San Dimas
/s/ Debra Black
City Clerk

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