



GARLAND INDEPENDENT SCHOOL DISTRICT

**PURCHASING DEPARTMENT
501 SOUTH JUPITER ROAD
Garland, Texas 75042**

August 1, 2018

ADDENDUM #1, RFP # 43-18


DOCUMENT MANAGEMENT SYSTEM CONSULTANT SERVICES

This addendum forms a part of the solicitation documents, modifies the original document as listed below, and is hereby made part of any pursuant award. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Failure to submit the addenda will be used as an evaluated factor.

THE DATE AND TIME FOR SUBMITTAL OF RESPONSES IS CHANGED

**FROM: AUGUST 9, 2018, 10:30 a.m.
TO: AUGUST 16, 2018, 10:30 a.m.**

Questions and Responses on pages 2-4 following



Mark A. Booker
Director of Purchasing

Company Name

Address

City State Zip

Signature

Title

#	Question	Response
1	Section 3.1.1 of the RFP states that an electronic copy of the RFP will be made available to prospective firms by the District in addition to the hard copy, and requests that the firm use the electronic copy as a format for responses. Is the PDF version of the RFP that we received intended to be this electronic copy, or will the District make a Word version of the RFP available?	A Word version will be added to the internet.
2	To what level of detail have current business processes/requirements already been documented?	The degree to which business process have been identified will vary. It should be assumed for planning purchases that the processes will require definition.
3	What is the term of the current Ricoh MFP contract?	Effective through August 31, 2019 with the option to renew through August 31, 2022.
4	Can you provide a description and number of records that are in scope?	The district does not have descriptions or quantities of document types.
5	Do you have documented processes for the current record management system workflows?	No, the district does not have documented processes for current record management.
6	Can you provide a list of current individual department record management solutions that are being utilized?	Human Resources is using Laserfische to a small degree. Student Services and the Technology Department utilize Metafile for cold storage of documents. BMI Imaging System's Digital Reel is used to store transcripts created prior to the 1998-99 school year that were once stored on microfilm. All departments follow the TSL RRM. Each department is responsible for maintaining documents in accordance to the RRM.
7	Proposal Format – Can you please clarify how the District wants the proposer to respond to the RFP requirements? The following sections, 1.1.10, 3.3.2 and 3.3.3 indicate that responses should be inserted into the RFP document, but the proposal format also outlines the structure as transmittal letter, table of contents and executive overview.	The response should be formatted as outlined in 3.1 Proposal Format
8	1.1.10 – Reads: “All pages of this Request for Proposal are to be returned with your proposal.” What does that mean?	The supplier should include a copy of the RFP to demonstrate awareness of all of the requirements
9	3.3.2 – The proposal should contain the proposer's response to each item and specific task described in Section 2....	The response should include a note with each section that the firm can fully comply or to what degree the company is capable of performing.
10	3.3.3 The proposer is asked to insert their response following each item contained in the electronic copy of this RFP.	This item may be disregarded.
11	Please let me know the anticipated duration of the required scope of work.	Duration of the project will be dependent on the number of resources and technological capabilities of each firm to complete the required scope.

#	Question	Response
12	<p>1.1.4.1: ...Texas State Libraries Records Retention Manuals... Question: Has the District enhanced or otherwise reformatted the TSL RRM or do you use the existing manuals as-is? Have retention rules been developed to accommodate materials not included in the Retention Manuals? If your answer is “yes” for either question, please provide a copy of the District’s retention manual.</p>	<p>Regarding Student records, the District has developed a document called <i>Appropriate Contents of a Student’s Cumulative Folder</i> that identifies forms used in the District and designates the appropriate retention period. This document will be posted following the addendum.</p>
13	<p>2.2.1.1: On-site survey departments. Question: the interview list includes “Business” and “Purchasing”. What business units are contained within “business”? Should the consultants assume all business units under Dr. Ringo, Dr. Chance and Dr. Eldredge will be included? Other than one interview each with an elementary, middle and high school, are any other areas under Dr. Wells included? Does IT fall under the Executive Technology Officer?</p>	<p>“Business” would include Accounts Payable, Accounting, and Cash Management. The organizations listed for On-site interviews are those with critical needs. All departments and schools would be included in an enterprise solution. IT does fall under the Executive Technology Officer.</p>
14	<p>2.2.1.2 and 2.4.1: Perform a gap analysis to identify functional requirements not supported by current DMS providers. Question: There are hundreds of DMS providers on the market. Please provide some expectations on how the consultants will narrow the scope of with which to conduct gap analysis. Or, is the committee suggesting that the gap analysis will be between the developed requirements and the <i>general capabilities</i> of the DMS market.</p>	<p>The gap analyses should be performed based on the requirements and the general capabilities of the DMS market.</p>
15	<p>2.2.1.4: Hardware needs. Question: until the final vendor(s) is/are selected, hardware requirements will be difficult to pin down. Likewise, a cloud offering will have little hardware requirements. Please clarify expectations.</p>	<p>The district is depending on the consultant to provide the most efficient solution based on the technology infrastructure in place for GISD and the availability of labor to host a solution.</p>
16	<p>2.3.1.2: ...for consultant presentations and demonstrations based on requirements or scripts defined by the Evaluation Committee. Question: What exactly is meant by this statement? Presentation of findings and discussion of requirements, weighting, etc. would be expected. What kind of demonstration would the Evaluation Committee expect from an independent consultant? Does the committee expect the consultant will be affiliated with a specific vendor/integrator or vendor neutral and unbiased and therefore able to demonstrate software?</p>	<p>The consultant would be required to assist in development of the RFP document to include the evaluation criteria and associated weights, and the specific requirements for presentations for those suppliers selected for final consideration during the evaluation phase.</p>

#	Question	Response
17	Whether companies from Outside USA can apply for this? (like,from India or Canada)	All companies licensed to do business in Texas are welcome to respond.
18	Whether we need to come over there for meetings?	It is the intent of the district to have a consultant onsite for specific task within each phase dependent on the approach to accomplishing the associated task.
19	Can we perform the tasks (related to RFP) outside USA?	It is the intent of the district to have a consultant onsite for specific task within each phase dependent on the approach to accomplishing the associated task.
20	Can we submit the proposals via email?	No, responses must be submitted in sealed envelopes.
21	Section 1.2.4 of the RFP provides the proposal evaluation factors in case of tie in price. Can the District please share the evaluation criteria and weighting in the case that there is not a tie in price, including the weighting of price in the proposal evaluation? The evaluation criteria is provided below:	

	Parameters:	Max Points
1	The purchase price	40
2	The reputation of the vendor and of the vendor's goods or services	11
3	The quality of the vendor's goods or services	11
4	The extent to which the goods or services meet the district's needs	30
5	The vendor's past relationship with the district	3
6	The impact on the ability of the district to comply with the laws and rules relating to historically under-utilized businesses (HUB)	0
7	The total long-term cost to the district to acquire the vendor's goods and services	5
8	For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: A. has its principal place of business in this state B. employs at least 500 persons in this state	0
	Total Points	100