

City Of San Clemente
ELECTRONIC DOCUMENT MANAGEMENT SYSTEM
REQUEST FOR PROPOSALS

Addendum I – Submission Requirements

Two copies of each proposal in response to this RFP must be submitted to Rita Mueller, City Records Coordinator, City of San Clemente, 100 Avenida Presidio, San Clemente, CA 92672 no later than 2:00 PM on Friday, July 27, 2001. All proposals must be delivered in a sealed envelope and clearly marked “Response to RFP – Electronic Document Management System and Backfile Conversion Services.”

Format for the proposals shall be as follows:

1. Margins – Margins will be at least 1” at top and bottom and 1” inch on each side.
2. Headers and footers – Headers and footers may be placed in the margins, as long as there is a minimum ¼ “ space between the bottom of the header and the top of the text; and a minimum ¼ “ space between the top of the footer and the bottom of the text.
3. Type Size – primary text type size will be no less than 10 point Arial. Footnotes shall be no smaller than 8 points.

Please follow this format:

1. Table of Contents
2. Company Background (no more than 15 pages)
 - a Your name, address, telephone number, years in business
 - b Primary focus of your company (integrator, hardware sales, service bureau)
 - c Biographical information on key employees
 - d Your primary suppliers and their products
 - e A listing of your EDMS experience
 - f 3 key references of your EDMS experience – preferably with municipal governments.
 - g A listing of your BCS experience– preferably with municipal governments.
 - h 3 Key references of your BCS experience
 - i A detailed description of your approach to addressing the needs of the City
 - j List of any subcontractors for any portion of the work
 - k A commitment to adhere to the schedule
 - l A statement of acceptance or modifications to the RFP – Instructions and Conditions.
3. Detailed Product Descriptions (no more than 20 pages)
 - a EDMS Software, including optional software recommendations
 - b EDMS Hardware, including optional hardware recommendations
 - c Backfile Conversion Services (capabilities and capacities)
 - d Support Services – Training and Maintenance
 - e Optional software and hardware recommendations
4. Completion of the attached Price List

Attach relevant data sheets as an appendix to this proposal