



## SWEETWATER AUTHORITY

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March 8, 2024

### **ADDENDUM NO. 2**

RE: DOCUMENT MANAGEMENT SYSTEM AND IMPLEMENTATION

SERVICES

Bid Due – **Extended until March 19, 2024, by 3:00 P.M.**

This Addendum is and does become a part of the above-mentioned Request for Proposal. The following questions were received from potential bidders, and the response are provided as shown.

1. In the initial opening section of this RFP, you state that all proposals must be submitted no later than March 20, 2024 then on Page 4 under Section H you state they have to be submitted no later than March 12, 2024. Which date is correct?

Answer: The correct deadline was March 12th. However, under Addendum 1, the due date has been extended to March 19th by 3:00 P.M.

2. In Section J, the first bullet reads 'Overall responsiveness of the submitted proposal (15% of total score)'. Can you please explain what is meant by the term Overall responsiveness?

Answer: A proposal submitted in response to this RFP shall include information requested in section C through F of the proposal, and required fields in the requirements workbook; the information requested should be complete and detailed enough for Authority staff to understand what is being proposed; as to the score, for example, if all items are complete but Authority staff does not feel the information was not detailed enough, then the proposal may be awarded less than 15% on the score for overall responsiveness.

3. How many total users do you envision accessing your system? Are some users 'Read Only' users...meaning that they will only access the system occasionally to search for a document?

Answer: This information is located in Attachment B- Sweetwater Authority

Requirements Workbook under tab number 4. It is anticipated that there will be 123 users that need to view documents and 15 users of varying higher access.

4. It is stated in the RFP that many departments are storing documents electronically already. Can you let us know where they are storing these documents today?

Answer: The majority of our electronic data is stored on shared network drives.

5. Are these existing electronic documents PDF or TIFF files? Or both?

Answer: Both.

6. Will you require on site work or can the project be performed remotely?

Answer: The project can be performed remotely.

7. Is it possible to get an extension on the due date?

Answer: Addendum 1 extended the due date until March 19, 2024, by 3:00 P.M.

8. Can you describe any existing workflows that the district would like to automate? These might include a public facing form that a citizen could fill out and the form would be routed through a workflow to appropriate end users for review and approval.

Answer: At this time the Authority is only evaluating installation of a Document Management System (DMS); however, the Authority does contemplate implementing workflows through existing applications or potentially through the implemented DMS system; the example provided in the question would be a possible workflow for future implementation along with routing and approval of internal documents.

9. Is it possible to receive a copy of the district's retention schedule/policy?

Answer: At this time the Authority is in the process of creating a retention schedule; a final draft retention policy will be available prior to contracting with the selected vendor

10. Can the district in any more detail how the departments are maintaining their records electronically? Ex: in file folders by account name, in file folders by project name, etc.

Answer: The Authority prioritizes record-keeping by implementing an intuitive folder structure that aligns with the department's projects or functional areas. Main folders are set up for each department with subfolders for more specific divisions or topics. These folders are given descriptive names to make navigation and retrieval easier. The Authority also takes care to assign user roles and permissions based on job responsibilities.

11. Approximately how many paper records is the districting anticipating scanning in to the new DMS? Is there a time frame for the completion of the work?

Answer: At this point in the project, the Authority is still assessing the amount of paper scanning that will be needed for import. Additionally, the Authority does not have a definite timeframe established yet.

12. Approximately how many digital files/documents (file size estimate) will need to be migrated to the new DMS? Is the district planning on doing the migration work themselves (copy and pasting) or is additional labor required for this work?

Answer: At this stage of the project, the Authority is currently in the process of determining the quantity of digital files that will need to be transferred to the DMS. It is understanding that resources will be needed for the migration process, and the Authority is considering options for this aspect of the project.

13. Does the district have any prohibitions on allowing remote access to the environment for the implementers? Access would be via a secure connection as agreed upon by Ricoh and the district.

Answer: Remote access to the Authority's network is possible with certain remote access requirements in place that need to be followed.

14. Can the district provide a list of scanning equipment that will be used? Is the district considering adding additional scanners and if so can we include those scanners in the bid response?

Answer: The Authority has not considered or evaluated scanning equipment at this stage in the project; the scanner can be included as items in the proposal, but they will not be considered for the award.

15. Can the district provide a list of their LOB (line of business) applications so we can check integration capabilities?

Answer: The Authority, based on our understanding, does not utilize LOB applications. The Authority does use the following business applications: Tyler NewWorld, IBM Maximo, ESRI GIS, Microsoft SharePoint.

16. Is the district using any cloud services for their IT environment? I.e. AWS, Azure, Box, google drive, etc?

Answer: The Authority does not utilize any cloud services for any environments.

Sincerely,

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