RFP QUESTIONS and ANSWERS

How many users will be accessing the system? How much storage space are you looking to use? GB's? TB's? **There would be at least 50 users that would need access to the system. That number is a rough estimate - we have not determined that at this time. Also, not sure how much space we would need. However, we do know that we have a 10 x 10 Space that is full of files that need to be converted.**

Approximately how many boxes to be scanned? **Unknown at this time but at least a room full.** Are there documents in file cabinets? **Most are in boxes -there may be some in file cabinets.** Will the School District box all documents before transfer? **That is unknown at this time, however, we are looking for assistance with this work.**

What are the indexing values of the *student records* and *personnel records*? Example: Last Name, First Name? **We would want name look up capabilities and also possibly student ID numbers and similar for when we scale out to personnel records - we will be starting with student records first.**

Is the district keeping track of their own inventory? If, so, is there a file to share with our company? **The inventory is all physical - so we would require the vendor to identify what they are removing and scan with our help to verify this information.**

Once these files are scanned and ingested into our DMS, will there be ongoing scanning? **Yes we will need to continue the process with our future student records once the initial set up and digitization is finished. We will be moving all current and future files into the cloud management solution.**

Is the district open to proposals from vendors who provide only document management systems and not for the scanning/document destruction portions of this RFP? We only provide document management software, but we are open to partnering with a back-file scanning/document destruction vendor of the District's choice. **We are looking for a service that will not only convert our files into digitized formats, but can store and manage them. Do you already have a partner and can you work with them to submit a proposal? OUSD reserves the right to award all, part, or none of the work described in the RFP**

Can the District please extend the submission deadline for this RFP to a minimum of two weeks following the posting of responses to all addenda/question responses? This would allow for enough time to provide the District with an accurate, comprehensive response & proposal. **We will check with the team, but may not have an answer for you until Monday - the information you recieved in the draft was essentially the same - we are looking for a solution to covert current student data files into digitized format and then a system to manage that data. I will let you know if we are able to grant your request as soon as I have confirmation.**

Can you please provide the titles of the members of the proposal evaluation team? **Our evaluation team will consist of a team from business services, Assistant Superintendent of Business Services, Administrative Assistant Business Services, Executive Director Technology and Educaiton Services, Network Specialist, Director of Fiscal Services and Assistant Superintendent Human Resources. We may have substitutions in the event that a member is not available so this team is fluid.**

Will IT be involved in this purchase, and if not, what level of involvement does IT assume for the project? **IT will be a team member in this process and will cover any of the technical elements required. This is a multi-department endeavor.**

What solution(s) are currently in use that the new solution would be replacing (please include versions)? **Paper system**

Is the current solution on-premise or hosted in the cloud? **We would like a cloud solution.**

Which department(s) are using the current solution(s)? **N/A**

If you have an existing solution: **N/A**

1. What is the total number of documents to be migrated?
2. What is the total storage size of the documents to be migrated?
3. For future growth, how much additional storage do you anticipate needing annually?
4. What is the total number of unique document types?
5. How many unique forms are currently in use?
6. How many workflow routing rules do you have? Which ones make updates to your business\SIS apps?

Why is the District seeking a new solution? **N/A**

What functional/operational issues are there with the current solution and what is the District seeking to improve with a new system? **N/A**

When does the current contract(s) for the current solution(s) expire (if any)? **N/A**

What is the District's annual spend for the current solution(s) (if any)? **N/A**

Has the District purchased the current solution directly or via a reseller? If reseller, which one? **N/A**

Will the District be holding demonstrations from shortlisted vendors prior to vendor selection? **NO**

How many prospective suppliers will be invited to provide demonstrations for this project? **N/A**

Will shortlisted vendors be invited to provide demos in person? **N/A**

How will the District score/rank submitted proposals? **Identified in the RFP ● Overall proposal suitability**
● Overall proposal suitability
● The functionality of the DMS
● The price of the DMS
● The level of support offered by the vendor

● The vendor's experience with similar projects

- **Overall proposal suitability - 30**

- **The functionality of the DMS - 20**

- **The price of the DMS - 20**

- **The level of support offered by the vendor - 20**

- **The vendor's experience with similar projects - 10**

Are there any requirements that if not met will result in automatic disqualification? **That would be determined at the review - we have reserved the right to accept or reject any an all for reasons that may come up during review.**

What departments will be utilizing the new solution? **ALL**

Is there a phasing plan for the project to cover different departments and aspects of the solution? If so, can this please be shared? **The phase in process will be determined as we decide upon a group. We do plan to do this over time starting with the high school documents.**

Are there any other systems the District intends to integrate with the solution? **This is not known at this time.**

What staff and resources does the District have to manage data integration? Is there a preference of the staff to work via API or other approach (e.g. batch file, direct to database)? **We want our staff to be able to access the records easy like they would in a Student information system or other digital filing system. Ease of use if our goal.**

Are there any needs for customized printed documents (payroll / AP checks, transcripts, tax docs, etc)? **YES**

What District staff have been/will be assigned to the project for implementation? **Unknown at this time.**

How many individuals (total) will need to scan documents into the document repository? **We would like this portion done for us - all future scans would happen at school offices and district offices - 20 people is a rough estimante.**

How many individuals (total) will need to log in and view documents stored in the repository? **Roughly 50 - exact number is not known at this time.**

How many individuals will need to be logged in and view documents stored in the repository at the same time? **Roughly 50 - exact number is not known at this time.**

Has a budget been allocated and approved for this project? **Budget will be finalized after proposals are submitted.**

What is the District's budget for the project? **N/A**

Which District department is funding this project? **N/A**

Will any purchases from this RFP require board approval? **Unknown at this time.**

Has the District seen demos of any potential solutions or related technologies in the last 12 months? If so, which ones? **Yes, Vendor information is not accessible at this time.**

Has the District worked or consulted with any vendors and/or external sources in the development of the requirements for this RFP? If so, please identify. **The RFP was build based on our district's needs.**