

Addendum No. 1

Inquiries and Responses

RFP Solicitation # 3000005757

DOTD Records Information Management Improvement Project (RIM)

- 1. Some of the tasks seem similar to the tasks in a previous RFP (Records Information Management Program – Improvement and Implementation, RFP Solicitation No. 3000001610). Can you explain how this RFP is different?** *RFP No. 3000005757 is for services to continue to assist DOTD in improving its Records Management Program. Some of the services/tasks included in RFP 3000005757 are of an ongoing nature and will be similar to those included in RFP No. 3000001610. However, the scope of the services and tasks to be provided by RFP No. 3000005757 are defined in RFP No. 3000005757.*
- 2. Have all of the deliverables required by RFP 3000001610 been completed, and can they be provided?** *Yes. The documents can be provided, upon receipt of a public records request submitted through the appropriate channels.*
- 3. Is the previous vendor for RFP 3000001610 eligible to bid on this RFP?** *Yes.*
- 4. Will DOTD provide the necessary hardware and software for imaging operations implementation?** *Yes. The necessary hardware and software for imaging operations implementation will be provided by DOTD based, in part, on the recommendation of the winning proposer to RFP No. 3000005757.*
- 5. Will DOTD provide necessary supplies for both RM Operations and Imaging Operations?** *Yes. The necessary supplies for both RM Operations and Imaging Operations will be provided by DOTD based, in part, on the recommendation of the winning proposer to RFP No. 3000005757.*
- 6. Will the proposer be responsible for providing the following technology development and ongoing support necessary for imaging operations?**
 - **Document indexing and submittal portal (transmittal)**
 - **Hardware and software configuration**
 - **Database design and configuration for document and metrics tracking**
 - **Configure scanner profiles**
 - **Upload of documents to repository**

Proposers will be responsible for providing functional imaging operational services as defined in Part II, Section 3.4 of RFP 3000005757. Likewise, the proposer will be responsible for assisting DOTD in optimizing DOTD's usage of technology in the imaging operations function as defined in Part II, Section 3.2 of RFP 3000005757. The development and maintenance of specific technology such as Electronic Document Management Systems or Electronic Content and Records Management software and infrastructure will be the responsibility of DOTD and its technology partners.