



## REQUEST FOR PROPOSALS

### 1.0 GENERAL INFORMATION

The Town of Gila Bend, Arizona is requesting proposals for the purchase, installation, configuration and training of a document and agenda management system. Consistent with the Town of Gila Bend's theme of Sustainability, the town has initiated a plan to acquire and deploy a document imaging system for the secure storage of documents based on our retention policy. The goal of the project is to develop and implement an electronic document management system, to serve the current and future archival needs for the town which will:

- Reduce hardcopy management
- Meet our Emergency Restoration needs,
- Provide network access to stored documents, and
- Provide a means for electronically managing meeting agendas
- Improve efficiency of records retention and disposition for the Public, Council and Staff

### 2.0 SUBMISSION REQUIREMENTS AND DEADLINE

To be considered responsive to this request, a proposal must be submitted in four (4) copies by the proposal submission deadline in a sealed envelope marked "Proposal for Document and Agenda Management System." **Proposals will be accepted by the Town of Gila Bend until 4:00 p.m., Arizona time, February 16, 2012.** Proposals should be addressed to Beverly Turner, Town Clerk, and either delivered to: 644 W Pima Street, Gila Bend, Arizona 85337 or mailed to: P.O. Box A, Gila Bend, Arizona 85337. Late proposals will not be considered.

While applicants are encouraged to organize their submissions in such a way as to follow the general organization of the Scope of Work and Evaluation Criteria, any information included within the proposal may be used as part of the evaluation process as part of any evaluation criteria or weight. At a minimum, the proposal shall contain the following information:

- 2.1 Company name, address, contact name, phone number, fax number, and email address (if available).
- 2.2 Names and titles of officers and principals.
- 2.3 How many years has your firm been doing business under the current name? List all previous names used by this company or by any principal owning 25% of the company for the past 10 years.



2.4 List the name or names of person(s) who will be your project manager(s). Provide resumes in an Appendix.

2.5 List any litigation or arbitration in which your firm has been involved in the past 5 years.

***Follow the format listed below in the preparation of the Proposal.***

Section 1: A brief (5 pages or less) description of the firm and capabilities. Focus on areas of experience and capability of the firm to implement this system as described in the detailed specifications. Experience with Cities and Towns should be noted.

Section 2: Vendor's Financial Statements for the last 3 Years

Section 3: A list of at least five references of customers, which are currently using your systems where the Supplier has implemented. Provide complete contact information (name, phone number, and address). City/town references are preferred.

Section 4: Completed Tables of Conformance to System and Implementation Requirements.

Section 5: Pricing

3.0 SYSTEM AND IMPLEMENTATION REQUIREMENTS

3.1 Section 4 of the Supplier's Proposal shall consist of System and Implementation Requirements. The System & Implementation requirements shall describe the Supplier's compliance or deviation to each requirement listed in each section.

3.2 For each item, responses shall be only one of the following:

3.2.1 **Comply:** Supplier complies with the requirements of the paragraph, and will furnish materials, equipment, and/or services as described in the paragraph without deviation.

3.2.2 **Deviation:** The Supplier proposes not to comply with the requirements of the paragraph. Any deviations shall be accompanied with the following explanatory information:

3.2.2.1 Explanation of the cause for the deviation.

3.2.2.2 Proposed alternative implementation/action which meets the intent of the specified requirement as closely as possible.



**SYSTEM AND IMPLEMENTATION REQUIREMENTS - SUMMARY**

This section requires a written response from prospective Bidders regarding their ability to meet all of Gila Bend’s required functionality as defined in the System Requirements Worksheets. Elaborate on each item as much as possible.

<b>SYSTEM AND IMPLEMENTATION REQUIREMENTS</b>	<b>Provided</b>	<b>Comments</b>
Need to digitize current/completed records (paper, microfilm, and microfiche)		
Need structured indexing		
Needs to be non-proprietary		
Needs to be user friendly		
Needs to have good support; upgrades must come with maintenance		
Needs to be of good value		
Needs to be one package, including integrated Workflow module at no additional charge		
Needs to be a leader in document imaging		
Needs resources/training on the user side		
Need to have internal subject matter expert		
Provide the best business practice documentation		
Clear security protocols – Auditable trails/Tracking/Authorizations		
Financially sound application provider		
Ability to restore data from within the application		
Need to be readily accessible to support team (regional)		
On-site implementation services		
Ability to scan color documents		
Ability to scan to OCR		
Practically in usage, cost, etc.		
Operation management system – work flows		
Decide what information can/should be available to intranet – documents, files, and forms		
Access is user friendly – research, viewing, editing, and printing		
Quick access to information – find capabilities		
Data security – control access rights through tracking and reporting		
Document Version control		
Check out rules		
Integrated Agenda Manager product		