

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
Antonio M. Perez, Secretary-Executive Director

**OFFICIAL NOTICE NUMBER 57730
REQUEST FOR PROPOSAL
Document Imaging and Management System**

**ADDENDUM #3
March 31, 2016**

THIS ADDENDUM TO THE SPECIFICATIONS IS ISSUED TO MODIFY, CLARIFY OR CORRECT THE ORIGINAL DOCUMENTS AND IS HEREBY MADE A PART OF SAID DOCUMENTS.

QUESTION: "Solution provides capabilities to not only retrieve and archive to the ECM system from the native office toolbar, but also search and retrieve ECM stored content from directly inside the native office application." ←-Just to be clear, you want to be able to do a search of the ECM system from within Word (or any Office Application) and return the results within Word and then open any sort of document (e.g. TIFF, Cad File, video file, etc) within Word?

ANSWER: Yes

QUESTION: "Solution provides ability to automatically link related documents of similar or different file types to each other (e.g., a mainframe-generated text file to a TIFF image)" ←Auto-link based on what criteria?

ANSWER: N/A

QUESTION: "List the versions of Microsoft Outlook that you support" ← what version of Outlook are you current using?

ANSWER: Outlook 2010

QUESTION: "Solution's capture process allows for page separation and retrieval. This should include the separation of image and PDF file types" ← please clarify – what are you looking to do with this feature?

ANSWER: N/A at this time.

QUESTION: "Describe the features that enable your system to scale for high-volume imaging applications" ← Please provide an example of a high-volume imaging application

ANSWER: N/A At this time.

QUESTION: "Drag and drop from a line-of-business application screen" ← what line of business application are you dragging and dropping from?

ANSWER: From Any Office Application

QUESTION: "Associated fees to each process" ← Are you asking to associate Fees to each Workflow process? Please provide some examples of processes that you would like to associate fees to.

ANSWER: WorkFlow is not need at this time but was included in RFP for future use.

QUESTION: "From a data-centric business application, based on account / record information presented on the screen, system allows users to retrieve ECM stored documents without custom programming, API programming, scripting, or modifications to the existing application" ← What applications?

ANSWER: This allows of flexibility for future applications without any programming.

QUESTION: "Non-programmatic configuration enables your system to be auto-aware of any business application that is integrated for document retrievals (meaning a user does not have to manually declare the business system in which they are working)" ← Please provide examples of when this scenario might arise and list applications.

ANSWER: At this time I no specifics on this. It was included for future enhancements.

QUESTION: Does the system support document record retention policies? If yes please list the types of policies supported? ← Which policies is the City looking at?

ANSWER: We are not sure yet. We need to keep electronic records a certain amount of years and just want to make sure the ECM will support that. I don't have this criteria at this time.

QUESTION: Describe your solution's support for virtualization ← Are you asking if the solution will run in a virtualized server environment?

ANSWER: Yes

QUESTION: Describe your solution's ability to send documents as an encrypted PDF ← Send documents how? Via Email?

ANSWER: Yes

ALL THE QUESTIONS HAVE BEEN ANSWERED.

ALL PROPONENTS SHALL ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF ADDENDUM NUMBER 3 (dated March 31, 2016) FOR DOCUMENT IMAGING AND MANAGEMENT SYSTEM BY SIGNING IN THE SPACE PROVIDED AND SUBMITTING THE SIGNED ADDENDUM WITH PROPOSAL. PROPOSALS SUBMITTED WITHOUT THIS ADDENDUM MAY BE CONSIDERED NON-RESPONSIVE.

_____ DAY OF _____, 2016

SIGNATURE
