

CITY OF ASHEVILLE

DATE: October 24, 2016

TO: Interested Parties

RE: RFP No. 298-2016EDR - ADDENDUM 1

The purpose of this addendum is to incorporate additional information and provide clarification to RFP No. 298-2016EDR for the Electronic Document Review Solution for the City of Asheville.

Submitted questions:

1) Can companies from Outside USA (like, from India or Canada) apply for this?

Answer: *The RFP does not exclude responses from outside the United States. All Responding firms must comply with all requirements outlined in the RFP.*

2) Will a Responding Firm need to perform on-site meetings?

Answer: *The City is not mandating in-person (on-site) interviews, demonstrations, or meetings related to the discovery, implementation, or related services. The RFP asks responses to provide a project management schedule and include travel expenses as needed or recommended for a successful project.*

3) Can we perform the tasks (related to RFP) outside USA (like, from India or Canada)?

Answer: *See answers to items 1 & 2.*

4) Can we submit the proposals via email?

Answer: *Email is the only acceptable response format.*

5) How many users will need a license to use the electronic plan check tool?

Answer: *The City is asking that responses include details on licensing structure of proposed solution. It is expected that the City of Asheville may have up to 100 employees who need to access the system for storing/retrieving documents and metadata. Please describe any additional licensing options (named users versus floating) as well as solutions to provide broader read-only access to documents including public access. We estimate 40-50 users who would need dedicated licenses, 10-15 periodic users who could share licenses, and another 30 users who would be read-only access.*

6) Does the City already have Adobe Acrobat Pro XI or Adobe Acrobat DC licenses for the users that will perform electronic plan checks?

Answer: *No, the City does not have Adobe licenses available for the plan review staff.*

7) Is the City open to purchasing EDR software directly from the EDR software vendor and implementation services directly from the system integrator with two separate contracts?

Answer: *Yes, this structure would be considered however, the City would prefer a “turn-key” solution with the primary responding Firm serving as the responsible agent for all sub-contracts.*

Acknowledgement of Addenda Received: This form shall be signed and returned with the Responding Firm’s proposal or individually if proposal already submitted.

Representative Signature

Company Name

Additional questions concerning this RFP shall be directed via email to Diane Meek at dmeek@ashevillenc.gov. All correspondence shall include “298-2016EDR” in the subject line of the email.

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