

## **ADDENDUM NO. 1**

### **REQUEST FOR INFORMATION (RFI)**

**RFI #886**

**THE FLORIDA LEGISLATURE**

**ENTERPRISE CONTENT MANAGEMENT**

October 17, 2016

In the event of a conflict between the RFI and this Addendum, this Addendum shall control. The information included in this Addendum is now made part of this RFI.

Section II, REQUESTED INFORMATION, of the RFI is amended below as indicated by underlines and strikethroughs.

**G. Demonstration**

Please indicate whether your company is willing to provide a demonstration of its proposed solution(s), and if so, it's preferred method of demonstration (e.g. via webinar), and the contact information for scheduling purposes.

Contained below are the responses to the questions.

#	VENDOR	QUESTION	RESPONSE
1	DelteK	I was wondering if there was an incumbent who was currently filling this role. If there isn't how is the need for this currently being met?	<b>No. Current processes are described in the RFI under Section I, Purpose.</b>
2	CJIS GROUP LLC	Should the project move forward, when would the Office like to acquire a solution?	<b>Not yet determined.</b>
3	CJIS GROUP LLC	Where all will the solicitation be advertised?	<b>Not yet determined.</b>
4	CJIS GROUP LLC	Who is the technical lead/project manager for this project?	<b>Not yet determined.</b>
5	CJIS GROUP LLC	Where will money be requested from, when will the request be made and when do you expect to know if the request was approved or not?	<b>Not yet determined.</b>
6	CJIS GROUP LLC	Who provides the Florida Legislature's HR system and property inventory application? How long have those been in place? Any plans to upgrade or replace those in the next 5 years?	<b>High Line Corporation hosts the HR system since January 2016. Incident Monitor by Monitor 24/7 is the software application for property inventory for past 10+ years. No plans to upgrade or replace at this time.</b>
7	CJIS GROUP LLC	What else will you need to procure related to the CMS effort? (i.e. integration services, RFP development services, iv&v services, gap analysis, etc)	<b>Not yet determined.</b>
8	CJIS GROUP LLC	Is the Office partial to a vendor hosted or on premise solution?	<b>No. Vendor should propose all solutions that it believes will serve the best interests of the Legislature.</b>
9	CJIS GROUP LLC	What else is the Florida Legislature working on technology wise? Where are you at in the development/procurement process of those?	<b>OLS does not currently have any outstanding technology procurements.</b>

10	Seven Outsource	Whether companies from Outside USA can apply for this? (like, from India or Canada)	<b>Yes.</b>
11	Seven Outsource	Whether we need to come over there for meetings?	<b>There are no meetings scheduled at this time.</b>
12	Seven Outsource	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	<b>Vendor should propose all solutions that it believes will serve the best interests of the Legislature.</b>
13	Seven Outsource	Can we submit the proposals via email?	<b>No.</b>
14	United Solutions Company	In Paragraph I A – Finance and Accounting, B – Purchasing, and C – General Services (Property Management), how many users are expected for the system? In particular, how many “power users” with a need to be logged in during most business hours, how many occasional users will have a need to log into the system, and how many casual users or public access users will need to be accommodated? Note that we will need this information to be able to calculate the number of concurrent users needed and to provide a proper response to Paragraph II F – Financial Information.	<b>Approximately 25 users with role based access.</b>
15	United Solutions Company	Is there an estimate of additional users for future growth if expansion is implemented to support the additional OLS sections and the other eight joint legislative entities in separate offices as mentioned at the end of Paragraph I? Can this estimate include the numbers of power users, occasional users and casual users as well?	<b>Not yet determined.</b>

16	United Solutions Company	Is there a list of workflow processes that are to be implemented in the first group and the second group mentioned in question 1[14 above] and 2[15 above]?	<b>Current processes are described in the RFI.</b>
17	ImageSoft, Inc.	Of the OLS Offices mentioned (Finance and Accounting, Purchasing, and General Services) how many users of a new ECM system does the OLS anticipate having for each department?	<b>See Answer to Q14.</b>
18	ImageSoft, Inc.	About how much estimated storage (in GB) of scanned documents does the Finance and Accounting Department of expenditure records expect to import into the new Enterprise Content Management (ECM) solution?	<b>203 GB.</b>
19	ImageSoft, Inc.	Does the OLS expect to have access to all historical documents in the new ECM system, or would document only enter the new ECM system day one and forward?	<b>OLS would prefer access to all historical documents in the ECM.</b>
20	ImageSoft, Inc.	Can you provide the system name and version of each of the current systems that the ECM must have the ability to interface with?	<b>Legislative Travel System provided by Image API.</b>
21	Triangle Solutions Technology	Are there any US geographical restrictions for this potential project?	<b>No.</b>
22	Triangle Solutions Technology	Is there a preference for a locally hosted or cloud hosted solution, or are both equally possible?	<b>No preference. Vendor should propose all solutions that it believes will serve the best interests of the Legislature.</b>
23	Triangle Solutions Technology	For a locally hosted scenario, concurrent users' licenses are used to access the system. How many concurrent users could potentially be on the system at any one given time?	<b>See answer to Q14.</b>
24	Triangle Solutions Technology	In relation to your current physical document archive, are there any plans for it to be digitized and put into the future system?	<b>See Answer to Q19.</b>

25	Triangle Solutions Technology	What is your current hardware and software setting i.e. - work stations, servers, and scanners?	<b>Scanner: Fujitsu document scanner; Kofax Imaging 3.1; Adobe Acrobat 10; Sharepoint 2008.</b>  <b>Workstation: Intel; Windows 10; eForms application.</b>  <b>Servers: Windows 2016r2.</b>
26	Triangle Solutions Technology	Are there any currently known time schedules for a potential RFP for this future project?	<b>Not yet determined.</b>
27	M-Files	Will an RFP be a future step in this process?	<b>Not yet determined.</b>
28	M-Files	If so, will demonstrations be given prior to RFP?	<b>Not yet determined.</b>
29	M-Files	Has a specific budget or budget range been assigned to this initiative?	<b>Not yet determined.</b>
30	M-Files	Has a timeframe been assigned to this project with milestones for specific phases?	<b>Not yet determined.</b>
31	M-Files	How will the decision be made which vendors will be considered for the next phase?	<b>Not yet determined.</b>
32	M-Files	Can you provide a more granular breakdown of the software and release levels that are used by the three OLS Offices described in the RFI?	<b>See Answer to Q25.</b>
33	M-Files	For those systems that are described as proprietary/internal, can you provide information on their general architecture (operating system, database platforms, etc.)?	<b>Database platform: SQL or Sharepoint.</b>  <b>General Architecture: Microsoft active directory.</b>  <b>See Answer to Q25.</b>
34	M-Files	Can you provide workflow diagrams for the processes within scope of this RFI?	<b>No.</b>

35	M-Files	Are CDs and shared file systems your only storage mechanism for files, or are there also DMS type systems in use for file storage (if so, please describe)?	<b>Shared file systems.</b>
36	M-Files	What is the scanning environment(s) in use by the three Offices?	<b>See answer to Q25.</b>
37	M-Files	Do you envision the future solution as backfilling the existing ten years of files, thus requiring a migration to the new solution as part of the deployment?	<b>Yes. See Answer to Q19.</b>
38	M-Files	Can you provide information on your existing security model and whether integration into it will be required?	<b>No.</b>
39	M-Files	Do you envision access to the future system from mobile devices as well as a traditional client/server paradigm?	<b>Not yet determined.</b>
40	M-Files	Do you have a preference for cloud vs. on premise deployment?	<b>No. Vendor should propose all solutions that it believes will serve the best interests of the Legislature.</b>
41	M-Files	Will disaster recovery and/or replication be required as part of the solution?	<b>Yes. Vendor should propose all solutions that it believes will serve the best interests of the Legislature.</b>
42	M-Files	What is the Florida Legislature's Accounting System(s), including current version level?	<b>Mainframe based financial accounting system hosted by Department of Financial Services called Florida Accounting Information Resource Subsystem (FLAIR).</b>
43	M-Files	What is the Florida Legislature's HR System, including current version level?	<b>ePersonality 5.02 provided by High Line Corporation.</b>
44	M-Files	What is the Florida Property Inventory Application, including current version level?	<b>See Answer to Q6.</b>
45	M-Files	Are there any other Enterprise Content Management Systems, Document Management Systems, or	<b>No.</b>

		Records Management Systems in use today? If so, what are the vendors and version numbers?	
46	Quest Diagnostics	How many unique locations will the role out cover? Also , over what period of time would you expect this to happen?	<b>Not yet determined.</b>
47	ASG Technologies Group, Inc.	Number of total users who might use the system at ANY time? a. For example, if the 3 Offices employ a total of 100 individuals, but only half of them would ever use the solution, then the answer would be $100/2 = 50$ .	<b>See Answer to Q14.</b>
48	ASG Technologies Group, Inc.	Number of total users who might use the system at the SAME time? a. For example, if there are 50 people who can use the system, and all of them are likely to use the software at the same time, the answer would be 50.	<b>See Answer to Q14.</b>
49	ASG Technologies Group, Inc.	Are there non-OLS staff that would access to ECM system to either add or retrieve content? If so, and these were not included in the answer to number 1 [47 above], how many are there?	<b>Possibly. The number is unknown at this time.</b>
50	ASG Technologies Group, Inc.	Will any ECM-managed content be presented to the general public through some form of public web site? If so, what is the expected volume of usage per day? Also, is there a preference to how this information is presented?	<b>The Legislature is interested in this feature. Vendor should propose all solutions that it believes will serve the best interests of the Legislature.</b>
51	ASG Technologies Group, Inc.	In the RFI, it was stated that there are 10 years of scanned records being stored on a shared drive. a. How many total files are there? b. What is the total size on disk? c. What is/are the file type of these files?	<b>a. 230,961 total files. b. 203 GB c. PDF</b>

	ASG Technologi es Group, Inc.	If the usage is expanded to other OLS Offices, is there a feel for how the above numbers would change if all possible offices were to use the solution?	<b>Not yet determined.</b>
53	IBM	How many total users will be authorized to access the ECM system for all departments for storing, updating, searching, and retrieving documents?	<b>See Answer to Q14.</b>
54	IBM	Can you share any estimated volume information on number of documents to be stored, retrieved, updated on a daily, weekly, monthly, or annual basis?	<b>Seasonal and can range from 20-50 daily of varying size.</b>
55	IBM	How much of the ten year backlog are they hoping to migrate as a part of implementing this RFI?	<b>See Answer to Q19.</b>
56	IBM	Does the State of Florida want to perform this migration themselves or are they looking to a partner to assist in doing so?	<b>Vendor should propose all solutions that it believes will serve the best interests of the Legislature.</b>
57	IBM	Do you require any Records Management capabilities?	<b>The Legislature is interested in this feature. Vendor should propose all solutions that it believes will serve the best interests of the Legislature.</b>
58	IBM	What type of information is being redacted from documents?	<b>Confidential information per rule, state, or federal law.</b>
59	IBM	Are certain users allowed to see redacted information? Is this a role- based redaction?	<b>Yes.</b>
60	IBM	What are you currently using to provide signatures on PDF forms?	<b>PDF form is printed, signed, mailed or scanned.</b>
61	IBM	Are documents being received by email attachments from companies and business partners outside of the State of Florida's email system?	<b>Yes.</b>



62	IBM	What protocols do you typically use to integrate applications with the Florida Legislature's HR System and property inventory applications? (example REST, Web Services, other)	<b>Currently, there is no integration with any applications but we do file transfers via ftp.</b>
63	IBM	What is the size and volume of the 10 years of records with OLS? How are they currently archived and can they be exported to a file system with the image and the metadata stored separately?	<b>See Answer to Q18 and Q51. They currently reside on a file server.</b>
64	IBM	Do you require a scanning solution that includes Fax and Multi-Function Devices (Print/Scan/Fax)?	<b>The Legislature is interested in this feature. Vendor should propose all solutions that it believes will serve the best interests of the Legislature.</b>
65	IBM	Do you have any mobile or external collaboration requirements?	<b>The Legislature is interested in this feature. Vendor should propose all solutions that it believes will serve the best interests of the Legislature.</b>
66	IBM	What version of Office and Exchange are you currently using? Office 365?	<b>Office 2016 and Exchange 2013.</b>