

City of Everett
Request for Proposals



RFP 2010-076

**Contracting, Ordinances, Resolutions, Motions and Citywide
Electronic Document Management System**

City of Everett
Purchasing Division
3200 Cedar Street
Everett WA 98201
(425) 257-8840

City of Everett
REQUEST FOR PROPOSALS
Proposal **2010-076**
Contracting, Ordinances, Resolutions, Motions and Citywide
Electronic Document Management System

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City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System
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INTRODUCTION AND BACKGROUND

PROPOSAL DEADLINE

Sealed proposals will be received by the **City of Everett, City Clerk, 1st Floor, 2930 Wetmore Avenue, Everett, Washington 98201 until 2:00 p.m., March 22, 2011**

INTENT SUMMARY

This Request for Proposal (RFP) is to obtain a Vendor with the necessary capabilities, experience and knowledge to provide and deploy a citywide electronic document management and workflow system (CW-EDMS) that will initially support a contracting, ordinances, resolutions and motions document management system (CORM-EDMS).

The City of Everett has a population 101,000 with 1,100 full time employees working in 20+ departments and divisions. City of Everett departments include Police, Fire, Library, Parks and Streets, Everett Transit as well as a large water Utility and Public Works Department.

Additional City departments and services includes Animal Services and Shelter, Senior Center, Arts and Culture, Finance and Budget, City Clerk, Economic Development, Human Resources, Information Technology, Legal and Prosecutor's Office, Everett Municipal Court, Purchasing and Streets Maintenance.

The City is not interested in developing a solution, but is requesting proposals for an "off-the-shelf" application that can be customized to meet the needs of the City of Everett. The target procurement range is \$200,000 - \$300,000 including applicable tax for a complete contracting, ordinances, resolutions and motions electronic document management system (CORM-EDMS) that will, as expanded, support a citywide electronic document management and workflow system (CW-EDMS) as outlined in this RFP Document.

The City's goal is to begin a phased implementation by August 1, 2011.

Responses should be based on features that actually exist in a product released and sold to the general public for a period of at least ninety (90) days prior to the Proposal Due Date. Changes to the manufacturer's base product required to meet the specifications should be clearly identified. Do not respond based on features or enhancements expected to be included in future versions of

the product. You may, however, include information on anticipated future product developments as an attachment to your response.

Proposers should carefully review requirements and submit information on the system or systems that best meet the City's requirements.

The proposed system should be scalable, modular, and able to readily incorporate additional future enhancements.

Proposed systems should have a history of adoption and use by municipal government entities. Proposals should demonstrate successful expertise and experience implementing; installing and maintaining a citywide electronic document management and workflow system (EDMS) including hardware and software.

VENDOR PROVIDED SERVICES

The Vendor will provide the following services:

- Attend project milestone meetings
 - o Conference calls acceptable
- Provide progress reporting
- Project Schedule
- Implementation Planning
- Application requirements analysis
- Minimum specifications for Hardware and Software
- Technical support for implementation
- Documentation for use of application
- Training for end users and training for technical staff supporting application.
- Support of application through transition into production usage
- Future software maintenance and support

MINIMUM REQUIREMENTS

The following represent **minimum requirements** for the Citywide Electronic Document Management System (CW-EDMS) project.

- Document capture capabilities (scan, fax, upload).
- Ability to initially index documents through a data portal before documents are scanned into the system.
- Index capabilities (manual, barcode, forms processing, ICR/OCR, upload).
- Document check in / check out capabilities.

- Document versioning.
- Security (scan, upload, view, annotate, approve, print, fax out, email out, administration).
- Web (Thin Client) view, annotation, and workflow capabilities.
- Annotation options (sticky note, direct annotation, circles & squares).
- Electronic signature capability
- Pin code approval capability.
- Ability to approve workflow transactions in the data base (based upon user log in and password)
- Integration to outside data systems
- Search capability (search across and within all defined indexes).
- View ability for all sizes of documents including engineering size
- Workflow & workflow reporting capability.
- Record retention/disposition capability.
- Encryption (Document).
- Output capability (print, fax, internet & CD-ROM).

PROPOSED SOLUTION COSTS

Vendors must itemize the unit and extended price for each product and service proposed as part of the proposed solution. Cost information must include all expected implementation and operating costs, both one-time and ongoing. Specific model numbers and capacities should be included. Information about license sizes must be provided. Vendors should describe and quote optional 'desirable' components as individual and separate items. Any upgrade to the base system needed for optional components must be included in the cost of those components.

- Application Software Modules For Core System
- Hardware and Required Software Compatible with City Environment
- Professional Services For System Configuration And Implementation
- Travel and reimbursable expenses for project (estimated)
- Standard license fee
- Annual maintenance fee
- Annual support

In addition to the breakdown of costs described above, the City of Everett would like to have a quoted hourly rate for professional services that may be required to complete our project, but were not anticipated and included in this RFP. The quoted rate(s) could be applied for the duration of the project (as described herein). They should include, but are not limited to: project management, programmer/analyst, and technical support analyst.

PRELIMINARY CALENDAR

Request for Proposals Issued By COE – January 10, 2011
Questions Due to RFP Coordinator - February 22, 2011
Proposals Due – 2:00 P.M., March 22, 2011
Intent to Award - Estimated June 2011

The City reserves the right to change any or all of the dates above.

RFP COORDINATOR

Upon release of this Request for Proposals (RFP), all vendor communications concerning this acquisition must be directed to the RFP Coordinator listed below:

Hope Hambridge, CPPB
City of Everett Purchasing
3200 Cedar Street
Everett WA 98201
Phone: (425) 257-8840
Fax: (425) 257-8864
ahambridge@ci.everett.wa.us

Unauthorized contact regarding the RFP with other City of Everett employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Everett.

Vendors should rely only on written statements issued by the RFP Coordinator.

PROPOSAL QUESTIONS

All questions must be submitted in writing to the RFP Coordinator named above. Questions must be received in writing by **10:00 a.m., February 22, 2011.**

GENERAL CONDITIONS

PROPOSAL RESPONSE DATE AND LOCATION

The City Clerk must receive the vendor's proposal, in its entirety, not later than 2:00 p.m., Pacific Time in Everett, Washington, on March 22, 2011. Proposals arriving after the deadline will be returned unopened to their senders. All proposals and accompanying documentation will become the property of the City of Everett and may not be returned.

Vendors assume the risk of the method of dispatch chosen. The City of Everett assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted nor will additional time be granted to any vendor. Proposals may not be delivered by facsimile transmission or other telecommunication or solely by electronic means.

TERM OF CONTRACT

The length of this agreement includes initial installation and maintenance for a twelve-month period commencing on the first day of "go live" use. The agreement may be extended annually by mutual agreement between the parties. The City will consider different contract durations if doing so would result in a more advantageous price to the City. Proposals should clearly state any alternate time periods and pricing.

PAYMENT

Payment will be made promptly upon receipt of a correct invoice for goods that have been delivered and accepted. No down payment or advance payment of any kind will be made. Washington State law requires proof that the materials have been furnished, the services rendered or the labor performed as described before payment may be made. A vendor may submit an invoice for partial shipments or progress payments.

TAXABLE AND NON-TAXABLE ITEMS TO BE SEPARATED

Washington State retail sales tax may apply to portions of this project as provided for in Title 82 of the Revised Code of Washington. For clarifications of tax issues, contact:

Taxpayers Information & Education
Department of Revenue
PO Box 47478
Olympia WA 98504-7478
Phone: (800) 647-7706
Fax: (360) 705-6655
Web Site: <http://dor.wa.gov>

Vendors are encouraged to separate taxable elements from non-taxable elements. Bundling taxable items with non-taxable items may result in tax being assessed on the bundled price.

PROPOSAL CERTIFICATION

The vendor must certify in writing that all proposal terms, including prices, will remain in effect for a minimum of one hundred eighty (180) days after the Proposal Due Date, that all proposed software has been operational at a non-vendor owned customer site for a period of at least ninety (90) days prior to the Proposal Due Date, that all proposed capabilities can be demonstrated by the vendor, and that the proposed software is currently marketed and sold.

USABILITY FEATURES

The system should be designed and implemented to be easy to learn and easy to use. Efficiency, accuracy, and high productivity are important factors. The City intends to streamline operating procedures wherever possible, and the Vendor's capability to advise and assist in this effort during system implementation will be considered in evaluating proposals.

TECHNOLOGY FEATURES

The proposed system should be designed and programmed to operate effectively using the City's computer architecture standards, which are based on Microsoft 2003 and 2008 Server Operating Systems, VMware VSphere 4.0, Exchange 2003 and Microsoft SQL 2005 and 2008 database technology. Desktop and mobile computer standards include Microsoft XP, Windows 7, Microsoft XP Tablet PC, Office 2003/2007, and Outlook 2003/2007. The City of Everett uses Intel based computers. The system must perform effectively in the City's LAN/WAN network environment. Other required technical features include the following:

- The City reserves the option to purchase its own hardware and OS/Database software when feasible. Vendors should describe with specificity the hardware and OS/Database software requirements for supporting their proposed software product and providing satisfactory performance in the City's environment. Vendors should propose servers and specialized equipment units that meet City standards but the City reserves the right to obtain such equipment from other sources. Any and all equipment proposed must be new equipment.
- Any remote access required by the vendor to provide maintenance or trouble shooting support must meet City security requirements and must be approved by the City Information Technology Director before implementation.

The preferred database is Microsoft SQL Server, but products based on Oracle will also be considered.

- Hardware required for system must be detailed in response including any mobile devices, scanners, printers and server hardware requirements.

TECHNOLOGY STANDARDS AND LAN/WAN ENVIRONMENT

The City of Everett uses Cisco Routers and Ethernet switches in the core network and HP Ethernet switches at the network edge. Our network is TCP/IP based with a class B IP address range with a Class C subnet mask.

The City of Everett owns and operates a Cisco 802.11G wireless network throughout the City. This network utilizes Cisco 1200 and 1300 wireless bridges and Cisco Mobile Access Routers (MAR3200 Series) providing wireless access to limited areas of the City for Fire & Police.

An extensive Windows 2003/2008 Server LAN/WAN infrastructure is maintained using TCP/IP over 10/100/1000 Mbps Ethernet, Fiber, T-1, and Fractional T-1 circuits. The City's workstations are connected to the City's network via 10/100 Mbps Ethernet.

Windows Based Application Server:	Hewlett Packard
Windows Based Network Server:	Hewlett Packard
Network:	TCP/IP, Ethernet
Application Database:	Microsoft SQL Server 2005 & 2008
Messaging Services:	MS Exchange 2003
Workstations:	Windows XP, Windows 7
Query Tools:	Crystal Reports/Microsoft Access

EQUIPMENT

Hardware required by the standard and for the proposed system must be described in detail in the proposal, including, but not limited to servers. Equipment/hardware descriptions should include functional specifications as well as makes and models satisfying the functional specification. The City expects to provide standard PC workstations and network communications equipment required for effective system operation. The City also reserves the option to purchase its own hardware, including servers, and OS/Database software. Any and all equipment proposed must be new equipment.

End User Devices

City Standard Issue PC

Dell OptiPlex 960 Minitower

- Intel® Core™ 2 Duo E8400 with VT (3.0GHz, 6M, 1333MHz FSB)
- 4GB DDR2 Non-ECC SDRAM, 800MHz, (4DIMM)
- Video Cards 256MB ATI RADEON HD 3450 (Dual DVI/ VGA /1 TV-out), full height

- 160GB 7,200 RPM 3.5" SATA, 3.0Gb/s Hard Drive with NCQ and 8MB Cache
- 19 in 1 Media Card Reader
- Systems Management Mode vPro Secure Advanced Hardware Enabled Systems Management
- CD ROM/DVD ROM 16X DVD+/-RW SATA, Roxio Creator™ Cyberlink PowerDVD™
- Internal Dell Business Audio Speaker
- Energy Efficiency Options Dell Energy Smart Power Management Settings Enabled
- 3 Year Basic Limited Warranty and 3 Year NBD Onsite Service

City Standard Issue Office Laptop:

Dell Latitude E6400

- Genuine Windows® XP Professional SP2*
- Intel Core 2 Duo P8600 2.4GHz 1066Mhz 3M L2 Cache Dual Core
- 14.1" Widescreen WXGA (1200X800)
- 4.0 GB SDRAM (DDR2-800)
- 80GB Hard Drive
- Intel 802.11a/g/n
- 8x DVD+/-RW

City Standard Issue Tablet

Fujitsu T2020 Convertible Tablet

- Intel® Core TM 2 Duo Processor ULV SU9300 (1.2 GHz, 3 MB L2 Cache, 800 MHz FSB)
- 12.1" WXGA indoor/outdoor display with Active Digitizer and wide viewing angles
- 2GB DDR3 800 MHz memory (2 GB + empty slot)
- 120 GB (5400 rpm)
- Atheros XSPAN® Wireless LAN (802.11a/b/g/draft-n) with Bluetooth wireless v2.1
- High-capacity Main Lithium ion battery (9-cell, 8700 mAh, 10.8 V)

Special Configurations

Field Laptop – First Responders (Fire/Police)

Dell Latitude E6400ATG

- Intel Core 2 Duo T9600 with VT, 2.80GHz, 1066MHz 6M L2 Cache, Dual Core
- 4.0GB, DDR2-800 SDRAM, 2 DIMM for Latitude
- Internal Backlit English Keyboard for Latitude E
- Intel Integrated Graphics Media Accelerator 4500MHD With PC-Card, Latitude E6400ATG
- 120GB Shock-Mounted Hard Drive 9.5MM, 5400RPM, Latitude E6400ATG
- 14.1 inch Wide Screen WXGA Antiglare LED LCD with Touchscreen, Latitude E6400ATG

- Dell Wireless 370 Bluetooth 2.1 Minicard for Latitude E/Mobile Precision
- 8X DVD+/-RW for Latitude E-Family
- 90W 3-Pin, AC Adapter for Latitude E-Family
- Integrated 2.0 megapixel VGA webcam with single digital mic Latitude E6400ATG
- Intel Wi-Fi Link 5100 (802.11 a/g/n 1X2) 1/2 MiniCard for VPRO Latitude E/Mobile Precision
- 6-Cell/54 WHr Battery with Dust Cover, Latitude E6400 ATG

Field Laptop – Public Works

Panasonic Toughbook Model# CF-31GT2AX2M

- Intel Core i3-350M 2.26GHz
- 13.1" Touch XGA
- DVD/CD-RW MULTI DRIVE FOR CF-31
- 4GB DDR3 RAM
- 160GB Hard Drive
- Intel Wi-Fi b/g/n
- Bluetooth
- Stylus Pen with Tether
- 120 WATT 12-32 VOLT INPUT CAR ADAPTER
- 3 Year Warranty Toughbook Preferred
- 1 Year Ext. Warranty TOUGHBOOK Preferred Warranty Ext (Year 4)

High Performance Desktop (AutoCAD, Forensics, Heavy Analysis)

Dell Precision T3500

- Quad Core Intel Xeon W3530 2.80GHz, 8M L3, 4.8GT/s Dell Precision T3500
- 12GB, DDR3 ECC SDRAM Memory 1333MHz, 3X4GB Dell Precision T3500
- 768MB PCIe x16 NVIDIA Quadro FX 1800 Dual Monitor DVI + 2DP Dell Precision TX500
- 300GB SATA, 10K RPM Hard Drive with 16MB DataBurst Cache Dell Precision TX500
- No Floppy Drive
- 16X DVD+/-RW Data Only Dell Precision TX500
- Integrated Intel chipset SATA 3.0Gb/s
- ProSupport for IT: 7x24 Technical Support for certified IT Staff, 2 Year Extended
- ProSupport for IT: 7x24 Technical Support for certified IT Staff, Initial

File Servers

Stand Alone - HP ProLiant DL360 G6 Server

- 2- Quad-Core Intel® Xeon® Processor L5520 (2.26GHz, 8M Cache, 60 Watts, 1066MHz)
- 8GB PC3-10600R 4x2GB 2Rank Memory

- Embedded P410i (SAS Array Controller)
- HP 4-Bay Small Form Factor Drive Cage
- 3 - HP 146GB Hot Plug 2.5 SAS Dual Port 10,000 rpm Hard Drives
- RAID 5 drive set
- HP 256MB P-Series Cache with Battery
- 2 - Embedded HP NC382T Multifunction Gigabit Server Adapter
- HP NC522SFP+ Dual Port 10GbE Server Adapter
- HP 12.7mm SATA DVD-RW Drive
- 2 HP 750W HE Hot Plug Power Supplies
- HP iLO Advanced 1 Server License with 1yr 24x7
- Microsoft Server 2008R2 Standard Edition

Blade Servers - HP ProLiant BL460c G6 Server Blade

- 2 - Quad-Core Intel® Xeon® Processor X5560 (2.80GHz, 8M Cache, 95 Watts, 1333MHz)
- HP 8GB PC3-10600E 4x2GB 2Rank Memory
- Quad-Core Intel® Xeon® Processor X5560 (2.80GHz, 8M Cache, 95 Watts, 1333MHz)
- Microsoft® Windows® Server 2008 R2 Standard Edition Not Pre-installed Software
- Storage controller Embedded P410i (SAS Array Controller)
- 2 - HP 146GB Hot Plug 2.5 SAS Dual Port 10,000 rpm Hard Drive
- RAID 1 drive set (requires matching 2 hard drives)
- 2 - Network cards embedded 1Gb/10Gb Multifunction Network Adapters
- HP iLO Advanced Blade 1 Server License with 1yr 24x7 Technical Support and Updates
- Integrated Lights-Out 2 (iLO2) Standard Blade Edition (integrated on motherboard)

Virtual Servers – VMware Vsphere 4

Software

- VMware vSphere 4.0.0, Build 208111
- vSphere 4 Enterprise Plus: Licensed for 8 CPUs (4 Hosts)
- VMware vMotion
- VMware Storage vMotion
- VMware High Availability (HA)
- VMware Fault Tolerance (FT)
- VMware Data Recovery
- VMware vShield Zones
- VMware VMsafe API
- VMware Distributed Resource Scheduler (DRS)
- VMware vCenter Agent
- Host profiles

- VMware vCenter Update Manager
- VMware vCenter Converter
- vCenter Server 4 Standard: 1 Server License
- vCenter Server is a required element of a complete vSphere implementation and is licensed separately on a per-instance basis.

Hardware

ESX Host Servers

- HP DL380 G6 Server: Intel based processors
- (2) Quad-Core Intel® Xeon® Processor L5550
- (4) 1 GB NIC's
- (2) 10 GB NIC's
- (3) HP 146GB Hot Plug 2.5 SAS Dual Port 10,000 rpm Hard Drives
- 32 GB RAM
- Snap Manager Virtual Infrastructure (SMVI)

Network Resources

Network Appliance FAS3140 (NFS & iSCSI Storage)

- Four 1 GB/s Ethernet and one 10 GB/s Ethernet network interfaces

Cisco Powered Network Core

- Cisco Nexus 10 GBps Network Infrastructure
- Cisco Nexus 5000 1 GBps Network Infrastructure
- Cisco 6509 Switch
- Cisco 7206 Vxe WAN Router
- Cisco 4507 Switch
- Cisco 5520 Firewall

ADDITIONAL FEATURES

It may be useful for the City if additional features beyond these specifications are included in the proposed system. Vendors may propose additional features as options if in their judgment and experience the additional features would add value beyond any associated additional startup and ongoing costs.

STANDARD COMMERCIAL PRODUCT

The City desires and expects to purchase a complete comprehensive system that has been developed and is being continuously maintained as a Commercial Off-The-Shelf software product that is installed at and used by multiple customers. Vendors should provide references to other customers where the proposed system has been installed. The practical experience of other customers is an important factor in evaluating competing proposals.

CONFIGURATION AND CUSTOMIZATION

The City expects that proposed system will need to be configured and customized to work in the City's specific environment. Additional customizations may be required from time to time as the City's requirements change. Ideally, such customization should not require software redevelopment or modifications to program source-language code. Proposed system should be designed and constructed to allow substantial customization through the manipulation of configuration tables, or similar external data structures.

SYSTEM AVAILABILITY

A survey of vendor references will be made to determine the availability of vendor software and/or hardware currently installed at those sites. If availability levels are found to be less than those contracted for at any of the sites, the proposal may be eliminated from further consideration.

PERFORMANCE LEVELS

The vendor must contractually agree to maintain software to minimum performance levels, such as response time, to be negotiated between the parties. A survey of vendor references will be made to determine the quality levels at those sites.

DATA MIGRATION

No data migration required.

TRAINING AND INSTALLATION SUPPORT

Vendors will be expected to provide training and installation support at time of implementation. Training shall be provided to end users on application functionality, as well as technical and system administration skills for City staff supporting the application. Vendors should describe all training available, and propose selected training modules that will ensure smooth, successful implementation and operation in the City of Everett. Training costs must be included in the

proposal. Specific training curriculum decisions will be subject to negotiation between the parties.

Installation support should include initial software installation and operational demonstration, system configuration and customization services, functional testing, performance testing, initial operational support, and post-operational system tuning. Customer engineering support must be available on-site locally in Everett for all hardware and software packages acquired from the vendor. Vendors are not required to establish or maintain local offices or service facilities.

IMPLEMENTATION APPROACH

The City contemplates a phased approach to implementation.

- Please see section I.3.D. Project Implementation Phases located in Attachment A-City of Everett Application Design

CONFIGURATION ADJUSTMENT WITH CONTRACT

The City of Everett reserves the right to select and exclude any equipment or software for the actual acquisition regardless of the configuration proposed by the vendor. The vendor will be consulted on any such adjustments to determine that the configuration adjustment will not adversely impact the system performance.

THIRD PARTY VENDOR

The City of Everett will accept proposals that include third party software only if the proposing vendor agrees to act as prime contractor and guarantor for all proposed equipment and software. Vendors must disclose the use of any third party vendor software, indicate willingness to assume prime contractor responsibility, and be authorized to sublicense such third party software.

NECESSARY ANCILLARY SOFTWARE

Unless specifically accepted by the terms of the RFP, all software, including language compilers, middleware, database interfaces, and system management tools, ordinarily furnished or prudently required to make the proposed software product a complete functioning system shall be furnished by the vendor, at no additional cost to the City of Everett.

MULTIPLE PROPOSALS

Vendors interested in submitting more than one proposal may do so, providing each proposal stands alone and independently complies with the instructions, conditions and specifications of the RFP. In the event that a proposer provides more than one proposal that meets requirements,

provide a separate submittal package for each proposal. Do not provide information on different proposals within the same submittal package.

COOPERATIVE PURCHASING

RCW Chap. 39.34 allows cooperative purchasing between public agencies (political subdivisions). Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City of Everett and which are actively participating may purchase from City of Everett contracts, provided that the Vendor has agreed to such participation. Each proposer shall indicate in its proposal whether it will honor other public agency orders in accordance with contract terms and conditions in addition to orders from the City of Everett. The City of Everett does not accept any responsibility for orders issued by other public agencies.

The City of Everett accepts no responsibility for the performance of any purchasing contract by the Vendor, and the City of Everett accepts no responsibility for payment of the purchase price for any public agency.

WAIVER OF MINOR ADMINISTRATIVE IRREGULARITIES

The City of Everett reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

SINGLE RESPONSE

A single response to the RFP may be deemed a failure of competition, and in the best interest of the City of Everett, the RFP may be cancelled.

PROPOSAL REJECTION

The City of Everett reserves the right to reject any or all proposals at any time without penalty.

WITHDRAWAL OF PROPOSALS

Vendors may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to the City Clerk. The vendor may submit another proposal at any time up to the proposal closing date and time.

NON-ENDORSEMENT

As a result of the selection of a vendor to supply products and/or services to the City of Everett, the City of Everett is neither endorsing nor suggesting that the vendor's product is the best or only solution. The vendor agrees to make no reference to the City of Everett in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City of Everett.

PROPRIETARY PROPOSAL MATERIAL

Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a firm's proposal, the City will comply according to the Public Records Act, Chapter 42.56 RCW. If any information is marked as proprietary in the proposal, the City shall make reasonable efforts to provide the affected firm with 10 days' notice before releasing the records to allow the affected firm to seek a court injunction against the requested disclosure, but in no event will the City have any liability to the affected firm for any failure of the City to provide such notice.

RESPONSE PROPERTY OF THE CITY OF EVERETT

All materials submitted in response to this request become the property of the City of Everett. Selection or rejection of a response does not affect this right.

NO OBLIGATION TO BUY

The City of Everett reserves the right to refrain from contracting with any vendor. The release of this RFP does not compel the City of Everett to purchase.

COST OF PREPARING PROPOSALS

The City of Everett is not liable for any costs incurred by vendors in the preparation and presentation of proposals and demonstrations submitted in response to this RFP.

NUMBER OF PROPOSAL COPIES REQUIRED

Vendors should submit (1) **one** original proposal and (7) **seven** copies and (1) **one** electronic copy on CD. The electronic copy must be either MS Office (e.g. Word or Excel) or Adobe Acrobat PDF file format is required. Do not send generic or superficial brochures or marketing materials.

ERRORS IN PROPOSAL

The City of Everett will not be liable for any errors in vendor proposals. Vendors will not be allowed to alter proposal documents after the deadline for proposal submission.

The City of Everett reserves the right to make corrections or amendments due to errors identified in proposals by the City of Everett or the vendor. This type of correction or amendment will only be allowed for such errors as typing, transposition or any other obvious error. Vendors are liable for all errors or omissions contained in their proposals.

When, after the opening and tabulation of proposals, a Proposer claims error and requests to be relieved of award, he will be required to promptly present certified work sheets. The buyer will review the work sheets and if the buyer is convinced, by clear and convincing evidence, that an honest, mathematically excusable error or critical omission of costs has been made, the Proposer may be relieved of his proposal.

After opening and reading proposals, the City will check them for correctness of extensions of the prices per unit and the total price. If a discrepancy exists between the price per unit and the extended amount of any proposal item, the price per unit will control. The total of extensions, corrected where necessary, will be used by the City.

INCORPORATION OF RFP AND PROPOSAL IN AGREEMENT

The RFP, including all attachments and addenda, and all promises, warranties, commitments and representations in the successful Proposal shall be binding and shall become obligations of an agreement between the successful Proposer and the City.

TIMELY EXECUTION OF AGREEMENT REQUIRED

The successful Proposer must execute an agreement with the City for the provision of services subject to and incorporating the material terms of this RFP and successful Proposal within ten (10) business days after receipt of the final form of the agreement.

LEGAL DISPUTES

In submitting a proposal, The Proposer agrees that in the event of litigation concerning or arising out of the above-referenced agreement or this RFP, proposals in response to this RFP or related process, the sole venue of any legal action shall be Snohomish County Superior Court, and the laws governing the interpretation of the agreement, this RFP or related process shall be Washington Law.

INDEMNIFICATION

In submitting a proposal, the Proposer agrees to indemnify and hold the City harmless of all liability, risks, costs, claims, acts, suits, demands, losses expenses, injuries and damages of any kind arising directly or indirectly out of, or in connection with, the City's handling of the RFP process, including but not limited to, the rejection of any or all proposals.

CITY-REQUESTING CLARIFICATIONS

The City reserves the right to request clarification of information submitted and to request additional information from any Proposer.

PRODUCT DELIVERY TIME

Vendors must certify that the proposed software can be delivered, installed, and operationally ready within the stated number of days on their RFP submission.

ADDENDA

Proposers are responsible to check the City of Everett website for the issuance of any addenda prior to submitting a proposal. The address is <http://www.ci.everett.wa.us>

DELIVERY

The vendor assumes responsibility for the delivery, installation, maintenance, and initial adjustment of all vendor supplied equipment, software, and support services proposed.

CONTRACT AWARD AND EXECUTION

The City will select the proposal that, in its sole discretion, is the most advantageous to the City. The City reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer. The specifications may be altered by the City of Everett based on the vendor's proposal and an increase or reduction of services with the proposer may be negotiated before contract signing, award, and execution or purchase order issuance.

PROPOSAL OPENING

The (1) **one** original proposal and (7) **seven** copies and (1) **one** electronic copy on CD must be submitted to the City Clerk.

All proposals must be submitted to the City Clerk, 1st Floor, 2930 Wetmore Avenue, Everett, Washington 98201 no later than 2:00 p.m., Tuesday, March 22, 2011, and must be clearly marked:

PROPOSAL FOR Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System NO. 2010-076

At the appointed time a register of proposals shall be prepared containing the name of each offer or and a description sufficient to identify the item offered.

Only firm proposals will be accepted and the City reserves the right to reject any or all proposals or waive any irregularities and informalities in the proposals submitted and accepted by the City. No proposer may withdraw his proposal after the hour set for the opening thereof unless the award is delayed for a period exceeding 180 days. The City further reserves the right to make awards to the responsible offeror whose proposal is determined to be the most advantageous to the City of Everett.

RFP EVALUATION PROCESS

GENERAL

All proposals will be reviewed to determine compliance with the requirements as specified in the RFP.

Proposals will be evaluated on how well the proposal meets the needs of the City, as described in the proposer's response to each requirement and the evaluation criteria identified in this RFP. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal.

EVALUATION COMMITTEE

The City will evaluate proposals using an evaluation committee. This evaluation committee will consist of City of Everett employees.

SELECTION PROCESS

The City will select the proposal that, in its sole discretion, is the most advantageous to the City. The City reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer. The specifications may be altered by the City of Everett based on the vendor's proposal and an increase or reduction of services with the proposer may be negotiated before contract signing, award, and execution.

The team will score each proposal, and may invite the top 1-3 firms for a semi-final interview / demonstration. The semi-finalist interview / demonstration will be scripted by the evaluation team to allow firms to demonstrate how typical City of Everett functions are performed. In addition to the demonstration, the evaluation team will query customers and may make site visits to evaluate vendor performance, congruence with stated capacities, and conversion plans.

PROPOSAL REQUIREMENTS

SUBMITTAL REQUIREMENTS

Submit proposal with the following format and attachments. Failure to clearly and completely provide all information below, on forms provided and in order requested, may result in rejection as non-responsive. Special bindings, colored displays, promotional material, etc. are not desired.

- Proposals must be typed and as concise as possible
- Proposals are to be prepared on standard 8 1/2" x 11" paper. Foldouts containing exhibits are permissible.
- Each page must be single sided; a minimum 11 point font.
- The pages must be placed with tabs (as specified) separating the major sections of the proposal.

PROPOSAL

Cover Letter - Signed by the proposer representative authorized to make contractual obligations.

Tab 1. Table of Contents.

Tab 2. Executive Summary. An overview of your proposal and strategy. The purpose of the executive summary is to help the evaluation committee determine the proposal's distinguishing characteristics compared to other proposals.

Tab 3. Vendor Information.

- a) Name and address of legal entity submitting the proposal. Submit a certificate, copy of web-page, or other documentation from the Secretary of State in which you incorporated that shows your legal name as a company.
 - i. **Legal Name.** Many companies use a "Doing Business As" name or a nickname in their daily business. However, the City requires the legal name of your company, as it is legally registered. When preparing all forms below, be sure to use the proper company legal name. Your company's legal name can be verified through the State Corporation Commission in the state in which you were established, which is often located within the Secretary of State's Office for each state. For the State of Washington. See <http://www.secstate.wa.gov/corps/>
- b) Legal status of proposer organization, i.e., corporation, partnership, sole proprietorship.

- c) Description of proposing organization including but not limited to size, years of operation, areas of specialization, current credit rating and name of the rating service, and any other pertinent information. The purpose of this description is to help the evaluation committee formulate an opinion regarding the stability and financial strength of the proposer.
- d) Disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals which might materially affect the viability or stability of the proposing organization; or warrant that no such condition is known to exist.

Developer Information.

- a) For the Capture, EDMS, Workflow, and Retention/Disposition Software Modules describe each **developer** of these modules as follows:
 - i. Products and services offered.
 - ii. Number of employees.
 - iii. Percentage of employees in research & development, customer support, and sales/marketing.
 - iv. Number of customers.
 - v. Examples of customers.
 - vi. Experience meeting the needs of a City.
 - vii. Number of installed systems (across major industries).
 - viii. Number of seats.
 - ix. Average number of seats per installation.
 - x. Percentage of overall business.

Integrator Information.

- b) **For each integrator being proposed**, describe the business area dedicated to implementing the proposed software modules as follows:
 - i. Integration services offered.
 - ii. Number of employees.
 - iii. Percentage of employees in integration, customer support, and sales/marketing.
 - iv. Number of customers.
 - v. Examples of customers.
 - vi. Experience implementing systems in areas of a City.
 - vii. Number of installed systems (across major industries).
 - viii. Number of seats.
 - ix. Average number of seats per installation.
 - x. Percentage of overall business.

Tab 4. Contract Performance.

- a) If the proposer has had a contract terminated for default during the past five years, all such incidents must be described. Submit full details of all such

terminations experienced by the proposer during the last five years including the terminating party's name, address, and telephone number. Present the proposers position on the matter.

- b) If no such terminations for default have been experienced by the proposer in the past five years, the proposer must warrant such.

Tab 5. Customer References.

- a) The vendor must submit a minimum of five customer references presently using the proposed EDMS/workflow software system for at least ninety days prior to the release of this RFP.
 - i. If the software company and integrator are not the same the vendor must submit a minimum of three integrator EDMS/workflow customer references.
 - ii. Customer references from Washington State are preferred but not required.
- b) References are to include a minimum of:
 - i. Customer name
 - ii. Business address
 - iii. Name of contact
 - iv. Title of contact
 - v. Telephone number of contact
 - vi. Description of installation
 - vii. Date installed
 - viii. Brief description of similarities of reference site to the City of Everett and why this customer reference is relevant to the City of Everett.
- c) Vendor shall disclose all sites where proposed system was initially installed and subsequently discontinued from operation within the past five years. Please explain what happened and provide a contact reference.

Tab 6 Project Team. This section should identify the project team members who will be assigned to this project. Include the following detailed information for each project team member. At a minimum this should include proposed key software and integration company executives, integration and implementation team members as well as the proposed technical lead, trainer and project implementation lead:

- a) Specific area of responsibility or role on this project;
- b) Resume (brief version);
- c) Specific experience related to the implementation of a Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System, particularly for a governmental entity;
- d) Also identify any subcontractors who will be assigned to this project in the delivery of products or services. Attach any subcontractor agreement for each subcontractor who will perform any work on this project.

Tab 7 **Product Descriptions.** Describe how your company meets the minimum requirements as described in the Minimum Requirements section of this RFP.

- a) The proposal should describe fully the proposed products, their features and components. The use of standard product documentation, including user manuals and technical maintenance manuals, is encouraged. Demonstration software and sample help files may be included.
- b) System capabilities should be described with specificity, and illustrated with examples and/or cross-referenced to user and technical manuals where appropriate. However, for any examples or cross references; proposer must provide the original and the number of copies as outlined in the section “number of proposal copies required”. Reliance on generic or superficial brochures is not satisfactory.
- c) The vendor shall describe in detail the hardware and operating system software configuration requirements for successful operation of the proposed software product at the City of Everett. Proposed server equipment and operating system software that meets City of Everett standards may be acquired through vendor or from alternative sources. The City will be responsible for the reliable operation of hardware and software it provides.
- d) Include a project timeline from a completed project of similar size & scope.

Tab 8. **Responses to Attachment B – Project and Functional Requirements Questionnaire** Vendors must respond to every question contained in “Attachment B”. Proposer responses to those questions must be recorded in the provided Attachment B using the criteria listed. Attachment B can be found on the City’s web site Bids Page or by contacting the RFP Coordinator. If a feature, function, product, or service is not available, an explanation of how the functional requirement might otherwise be met using alternative features, functions, products, or services available from the Vendor is encouraged, as this section is a large part of the scoring process.

Tab 9. **Security.** Describe how security is set for the system: whether security is table, field, or form level, the levels of security provided. Also if security can be set up at an individual and group level.

Tab 10. **Support.** Describe your ongoing user support, including whether you provide a service call desk, procedures for handling different types of calls, ability to prioritize critical calls, and ability to respond to calls within a reasonable time period. The City prefers a response from the service desk to non-emergency calls within four hours and a response to critical calls (delay in work or loss of data due to system failure) within 1 hour. Provide documentation of this capacity.

Tab 11. **Responses to Attachment C - Price Sheet Form.** Submit the itemized unit and extended price for each product and service proposed as part of the proposed solution on Attachment C - Pricing Sheet Form. Attachment C can be found on the City’s web site Bids Page or by contacting the RFP Coordinator.

Refer to Attachment A-City of Everett Application Design for detailed information. This section must include a breakdown of all costs associated with the proposal, including all software, software licensing, hardware, training, configuration, customization, consulting and yearly maintenance for the first through fifth year of operation after installation. All recurring license fees and costs associated with receiving software enhancements must be presented in Attachment C - Price Sheet Form.

Our intent is to have an accurate five-year total cost of ownership figure. Costs analysis should contain sufficient detail so as to make clear the costs of options we may or may not include in our final purchase.

Tab 12. Professional Services. In addition to the breakdown of costs submitted in Attachment C - Price Sheet Form, the City of Everett would like to have a quoted hourly rate for professional services that may be required to complete our project, but were not anticipated and included in this RFP. The quoted rate(s) could be applied for the duration of the project (as described herein). They should include, but are not limited to: project management, programmer/analyst, and technical support analyst.

Tab 13. Responses to Attachment D - Proposal Forms. Attachment D – Proposal Forms is available on the City’s website Bid Page at www.ci.everett.wa.us under current bids or by contacting the RFP coordinator.

a) 2010-076-Attachment D – Proposal Forms

Includes the following forms:

- Certification Form
- Non-Collusion Form
- Vendor Questionnaire
- City Non Disclosure Request

b) Proof of general liability insurance as outlined in the Request for Proposal.

Tab 14. Note exceptions on Attachment E - City of Everett Sample Contract. Vendor must identify any objections it has to the City’s standard contract, and/or any terms it desires included in the contract, software licenses, project time-line, and ongoing support.

Exceptions/changes must be done using the Track Changes feature in Microsoft Word on Attachment E – City of Everett Sample Contract. Exhibit A and Exhibit B of the Sample Contract document are not completed until we are to the contracting phase. The City of Everett reserves the right to negotiate the terms of any proposed agreement.

By submitting a proposal and by not objecting to terms of the City’s contract, vendor offers to sign the contract as is, and this offer shall be binding and vendor will execute such an agreement without further addition of costs or terms.

Tab 15. Documentation. Identify all documentation included with the proposed system. This includes online help, training materials or manuals, user manuals, installation

procedures, configuration and maintenance procedures, and operations manuals for all elements within the proposed system.

Tab 16. Other Information. Vendors are encouraged to provide additional descriptive information on the proposed system software, hardware, services, etc., following these required sections. Do not send generic or superficial brochures or marketing materials.

NUMBER OF PROPOSAL COPIES REQUIRED

Vendors should submit (1) **one** original proposal and (7) **seven** copies and (1) **one** electronic copy on CD. The electronic copy must be either MS Office (e.g. Word or Excel) or Adobe Acrobat PDF file format is required. Do not send generic or superficial brochures or marketing materials.

PROPOSER RESPONSIBILITY

When determining whether a proposer is responsible, or when evaluating a proposal, the following factors may be considered, any one of which will suffice to determine whether a proposer is responsible or the proposal is the most advantageous to the City:

- The ability, capacity and skill of the proposer to perform the contract or provide the service required.
- The character, integrity, reputation, judgment, experience and efficiency of the proposer.
- Whether the proposer can perform the contract within the time specified.
- The quality of performance of previous public and private contracts or services, including, but not limited to, the proposers failure to perform satisfactorily or complete any written contract. The City's termination for default of a previous contract with a proposer shall be deemed to be such a failure.
- The previous and existing compliance by the proposer with laws relating to the contract or services.
- Evidence of collusion with any other proposer, in which case colluding proposers will be restricted from submitting further proposals on the subject project or future tenders.
- The proposer is not qualified for the work or to the full extent of the proposal.
- There is uncompleted work with the City or others, or an outstanding dispute on a previous or current contract that might hinder, negatively affect or prevent the prompt completion of the work proposed.
- The proposer failed to settle bills for labor or materials on past or current public or private contracts.
- The proposer has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
- The proposer has been convicted of a crime of moral turpitude or any felony, excepting convictions that have been pardoned, expunged or annulled, whether in this state, in any other state, by the United States, or in a foreign country, province or municipality.

Proposers shall affirmatively disclose to the City all such convictions, especially of management personnel or the proposer as an entity, prior to notice of award or execution of a contract, whichever comes first. Failure to make such affirmative disclosure shall be grounds, in the City's sole option and discretion, for termination for default subsequent to award or execution of the contract.

- More likely than not, the proposer will be unable, financially or otherwise, to perform the work.
- At the time of proposal opening, the proposer is not authorized to do business in Washington, or otherwise lacks a necessary license, registration or permit.
- Such other information as may be secured having a bearing on the decision to award the contract.
- Any other reason deemed proper by the City

EVALUATION CRITERIA

WEIGHTED CRITERIA

The City will form an evaluation committee to evaluate all proposals based on the following criteria. Each criterion will be weighted as shown.

The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, the City may select other than the lowest cost proposal. The objective is to choose the vendor capable of providing quality vendor services that will help the City achieve the goals and objectives of the requested services within a reasonable budget. In addition to the vendor's overall technical and functional competence, the City of Everett wishes to form a partnership with a financially stable, well-managed business organization that it can count on for continued support throughout the period of the contract and the life of the system.

Understanding of the Project (15%)

An assessment of the Vendor's understanding of the City's needs.

Functionality (40%)

Ability to deploy an application with the Core Functionality defined in the RFP.

Record of Performance (10%)

The Vendor's work experience and history of successful completion of similar projects and its record of completing projects within originally allocated time frames and budgets will be considered under this category.

Specific evaluation criteria under this section include:

- Demonstrated ability to successfully provide products and services required to municipalities or other organizations with projects similar in size and scope to this project.
- Overall assessment of references.
- Demonstrated ability to meet the requirements and services of this RFP.

Qualifications and Experience (10%)

The qualifications and demonstrated experience of the firm and the proposed project team will be evaluated in this category.

Schedule (10%)

A timeline for implementation with clearly defined project activities and associated milestones. This category will be evaluated by review of the submitted project schedule.

Price Proposal (15%)

Responses to this RFP should include detailed description of software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance and application

functionality needed to fully implement a Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System solution for the City.

City of Everett
REQUEST FOR PROPOSALS
Proposal **2010-076**
Contracting, Ordinances, Resolutions, Motions and Citywide
Electronic Document Management System

NO PROPOSAL FORM

Dear Prospective Proposer:

If you determine not to submit a proposal in response to this solicitation, we would very much appreciate your completing and returning this form for our records.

Reason for not submitting a proposal in response to this solicitation:

FULL LEGAL NAME OF COMPANY _____
ADDRESS _____
CITY/STATE/ZIP _____
EMAIL ADDRESS _____
PHONE _____ FAX _____
NAME (PLEASE PRINT) _____ TITLE _____
SIGNED _____ DATE _____

Thank you for your assistance. Please mail or fax to:

City of Everett Purchasing Division
3200 Cedar Street
Everett WA 98201
Fax: (425) 257-8864

CITY OF EVERETT

Contracting, Ordinances, Resolutions, Motions (CORM-EDMS) and Citywide Electronic Document Management System (CW- EDMS)

APPLICATION DESIGN REQUIREMENTS

SUBMITTED BY

CRE8[®], INC.

INDEPENDENT CONSULTANTS

1420 FIFTH AVENUE, SUITE 2200, SEATTLE, WASHINGTON

206-521-2746 (VOICE)

425-562-1194 (FAX)

INTERNET CONSULTING@CRE8INC.COM

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The enclosed Application Design Document format (i.e. sections and questions) and methods to collect information are copyright by CRE8[®], Inc. 1995 - 2011 www.cre8inc.com and have been authorized for use by City of Everett CW-EDMS / CORM-EDMS project only.

Any use of the enclosed Application Design Document (e.g. to create any other RFP, RFI, Requirements Document, or Instructional Materials) for a different organization is not permitted without the expressed written consent of CRE8, Inc. CRE8, Inc. can be reached at (206) 521-2746 or consulting@cre8inc.com. All information and data regarding the City of Everett is the property of the City of Everett.

The information regarding City of Everett CW-EDMS project described in the enclosed document has been provided and verified by the City of Everett. As such the accuracy and completeness of information provided in this document is the responsibility of the City of Everett, not CRE8, Inc. As such, CRE8, Inc. assumes no responsibility for use, implementation and results of the application design.

CRE8, Inc. is an independent consulting organization which specializes in paperless technology training, planning and process analysis/redesign, and as such will not be bidding on the this project or subcontracting to the selected vendor. **Any vendor questions regarding the enclosed application design document must be communicated directly to the City of Everett representative stated in the request for proposal, not to CRE8, Inc.**

CITY OF EVERETT

CW-EDMS / CORM-EDMS REQUIREMENTS DOCUMENT

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**2010-076-ATTACHMENT B – PROJECT AND FUNCTIONAL REQUIREMENTS
QUESTIONNAIRE (VENDOR QUESTIONS-WORD FORMAT)**

**2010-076-ATTACHMENT C – PRICING SHEET FORM (VENDOR QUESTIONS-WORD
FORMAT)**

I. OVERALL REQUIREMENTS

I.1. CITY OF EVERETT DEMOGRAPHICS

The City of Everett has a population 101,000 with 1,100 full time employees working in 20+ departments and divisions. City of Everett departments include Police, Fire, Library, Parks and Streets, Everett Transit as well as a large water Utility and Public Works Department.

Additional City departments and services includes Animal Services and Shelter, Senior Center, Arts and Culture, Finance and Budget, City Clerk, Economic Development, Human Resources, Information Technology, Legal and Prosecutor's Office, Everett Municipal Court, Purchasing and Street Maintenance.

I.2. CW-EDMS STUDY AND PROJECT SUMMARY

To determine which projects to proceed with, the City as the result of an RFQ process, contracted with CRE8 Independent Consultants www.cre8inc.com to conduct an enterprise paperless technology study. This study reviewed the following departments, sub-groups, processes and file areas.

- 7 Major Departments

Clerks Office	Human Resources	Legal
Municipal Court	Planning	Police
Public Works		

- 43 Sub-groups (within Departments)

Clerks Office - General	Clerks Office - Public Disclosure	HR Recruitment
HR Payroll	HR Personnel	HR Training
HR Benefits	PW Finance - Internal	Finance - Utility Billing
PW - Water Pollution Control Facility	PW - Water Filtration Plant	PW - Capital Improvement
PW - Operations	PW- Real Property	HR - Employee / Labor Relations
HR - Workers Compensation	HR - Safety	Police - Property Room
Eng - Building Permits	Eng - Permit Inspections	Eng - Traffic
Eng - Engineering Services Finance	Eng - Engineering Design (Capital Projects And External)	Police Records
Police Support Services	Police Budget/Finance	Police Administration
Code Enforcement	OPS	Investigations
Criminal Intelligence	Infractions	Criminal, Non Criminal, Warrants
Scheduling, Hearings	Probation	Revenue, Time Pay
Legal Group - Risk Management	Legal Group - City General	Prosecutors Office
Land Use (short term	Long Range Planning	Community Development Block

planning)		Grant
CHIP		

- 155 Process Areas (Within Departments)

Clerk Office (Council Process)	Clerk Office (Contracts)	Clerk Office (Public Disclosure)
HR Recruitment (Civil Service)	HR Recruitment (Appointive)	HR Recruitment (Seasonal)
HR Recruitment (Non Civil Service)	HR Recruitment (Medical / Background Checks)	HR Payroll (Payroll)
HR Payroll (Reporting)	HR Payroll (Garnishment)	HR Personnel (Policies)
HR Personnel (Performance Evaluations (Union And Non Union))	HR Personnel (Investigations)	HR Personnel (Discipline)
HR Personnel (Public Disclosure)	HR Personnel (Retirement)	HR Personnel (Litigation)
HR Training (Mandatory)	HR Training (Non Mandatory)	HR Training (Tuition Aid)
HR Benefits (Administration)	HR Benefits (Liaison)	HR Benefits (Open Enrollment)
HR Benefits (Cobra)	HR Benefits (Wellness)	HR Benefits (Orientation)
HR Benefits (Leave)	PW Finance - Internal (Accounts Payable)	PW Finance - Internal (Payroll)
PW Finance - Internal (Budget)	Finance - Utility Billing (Utility Billing)	PW - Water Pollution Control Facility (Maintenance)
PW - Water Pollution Control Facility (Operations)	PW - Water Pollution Control Facility (IPT)	PW - Water Pollution Control Facility (Lab)
PW - Water Pollution Control Facility (Bio Solids)	PW - Water Filtration Plant (Operations)	PW - Water Filtration Plant (Maintenance)
PW - Water Filtration Plant (Water Shed)	PW - Capital Improvement (Capital Improvement)	PW - Operations (Street)
PW - Operations (Water)	PW - Operations (Sewer / Drainage)	PW - Operations (Transmission Line)
PW- Real Property (Right Of Way)	PW- Real Property (Property Purchase)	HR - Employee / Labor Relations (Negotiations)
HR - Employee / Labor Relations (Grievances)	HR - Employee / Labor Relations (Arbitrations / ULP / Lawsuit)	HR - Employee / Labor Relations (Compensation Studies)
HR - Workers Compensation (New Claims)	HR - Workers Compensation (Time Loss)	HR - Workers Compensation (Litigation)
HR - Safety (Monitoring / Testing)	HR - Safety (Policies and Programs (Creation, Audit, Review))	HR - Safety (Accidents)
HR - Safety (Noise Complaints)	HR - Safety (Training)	Police - Property Room (Evidence Storage (check in, storage, check out))
Police - Property Room	Police - Property Room	Police - Property Room

(Testing)	(Release)	(Destruction)
Eng - Building Permits (Large Project Permits)	Eng - Building Permits (Small Project Permits)	Eng - Permit Inspections (Permit Inspections)
Eng - Traffic (Development Review)	Eng - Traffic (Project Development Support)	Eng - Traffic (Maintenance Process)
Eng - Traffic (Damage Process)	Eng - Traffic (Citizen Response)	Eng - Engineering Services Finance (Accounts Payable)
Eng - Engineering Services Finance (Payroll)	Eng - Engineering Services Finance (Project Support (Grant & Non Grant))	Eng - Engineering Design (Capital Projects And External) (Project Development (Idea to Concept))
Eng - Engineering Design (Capital Projects And External) (Design Development (Concept to Design))	Eng - Engineering Design (Capital Projects And External) (Detailed Design (Plans Specification To Bid))	Eng - Engineering Design (Capital Projects And External) (Design Studies)
Eng - Engineering Design (Capital Projects And External) (Plan Review (External And Internal))	Police Records (Police Reports)	Police Records (Court Order)
Police Records (Public Disclosure - Records (change made per email))	Police Records (Pistol Licenses)	Police Support Services (Training Requests)
Police Support Services (Training Programs)	Police Support Services (Training Records)	Police Budget/Finance (Payroll Leave Requests)
Police Budget/Finance (Procedural Manuals)	Police Budget/Finance (Billings)	Police Budget/Finance (Grants)
Police Administration (Correspondence)	Police Administration (Requests)	Police Administration (Public Disclosure - General)
Police Administration (Investigation Background Review)	Police Administration (Retention / Disposition - Employee Records)	Police Administration (Agenda Item Process)
Police Code Enforcement (Investigation)	Police Code Enforcement (Hearing)	Police OPS (Internal Investigations)
Police OPS (External Complaints)	Police OPS (Background)	Police OPS (Use of Force)
Police Investigations (Complex)	Police Investigations (Simple)	Police Criminal Intelligence (Investigations)
Police Criminal Intelligence (Bulletin)	Police Criminal Intelligence (Crime Analysis)	Police Criminal Intelligence (Intelligence Analysis)
Police Criminal Intelligence (Assessments)	MC Infractions (General Infractions)	MC Infractions (Parking Infractions)
MC Criminal, Non Criminal, Warrants (Criminal)	MC Criminal, Non Criminal, Warrants (Civil)	MC Criminal, Non Criminal, Warrants (Warrants)
MC Scheduling, Hearings (Criminal)	MC Scheduling, Hearings (General Infractions)	MC Scheduling, Hearings (Parking Infractions)
MC Scheduling, Hearings (Administration)	MC Probation (Probation)	MC Revenue, Time Pay (Collections)

Hearings)		
MC Revenue, Time Pay (Time Pay)	MC Revenue, Time Pay (Bail Bonds)	MC Revenue, Time Pay (Refunds)
Legal Group - Risk Management (Subrogation)	Legal Group - Risk Management (Insurance)	Legal Group - Risk Management (Claims / Litigation)
Legal Group - City General (Contract)	Legal Group - City General (Litigation)	Legal Group - City General (Opinions / Memorandum)
Legal Group - City General (General (includes Public Disc))	Prosecutors Office (Misdemeanors/ Infractions)	Land Use (short term planning) (Pre Application)
Land Use (short term planning) (Application submittal)	Land Use (short term planning) (Project Review)	Land Use (short term planning) (Public Notice/ Proposed Decision)
Land Use (short term planning) (Hearing Examiner (appeal, decision))	Land Use (short term planning) (Final Decision)	Land Use (short term planning) (Appeal To Superior Court)
Long Range Planning (Annual Updates)	Long Range Planning (Applications)	Long Range Planning (City Sponsored Policy Changes)
Long Range Planning (Functional Plans Guidelines)	Long Range Planning (Rezoning / Development agreements)	Long Range Planning (Implementation)
Long Range Planning (Annexations)	Long Range Planning (Population Forecasts)	Long Range Planning (Historical Commission - Land Use)
Long Range Planning (Historical Commission - Long Range)	Community Development Block Grant (Annual Grant Application)	Community Development Block Grant (Implementation Of Project)
Community Development Block Grant (Monitoring / Audit)	CHIP (Application To Block Grant)	CHIP (Marketing)
CHIP (Loan Processing/ Closing)	CHIP (Project Specifications (writing the project, bidding, inspections, payment))	

- 123 File Areas (within Departments)

Clerk Office (Minutes)	Clerk Office (Ordinances)	Clerk Office (Resolutions)
Clerk Office (Project)	Clerk Office (Contractor)	Clerk Office (Public Disclosure)
HR Recruitment (Civil Service)	HR Recruitment (Appointive)	HR Recruitment (Seasonal)
HR Recruitment (Non Civil Service)	HR Recruitment (Medical / Background Checks)	HR Payroll (Payroll)
HR Payroll (Reporting)	HR Payroll (Garnishment)	HR Personnel (Policies)
HR Personnel (Performance Evaluations (Union And Non Union))	HR Personnel (Investigations)	HR Personnel (Discipline)
HR Personnel (Public Disclosure)	HR Personnel (Retirement)	HR Personnel (Litigation)
HR Training	HR Training (Non Mandatory)	HR Training (Tuition Aid)

(Mandatory)		
HR Benefits (Administration)	HR Benefits (Liaison)	HR Benefits (Open Enrollment)
HR Benefits (Cobra)	HR Benefits (Wellness)	HR Benefits (Orientation)
HR Benefits (Leave)	PW Finance - Internal (Accounts Payable)	PW Finance - Internal (Payroll)
PW Finance - Internal (Budget)	PW Finance - Utility Billing (Finance - Utility Billing)	PW - Water Pollution Control Facility (Maintenance)
PW - Water Pollution Control Facility (Operations)	PW - Water Pollution Control Facility (IPT)	PW - Water Pollution Control Facility (Lab)
PW - Water Pollution Control Facility (Bio Solids)	PW - Water Filtration Plant (Operations)	PW - Water Filtration Plant (Maintenance)
PW - Water Filtration Plant (Water Shed)	PW - Operations (Street)	PW - Operations (Water)
PW - Operations (Sewer / Drainage)	PW - Operations (Transmission Line)	PW- Real Property (Right Of Way)
PW- Real Property (Property Purchase)	HR - Employee / Labor Relations (Union)	HR - Employee / Labor Relations (Non Union)
HR - Workers Compensation (Claim)	HR - Workers Compensation (Time Loss)	HR - Safety (Employee Medical)
HR - Safety (Policies and Programs (Creation, Audit, Review))	HR - Safety (Employee Name (Accidents))	HR - Safety (Noise Complaints)
HR - Safety (Class/Training)	Police - Property Room (Evidence File)	Police - Property Room (Testing)
PW Building Permits (Large Project Permits)	ENG - Building Permits (Small Project Permits)	ENG - Permit Inspections (Permit Inspections)
ENG - Traffic (Development Review)	ENG - Traffic (Project Development Support)	ENG - Traffic (Maintenance Process)
ENG - Traffic (Damage Process (change per email made))	ENG - Traffic (Citizen Response)	ENG - Engineering Services Finance (Accounts Payable)
ENG - Engineering Services Finance (Payroll)	ENG - Engineering Services Finance (Project Support (Grant & Non Grant))	ENG - Engineering Design (Capital Projects And External) (Study Folder)
ENG - Engineering Design (Capital Projects And External) (Project Folder)	Police Records (Police Reports (change per email made))	Police Records (Court Order)
Police Records (Pistol Licenses)	Police Support Services (Training Requests)	Police Support Services (Training Programs)
Police Support Services (Training Records)	Police Budget/Finance (Payroll Leave Requests)	Police Budget/Finance (Procedural Manuals)
Police Budget/Finance (Billings)	Police Budget/Finance (Grants)	Police Administration (Correspondence)
Police Administration (Requests)	Police Administration (Public Disclosure - General)	Police Administration (Investigation Background Review)
Police Administration (Retention / Disposition - Employee Records)	Police Administration (Agenda Item Process)	Police Code Enforcement (Investigation)
Police Code	Police OPS (Internal	Police OPS (External

Enforcement (Hearing)	Investigations)	Complaints)
Police OPS (Background)	Police OPS (Use of Force)	Police Investigations (Police Investigations (Note: Stored In Records Room))
Police Criminal Intelligence (Investigations)	Police Criminal Intelligence (Bulletin)	Police Criminal Intelligence (Crime Analysis)
Police Criminal Intelligence (Intelligence Analysis)	Police Criminal Intelligence (Assessments)	MC Infractions (General Infractions)
MC Infractions (Parking Infractions)	MC Criminal, Non Criminal, Warrants (Year File Closed)	MC Probation (Year File Closed)
Legal Group - Risk Management (Subrogation)	Legal Group - Risk Management (Insurance)	Legal Group - Risk Management (Claims / Litigation)
Legal Group - City General (Contract)	Legal Group - City General (Litigation)	Legal Group - City General (Opinions / Memorandum)
Legal Group - City General (General (includes Public Disc))	Prosecutors Office (DV File (No other file are kept))	Land Use (short term planning) (Project File)
Land Use (short term planning) (Hearing Examiner (appeal, decision))	Long Range Planning (Comprehensive Plan File)	Long Range Planning (City Sponsored Policy Changes)
Long Range Planning (Annexations)	Long Range Planning (Population Forecasts)	Long Range Planning (Historical Project File)
Community Development Block Grant (Grant File)	CHIP (Application)	CHIP (Project Files)

Overall study findings included the following.

- Paperless technologies can benefit the operating goals and key business drivers for all City of Everett departments.
- City of Everett can improve process efficiency and customer service between 5-30% by using paperless technologies.
- Currently, 77% of City of Everett files are moved manually throughout operating processes as paper and 23% are moved electronically (email, system applications).
- A large number of documents received electronically are printed back to paper for routing and filing as the City does not have a comprehensive paperless technology system in place.
- 589 users within City of Everett departments and 359 outside of the organization can benefit from electronic access to files and documents. A total of 948 users.
- City of Everett can improve the integrity of their records system (i.e. reduce indexing errors, increase search capabilities, improve file tracking, and avoid misplaced documents) by using paperless technologies.
- City of Everett can improve audit and litigation responses by using paperless technologies.
- Proper planning can mitigate user concerns regarding paperless technologies.

- City of Everett employees overall expressed a medium level of change management resistance to paperless technologies, which means that traditional change techniques will be effective.
- City of Everett indicates an urgency to change to paperless technologies within the next two years. However the City recognizes that it will take longer than two years to implement paperless technologies Citywide.

Examples of detailed study findings regarding paperless technology goals, key business drivers, module requirements, number of users, and improvement opportunities were as follows.

- City department high-level paperless technology goals

Department Area	Paperless Technology Goals
Clerk's Office - General	Save time, replace older indexing database (clerks database), get rid of the paper, on-line public disclosure (of appropriate documents), and save space.
Clerk's Office - Public Disclosure	Saving a copy of PD disclosure documents. Save time.
HR Recruitment	Manage and retain a high volume of paper; improve tracking of paper; improve retrieval of documents for reuse in other documents and processes.
HR Payroll	Manage and retain a high volume of paper. Faster access to paper for reporting purposes. Management of document retention disposition (can be 50 years plus).
HR Personnel	Same as Payroll.
HR Training	Faster access to documents and manage handouts. Be able to retrieve training documents.
HR Benefits	Improve document retrieval and eliminate the space required to store paper documents. Manage high volume of paper.
PW Finance - Internal	Improve management of account payable and payroll documents. Save space regarding paper documents.
Finance - Utility Billing	Scan or upload utility billing documents.
PW - Water Pollution Control Facility	Using existing document management technologies in place today (e.g. On Tap). At workflow level still using paper for the plant. Scanning is at end of the process.
PW - Capital Improvement	Be able to track related project development documents from process statement of need to grant to work order. Improve ability to track documents associated with a project (diff docs and formats). Be able to work electronically with federal systems. Allow for information to be available and be able to look at older documents (active archive). Eliminate duplication.
PW - Water Filtration Plant	Same as Water Pollution Control Facility.

Department Area	Paperless Technology Goals
PW - Operations	Improve efficiencies.
PW- Real Property	Scan and retrieval of existing and future real property documents. Significant time savings when accessing documents. Electronic search of documents. Version control of documents.
HR - Employee / Labor Relations	Streamline and efficiency of labor negotiation documents.
HR - Workers Compensation	Streamline and efficiency of workers compensation documents.
HR - Safety	Be able to find older documents (30 years). Improve records retention / disposition.
Police - Property Room	A more comprehensive document management system (all property room documents). Increased back up of documents that are not scanned today.
ENG - Building Permits	Electronic plan review including electronic notes. Scan files from paper to electronic (brown files, etc). Integrate permit documents into data system.
ENG - Permit Inspections	Record inspector comments while working out in the field. Electronic record keeping (erosion control) and monitoring. Integrate electronic documents into existing permit tracking software.
ENG - Traffic	Scan and index collision reports; with proper security. Better management of work orders including version control. Able to better access As Builts. GIS link between documents and maps. Review comments regarding mitigation fees.
ENG - Engineering Services Finance	Workflow of purchase request and invoice approval. Scan finished project files.
ENG - Engineering Design (Capital Projects And External)	Track related project development documents through statement of need to grant to work order. Improve ability to track documents associated with a project (diff docs and formats). Be able to work electronically with federal systems. Be able to track LID workflows and documents.
Police Records	Reduce storage space used for paper records. Easier sharing of records (prosecutor's office and police dept.).
Police Support Services	Improve tracking (training requests and training records).
Police Budget/Finance	Same as Police Support Services. And improve the speed of process (payroll process).
Police Administration	Same as Police Support Services. And save trees, locate documents faster, reduce the number of file cabs and improve indexing of documents.
Code Enforcement	Improved ability for track and tracing (tickler File). Ability to do internal retention scheduling. Increased search capabilities (custom, search inside of documents).
OPS	IA Pro has a lot of these capabilities. But it is

Department Area	Paperless Technology Goals
	underutilized.
Investigations	Improved ability for track and tracing (tickler file) for how long a detective has held a case.
Criminal Intelligence	Improved search ability (key word, full text/content). Also security is important. Ability for City network security to match police requirements. A lot of attachments are PDF and photo base, need ability to manage those.
Infractions	For infractions, get rid of paper. Save time to file, re-file, and add documents. Workflow of documents electronically.
Criminal, Non-Criminal, Warrants	Not have to handle the file to update. There is so much paper today.
Scheduling, Hearings	Ability to get on line and look at needed documents.
Probation	Electronic access of documents from the court. Allow for workflow of documents from fax and to fax.
Revenue, Time Pay	Workflow of PDF documents to Clerks office. Help to manage time pay forms.
Legal Group - Risk Management	Link document management to Riskmaster. Use of workflow for risk management area and citywide. Identification of an incident earlier in the process.
Legal Group - City General	Same as Risk Management. And indexing/tracking of legal opinions, contracts, subject files, and everything. Improve efficiencies as to document management and workflow.
Prosecutors Office	Interface workflows between their office and the Police Department. Cut down on data entry, send discovery electronically to defense attorneys. Cut costs.
Land Use (short term planning)	Allow for applications to be submitted electronically. Linking an EDMS to current permit system.
Long Range Planning	Allow for applications to be submitted electronically. Linking an EDMS to current permit system.
Community Development Block Grant	Grant tracking.
CHIP	Loan documentation management. Repair documentation management by address.

- Key business drivers

Access	Accountability	Archival	Audit
Better manage paper	Collaboration	Communication	Compliance
Consolidation	Custom search	Cut costs	Disclosure
Efficiency	Electronic signatures	Electronic view of documents within and across	Indexing

		departments	
Link to data systems	Litigation support	Management of electronic documents and forms	Process improvement
Reduce duplication	Reduce paper	Reduce storage space	Replace older systems
Re-use forms	On-line Public Disclosure	Record field comments	Retention/Disposition
Save time	Save trees	Search	Security
Space	Speed	Standardization	Streamlining
Tracking	Tracing	Version Control	Workflow of documents within and across departments

- Paperless technology modules.

Paperless technology module	Description	City of Everett Sub-Dept needs
Electronic Content Management Light (ECML)	Typically for documents that are created and received electronically which require collaboration but have minimal routing and storage/retrieval requirements. Use to: • Upload • Index • Store • Retrieve • Simple route • Collaborate • Retain /dispose of in accordance with records schedule and audit/litigation requirements	9% of City of Everett sub-departments indicate a need for ECML.
Electronic Document Management (EDMS)	Typically for documents that are received in paper or created electronically which require complex routing through a process, linking to a data system and complex storage/retrieval requirements. Use to: • Scan • Upload • Index • Store • Retrieve • Complex route (workflow) through a processing cycle • Link to data systems • Retain /dispose of in accordance with records schedule and audit/litigation requirements	91% of City of Everett sub-departments indicate a need for EDMS.
Image Scan And Retrieve (ISAR)	For post processed paper files and existing microform. Use to: • Scan • Index • Store • Retrieve • Retain /dispose of in accordance with records schedule and audit/litigation requirements	100% of City of Everett sub-departments indicate a need for ISAR. However, from a business

Paperless technology module	Description	City of Everett Sub-Dept needs
		perspective, many City of Everett areas are better suited for ECML or EDMS
Workflow	Use to : - Route documents through a structured process (e.g. intake, review, approval, disposition) - Route documents through an unstructured workflow (e.g. to anyone at any time) - Track the status of work packets	98% of City of Everett sub-departments indicate a need for structured workflow. 100% of City of Everett sub-departments indicate a need for unstructured workflow.
Electronic Reports (COLD)	Focuses on eliminating paper reports that are stored in files. Use to store and retrieve electronic reports generated from data systems.	12% of City of Everett sub-departments indicate a need for COLD.
Electronic Commerce	Links receipt of documents that are submitted electronically (on-line) to an electronic on-line payment.	40% of City of Everett sub-departments indicate a need for electronic commerce.

- Number of users (estimated)

	Total Concurrent Users of Image/EDM/ ECML/Workflow Within Department (Concurrent users are the number of users logged in at one time)	Total Concurrent Users of Image/EDM/ ECML/Workflow Outside Department But Within Organization (Field Staff)	Total Concurrent Users of Image/ EDM/ ECML/ Workflow Outside Organization	Total Overall Concurrent Users
Totals	<u>247</u>	<u>342</u>	<u>359</u>	948

- Improvement opportunities

	Documents That City Of Everett Employees Move Manually	Documents That City Of Everett Employees Move Electronically	TOTAL
Percentage	77%	23%	100%

	Efficiency Improvement Opportunity	Customer Service Impact Of Paperless Technologies	Improvement In Integrity Of Records System
Improvement Range	5%-30%	5%-30%	Medium

As a result of the study the following projects were identified as high priority for the City.

- ISAR (Image Scan/Store Of Post Processed Files) Projects

Department	Major Process
Police - Property room	Evidence file
Eng - Engineering design (capital projects and external)	Study folder

- ECML (Electronic Document Management Light) Projects

Department	Major Process
PW - Water pollution control facility	Lab
Police budget/finance	Procedural manuals
HR - Safety	Policies and programs (creation, audit, review)

- EDMS (Electronic Document Management/Workflow) Projects

Department	Major Process
Clerk Office	Contracts
PW - Water filtration plant	Operations
PW - Water filtration plant	Maintenance
PW - Water filtration plant	Water shed
Police administration	Public disclosure - general
Police administration	Retention / disposition - employee records

Department	Major Process
Infractions	General Infractions
MC-Criminal, non-criminal, warrants	Criminal / Year file closed
MC-Infractions	Parking infractions
MC-Criminal, non-criminal, warrants	Civil / Year file closed
MC-Criminal, non-criminal, warrants	Warrants / Year file closed
MC-Scheduling, hearings	Criminal
MC-Scheduling, hearings	General infractions
MC-Scheduling, hearings	Parking infractions
MC -Scheduling, hearings	Administration hearings
MC-Probation	Probation / year file closed
MC- Revenue, time pay	Collections
MC-Revenue, time pay	Time pay
MC-Revenue, time pay	Bail bonds
MC-Revenue, time pay	Refunds
Legal group - Risk management	Subrogation
Legal group - Risk management	Insurance
Legal group - Risk management	Claims / Litigation
Legal group - City general	Contract
Legal group - City general	Litigation
Legal group - City general	Opinions / Memorandum
Legal group - City general	General (includes public disc)

Based upon the above study and subsequent discussions within the City, the first project identified for paperless technologies was the Clerk's office Contracts area (C-EDMS). Upon discussion of this area it was also decided by the City to include in this project the ordinance, resolution and motions (ORM-EDMS) area as its routing pattern had many similarities to parts of contract routing.

Consequently, this project has two parts.

- Part 1 - Ordinances, resolutions, and motions EDMS or ORM-EDMS and
- Part 2 - Contracting EDMS or C-EDMS.
- Together these projects are defined as CORM-EDMS.

It was decided by the City that the project would be implemented in the following three phases.

- Phase I - Scan, index, store, view and retention/disposition of post processed contracts, ordinances, resolutions and motions. *This is a temporary phase.*
- Phase II - Expansion of system to include capture, indexing and workflow of ordinances, motions, and resolutions at the beginning of the process.
- Phase III - Expansion of system to include capture, indexing and workflow of contracts at the beginning of the approval process.

Follow on projects after CORM-EDMS may include:

- Police,
- Engineering,
- Human Resources,
- Public Works,
- Courts, and
- Legal.

I.3.A. ORDINANCES, RESOLUTIONS, AND MOTIONS (ORM-EDMS) PROJECT SUMMARY

Overall Project Description is as follows:

- Project Goal
 - The goal of this part of the project is capture, indexing and workflow of
 - Ordinances,
 - Resolutions, and
 - Motionsat the beginning of the process through workflow, acceptance, and retention/disposition.
- Project Files
 - There are no associated project files anticipated for Ordinances, Resolutions, and Motions.
- Input Volumes
 - Scanning volumes over 5 years are estimated at 45,000 pages or 9,000 pages per year.
 - Backfile scanning conversion is TBD.

- o There will be minimal upload of electronic Native Documents Formats (e.g. PDF, Word, Excel, Email, Text).
- Approval
 - o If ordinances, resolutions, or motions have a need for signature approved and the City decides this signature approval cannot be done thru electronic signatures the above volume will increase as documents will need to be printed, signed, and re-scanned in as final. This volume increase is TBD.
 - o Non signature, ordinances, resolutions, or motions approval will be done and recorded during workflow and be authenticated via user log in to the system.
- Indexes
 - o Indexes include 30 specific indexes for ordinances, resolutions, and motions:
 - 6 Indexes For ORM **User Portal**,
 - 4 Indexes For ORM Status Updates,
 - 4 Indexes For ORM Motion Key Dates,
 - 9 Indexes For ORM Workflow, and
 - 7 Indexes For ORM Administrative Portal.
 - o The **User Portal** will allow for indexes to be input to the ORM-EDMS ahead of document scanning. Once required indexes are input to the portal, the user will print out barcode coversheets that indicate the primary index (tracking number) and document types. The packet will be assembled with associated coversheets. At time of scan, the barcode coversheet will be recognized by the scanner hardware/software and allow for the documents being scanned to be associated with the primary index (tracking number) and for the document type in the packet to be defined. See Tables III.1 to III.13.

I.3.B. CONTRACT (C-EDMS) PROJECT SUMMARY

Overall project description is as follows:

- Project Goal
 - o The goal of this part of the project is capture, index and workflow of
 - Small Works,
 - Purchasing Small Goods And Services Under \$75,000,
 - Small Works - (Over \$100,000) (Small Works Roster),
 - Inter-Locals - Purchasing,
 - Purchasing Large > \$75,000,
 - Software Large > \$75,000, PW Capital Improvement Projects,

- Inter-Locals – Services,
- Collective Bargaining Agreements,
- Real Property Main Contracts,
- Professional Services over \$50,000 Or If Architecture Or Engineering (Any Dollar Amount),
- General Government Capital Projects,
- For Construction Set Plans,
- Large (Public Works >\$200,000 (State And Federal),
- For Construction Plans,
- Grant Contract Agreements, and
- Professional Services Under 50K (Not Architecture or Engineering)

at the beginning of the process through workflow, acceptance, and retention/disposition.

- Project Files
 - For the vast majority of contract files there will be a:
 - Contract file,
 - Amendments and change order file (these are files which go back through the same contract approval process), and
 - Project file which are populated by originating departments throughout the life of the project (these files will be scanned sometime after the project is completed).
- Input Volumes
 - Scanning volumes over 5 years are estimated at 1,120,675 pages or 224,135 pages per year.
 - Backfile scanning conversion is TBD.
 - There will be minimal upload of electronic upload of Native Documents Formats (e.g. PDF, Word, Excel, Email, Text).
 - The number of pages scanned per year will be affected by when the project is completed/accepted and when the project file is scanned in. *For example for PW capital improvement projects, the City desires to keep these project files in paper for 6 years and then they will be scanned. Most other project files will be scanned once they are found to be accepted as complete by the Council and/or the department project manager.*

- Approval
 - If contract signature approval is decided to not be done thru electronic signatures, by the City of Everett, the above volumes will increase as at the end of the workflow process, documents will need to be printed, signed, and re-scanned in as final. This volume increase is TBD.
 - Non signature, contract workflow approval will be done and recorded during workflow and be authenticated via user log in to the system.
- Indexes
 - The number of indexes for contracts are a possible 75 including:
 - 32 Indexes for Contracts **User Portal**,
 - 4 Indexes For Contract Status Updates,
 - 3 Indexes For Contract Motion Key Dates,
 - 16 Indexes For Contracts Workflow, and
 - 20 Indexes For Administrative Portal.
 - The **User Portal** will allow for indexes to be input to the C-EDMS ahead of document scanning. Once required indexes are input to the portal, the user will print out barcode coversheets that indicate the primary index (tracking number) and document types. The packet will be assembled with associated coversheets. At time of scan, the barcode coversheet will be recognized by the scanner hardware/software and allow for the documents being scanned to be associated with the primary index (tracking number) and for the document type in the packet to be defined. See Tables III.1 to III.13.

I.3.AB. CORM-EDMS PROJECT SUMMARY

Shared requirements for both parts of the project (CORM) Contracts, Ordinances, Resolutions, and Motions are as follows.

- Indexes
 - There will be an additional 20 indexes beyond those stated above. These indexes will be the same for both parts of the project and exist in the scan, barcode recognition, and retention disposition area. For a detailed list of indexes, see Tables III.1 to III.13.
- Users
 - Total full time users are 24 including: Purchasing 3, CAA 1, Budget Manager 1, Budget Chair 1, Budget Committee 3, Mayor Admin Assistance 1, Mayor

1, Council Admin 1, Legal 4, City Clerk 3, and Council 3 extra, and 1 Information Technology. Above concurrent users will be 20.

- o Additional City department search/view only users are 20 named / 10 concurrent.
- Search
 - o Search capabilities must include ability to search any combination of characters within any index.
 - o Searches should be able to be on a single field, a range of fields, or numerous fields.
 - o Search string requirements should include, but not be limited to: And, Or, Not, Except, All, Equals, Greater, Less, Wild Card, Soundex, Relevance and Boolean Logic.
 - o Search requirements should include the ability to track status of documents in file (e.g. completed, missing) by key indexes.
 - o Search profiles should be savable and reusable.
 - o A full content search engine should be available to allow for search within the text of a document (which has been scanned/recognized or uploaded) by a word or combination of words using multiple conditions. The ability to "narrow" search findings will be required. Full text search will however, not be a requirement of Phases I, II, or III of this project.
- Workflow
 - o Workflow activity summary for the project. These counts have been summarized from detailed workflow diagrams.

Estimated Workflow Activities	Estimated Count
Fax In	0
Prep (Includes Update To Data Portal)	39
Scan	4
Upload	1
Index	11
QC (Quality Control),	2
Task (Number of Work Tasks)	163
Workflow Decisions	36
Suspend Queue	17
Stops (Hard Where Process Ends),	10
Electronic Signature Or Database Approval (Final Method Of Signature Approval Is TBD)	6
Update To Portal (Indexing)	16

Estimated Workflow Activities	Estimated Count
Link To Data Systems (Other Than The CROM-EDMS)	0
Parallel Route	31
Sequential Route	150
Print	39
Fax Out	0
Email Out	30

- Storage
 - Storage requirements for documents and related indexes currently range from none to permanent.
 - Retention/disposition indexes will include: Document destruction date, Record series, Essential record, Retention period, Legal holds, Exceptions (PO), Case close date, Actual data disposal date, and Actual optical disposal date.
- Output
 - Documents will need to have the ability to be printed, faxed out, and transmitted out in electronic format.

I.3.C. CORM-EDMS PROJECT PHASING

The project described in I.3.A, I.3.B, and I.3.AB will be done in three phases

- Phase I - Scan, index, store, view and retention/disposition of post processed contracts, ordinances, resolutions and motions. *This is a temporary phase.*
- Phase II – Expansion of system to include capture, indexing and workflow of ordinances, motions, and resolutions at the beginning of the process.
- Phase III - Expansion of system to include capture, indexing and workflow of contracts at the beginning of the process.

I.3.D. PROJECT IMPLEMENTATION PHASES

The following is the anticipated project implementation phases of the CORM-EDMS project following contract signature completion.

PHASES

Vendor work plan (statement of work)

CORM Phase I - Post Processed

- Begin to install hardware and software
- Acceptance testing period

- Resolution period

ORM Phase II – Beginning of Process

- Begin to install hardware and software
- Acceptance testing period
- Resolution period

Contracts Phase III – Beginning of the Approval Process

- Begin to install hardware and software
- Acceptance testing period
- Resolution period

II. CORM-EDMS INPUT REQUIREMENTS

As mentioned there are three phases to the CORM–EDMS project.

- **Phase I of the CORM-EDMS project** will focus on scan, index, store, view and retention/disposition of post processed contracts, ordinances, resolutions and motions. This will be a temporary phase. However if this phase exists for a period of one year it could potentially require scanning of 233,135 pages (Ordinances, Motions, And Resolutions 9,000 pages + Contracts 224,135 pages).

It is important to note that ordinances, resolutions, and motions have only one file, where contracts can have a main contract file, amendment /change order file, and project file.

The number of pages input to the system will depend upon the timing of when the contract project file is scanned which is dependent upon when the project is accepted, completed and how long the project is desired to be kept in paper before it is scanned. *For example PW capital improvement desires to keep project files in paper for 6 years before they are scanned. However most other project files will be scanned once they are accepted as complete by the Council and/or the project manager.*

- **Phase II of the CORM-EDMS project** will focus on expansion of system to include capture, indexing and workflow of ordinances, motions, and resolutions at the beginning of the process. For this phase, scanning volumes over 5 years are estimated at 45,000 pages or 9,000 pages per year. *See Table II.1, below.*

Phase II backfile scanning conversion is TBD. There will, at this point, be minimal upload of electronic upload of Native Documents Formats (e.g. PDF, Word, Excel, Email, Text). At this time there is no associated project file for Ordinances, Resolutions, and Motions. If ordinances, resolutions, or motions have a need to be signature approved and the City decides this signature approval cannot be done electronically the above volumes will increase as documents will need to be printed, signed, and re-

scanned in as final. This volume increase is TBD. Non-signature approval will be done and recorded through the workflow and authenticated via user log in.

TABLE II.1 DETAILED TABLE MOTIONS, ORDINANCES, AND RESOLUTIONS FILES PAGE VOLUMES						
Files	Pages Min	Pages Max	Page Average	Yearly Transaction	Yearly Volume (Pages)	Five Year Volume (Pages)
Ordinance	2	200	50	55	2,750	13,750
Resolution	1	120	25	130	3,250	16,250
Motions	1	5	3	1000	3,000	15,000
					9,000	45,000

- **Phase III of the CORM-EDMS project** will focus expansion of system to include capture, indexing and workflow of contracts at the beginning of the process.

Contract types include: Small Works, Purchasing Small Goods And Services Under \$75,000, Small Works - (Over \$100,000) (Small Works Roster), Inter-Locals Purchasing, Purchasing Large > \$75,000, Software Large > \$75,000, PW Capital Improvement Projects, Inter-Locals – Services, Collective Bargaining Agreements, Real Property Main Contracts, Professional Services over \$50,000 Or If Architecture Or Engineering (Any Dollar Amount), General Government Capital Projects, For Construction Set Plans, Large (Public Works >\$200,000 (State And Federal), For Construction Plans, Grant Contract Agreements, and Professional Services Under 50K (not architecture or engineering). Contract types may change over time.

For the vast majority of contract files there is a separate:

- Main contract file,
- Amendments and change order file (these are unique file which go back through the approval process again), and
- Project file which are populated throughout the life of the project.

For this phase, scanning volumes over 5 years are estimated at 1,120,675 pages or 224,135 pages per year. Backfile scanning conversion is TBD. There will at this point be minimal upload of electronic upload of Native Documents Formats (e.g. PDF, Word, Excel, Email, Text). *See Table II.2 below.*

The number of pages scanned per year will be effected by when the project is completed/accepted and when the file is scanned in. *As stated for PW capital improvement projects PW desires to keep project files in paper for 6 years before they are scanned. However most other project files will be scanned once they are found to be accepted as complete by the Council and/or the project manager.*

If contracts signature approval is decided to not be done electronically by the City of Everett the above volume will increase as documents will need to be printed, signed, and

re-scanned in as final. This volume increase is TBD. Non-signature approval will be done and recorded through the workflow and authenticated via user log in.

TABLE II.2 DETAILED TABLE CONTRACTING FILES PAGE VOLUMES						
File/Document Types	Pages Min	Pages Max	Page Average	Yearly Transaction	Yearly Volume (Pages)	Five Year Volume (Pages)
Small Works - Small (Under \$100,000) / Small Works Roster Contract) (State And Federal) Main Contracts	4	300	100	20	2,000	10,000
Small Works - (Under \$100,000) / Small Works Roster Contract) (State And Federal). Amendments and Change Orders	1	75	40	25	1,000	5,000
Small Works - (Under \$100,000) / Small Works Roster Contract) (State And Federal) Project File	4	3000	200	20	4,000	20,000
Purchasing Small Goods And Services Under \$75,000 Main Contract	5	25	15	40	600	3,000
Purchasing Small Goods And Services Under \$75,000 Amendments and Change Orders	1	10	15	80	1,200	6,000
Purchasing Small Goods	25	70	50	40	2,000	10,000

And Services Under \$75,000 Project File						
Small Works - (Over \$100,000) (Small Works Roster Contract) (State And Federal) Main Contracts	30	300	100	5	500	2,500
Small Works - (Over \$100,000) (Small Works Roster Contract) (State And Federal) Amendments And Change Orders	5	30	15	10	150	750
Small Works - (Over \$100,000) (Small Works Roster Contract) (State And Federal) Project File	4	3000	300	5	1,500	7,500
Inter-Locals Purchases Main Contracts	2	5	3	15	45	225
Inter-Locals Purchases Amendments And Change Orders	NA	NA	0	0	0	0
Purchasing Large > \$75,000 Main Contracts	5	25	15	40	600	3,000
Purchasing Large > \$75,000 Amendments And Change Orders	5	10	7	40	280	1,400
Purchasing Large >	8	3000	450	40	18,000	90,000

\$75,000 Project File						
Software Large > \$75,000 Main Contracts	6	21	15	1	15	75
Software Large > \$75,000 Amendments And Change Orders For Above.	6	21	15	2	30	150
Software Large > \$75,000 Project File	30	60	40	1	40	200
PW Capital Improvement Projects Main Contracts.	150	5000	1000	20	20,000	100,000
For Construction Set Plans	6	200	50	20	1,000	5,000
PW Capital Improvement Projects Amendments And Change Orders For Above. (Not Including Plan Sets)	3	20	12	95	1,140	5,700
PW Capital Improvement Projects (If Department Has In Their Budget) Project File. This Includes As Builds, Scanned 6 Years Out From End Of Project.	1000	45000	6000	20	120,000	600,000
Inter-Locals - Services Main Contract	2	30	15	50	750	3,750
Inter-Locals - Services Amendments And Change Orders	N/A	N/A	0	0	0	0
Inter-Locals -	N/A	N/A	0	0	0	0

Services Project File						
Collective Bargaining Agreements Main Contracts	30	50	40	4	160	800
Collective Bargaining Agreements Amendments And Change Orders	N/A	N/A	0	0	0	0
Collective Bargaining Agreements Project File	N/A	N/A	0	0	0	0
Real Property Main Contracts	2	50	20	20	400	2,000
Real Property Amendments And Change Orders	N/A	N/A	0	0	0	0
Real Property Project Files	N/A	N/A	0	0	0	0
Professional Services over \$50,000 Or If Architecture Or Engineering (Any Dollar Amount). Main Contracts	2	50	25	75	1,875	9,375
Professional Services > \$50,000 Or If Architecture Or Engineering (Any Dollar Amount). Amendments And Change Orders	2	10	5	15	75	375
Professional Services > \$50,000 Or If Architecture Or Engineering (Any Dollar Amount) Project File	TBD	TBD	0	0	0	0

General Government Capital Projects Main Contracts	30	300	100	5	500	2,500
For Construction Set Plans	TBD	TBD	0	0	0	0
General Government Capital Projects Amendments And Change Orders	5	30	15	10	150	750
General Government Capital Projects Project File	4	3000	300	5	1,500	7,500
Large (Public Works >\$200,000 (State And Federal) Main Contracts	150	5000	1000	5	5,000	25,000
For Construction Plans	6	200	50	5	250	1,250
Large (Public Works >\$200,000 (State And Federal Amendments And Change Orders	3	20	12	25	300	1,500
Large (Public Works >\$200,000 (State And Federal Project File	1000	45000	6000	5	30,000	150,000
Grant Contract Agreements (All Amounts) Main Contracts	10	40	25	50	1,250	6,250
Grant Contract Agreements (All Amounts) Amendments And Change Orders	2	10	5	15	75	375
Grant Contract Agreements (All Amounts) Project File	NA	NA	0	0	0	0

Professional Services Under 50K. Not Architecture or Engineering Contract File.	2	50	25	300	7,500	37,500
Professional Services Under 50K. Not Architecture or Engineering Amendments And Change Orders	2	10	5	50	250	1,250
Professional Services Under 50K. Not Architecture or Engineering Project File	TBD	TBD	0	0	0	0
					224,135	1,120,675

In the future, electronic documents to be uploaded to the CORM-EDMS *may be increased to include:* HTML, XML, Excel, PowerPoint, ASCII, VISIO, GIF, JPEG, Publisher, Voice, and Video.

II.1. CORM-EDMS SCANNING REQUIREMENTS

See Section II for scanning volumes. For all phases paper based documents to be scanned, include the following attributes:

- Documents sizes examples range from: 1 by 1, to 8 ½ by 11, to E-Size or larger. The vast majority of documents are 8 ½ by 11.
- Documents can be both simplex and duplex.
- Weights of pages range from thin to standard to cardboard . However majority will be 20 pound bond.
- Unique colors of documents can include: white, orange, blue and yellow but majority will be white.
- Quality of documents range from illegible to good. Normal is fair/good.
- At this time there is no plan to put annotations on the document, as comments will be stored in database indexes. However in the future, the number of annotations required to be placed on documents may range from 0 to 15+. The type of annotations in the future could include direct note to the face of the document, stamp, and sticky notes. Also, circles and squares may be required to mark out confidential areas of the document. Permanent redacting may also be required (public disclosure).

- At this point, it is most likely that non signature approval will be done through the workflow and EDMS database and be authenticated via user log into the system with their required user name and password.
- However signature approval will be done manually, instead of by electronic signature, as a result, at the end of the process most documents most will be printed, signed, and scanned back in the system in as final. However in the future document level electronic signatures/pin code authorization may be utilized.
- Retention periods can range from none to permanent. A retention disposition module will be required.
- Number of pages for Ordinances, Motions and Resolutions range from 1 to 50 pages per document type; with an average of up to 20 pages. *See table II.3, below.*

TABLE II.3 DETAILED TABLE ORDINANCES, MOTIONS, AND RESOLUTIONS NUMBER OF PAGES PER DOCUMENT			
File / Document Types	Pages Min	Pages Max	Page Average
ORM Primary Documents			
Cover Sheet (Printed From Portal). Will Have Tracking Number (With Barcode), Attachment Type (With Barcode), And The Department Contract Information	1	2	2
Ordinance, Resolutions, And Motions Form (This May Be Replaced By A Cover Sheet)	2	50	15
ORM Supporting Documents			
Maps	1	10	4
Plans	1	50	20
Programs	1	50	20
Agreements	1	50	20
Publication	1	3	2
Voting Record	1	2	1
ORM Workflow Documents			
Council Agenda Sheet (Printed From Portal)	1	2	2
Budget Advisory Agenda Sheet (Printed From Portal)	1	2	2
Minutes - Word	1	25	15
Minutes -Video	n/a	n/a	n/a

Minutes - Audio	n/a	n/a	n/a
Review Questions	n/a	n/a	n/a
Dept Response To Review Notes	n/a	n/a	n/a
ORM Acceptance Documents			
Financial Acceptance (Close To End Of Project)	1	10	2
Project Acceptance (End Of Project)	1	10	4

- Number of pages for contracts range from 1 to 2,000 pages per document; with an average up to 1,000 pages. Although out of scope as this time, voice and video can range from 1 to 5 hours. *See table II.4, below.*

TABLE II.4 CONTRACTS DETAILED TABLE NUMBER OF PAGES PER DOCUMENT			
File /Document Types	Pages Min	Pages Max	Page Average
Contract Primary Documents			
Cover Sheet (Printed from portal). Will Have Contract Number (With Barcode), Attachment Type (With Barcode) , And The Department Contract Information	1	2	2
Contract With Vendor Signature (Except For Other Government Agencies Or Vendors That Will Not Sign) - Sign At End; Includes T & C; For Simple. Will Include Scope Of Work. This Is The Spec Book For Public Works.	1	100	25
Contract Supporting Documents			
Scope of Work. Should Be An Exhibit Of The Contract But Sometimes Is Included In The Body Of The Contract	1	50	4
Final Bid Document ITB, RFB, RFI, RFP	1	250	50

(PDF or Paper) From The City To The Vendor			
Legal Property Description	1	10	2
Advertisement	1	5	1
Affidavit Of Publication	1	2	2
Successful Vendor Response To The City	1	500	50
Other Vendor Responses (Name And Value Are Key Indexes)	1	500	50
Award Decision (Evaluation Documents) And Supporting Documents	1	25	2
Purchase Order (Where Is Part Of A Contract, Not The Contract)	1	10	3
Spec Book (Does Not Include Contract). See Contract Above.	1	1,000	250
Compensation Schedule	1	15	5
Insurance	1	25	5
Bonds	1	5	3
Statement Of Intent To Pay Prevailing Wage	1	5	3
Award Letter (Purchase Order Serves As Coversheet For SW)	1	5	3
Manual	1	500	250
Final Payment Checklist	1	5	3
Project Manager Form	1	5	3
Change Order	3	25	10
For Construction Plans	1	750	70
Contract Review/Workflow Documents			
Council Agenda Sheet (Printed Back Out From Portal)	1	2	2
Budget Advisory Agenda Sheet	1	2	2
Minutes - Word	1	25	15
Minutes -Video	1 Hour	5 Hours	3
Minutes - Audio	1 Hour	5 Hours	3
Review Questions	n/a	n/a	n/a

Department Response To Review Notes	n/a	n/a	n/a
Complete Project File (Six Years Out From Project Completion)			
For Construction Plans	See Above	See Above	See Above
As Built Plans (Today In Engineering Draw System)	1	1000	70
Note: Today Microfilm Is Happening 6 Years After. As Required/ Allowed, Film Will Be Produced From The Image.			
Purchasing Checklist (Not Complete Until Final Completion)	1	2	na
Certificate Of Completion	1	10	3
Notice of Completion (DOR, L&I,)	1	10	3
Releases	1	2	2
Final Payment Checklist	1	5	3
Additional Project Files For Public Works			
Correspondence - City	1	1000	500
Correspondence - Consultant	1	1000	500
Correspondence - Contractor	1	1000	500
Telephone Notes	1	100	50
Transmittals	1	50	25
Daily Reports	1	600	300
Quantities (Not Scanned Today)	1	500	250
Estimates	1	50	25
Change Orders	3	50	25
Force Accounts (Today Don't Keep)	1	100	50
Survey	1	50	25
Weekly Statement Of Working Days	1	52	26
Subcontractor Audits (Today Don't Scan)	1	500	250
Materials Testing	1	200	100
Submittals / Materials	1	2000	1000
Photos	1	750	375

Statements Of Intent and Affidavits	1	50	25
Payrolls	1	50	25
Claims And Liens	1	500	250
Traffic Control Plans	1	30	15
Progress Schedule	1	50	25
Consulting Engineers Billings	50	2000	1000
Billings (Lab, Survey, And Materials)	50	500	250
Citizen Comments	1	100	50

All Phase I and II documents will be primary scanned in the centralized scanning unit. In the future there may be other scanning units in other areas of the City such as Purchasing, Public Works, Police, and Courts. Some documents may be uploaded (e.g. PDF, Word, Email). Scanning operation are primarily from 8:00 am to 5:00 p.m., weekdays. However, the ability to scan needs to be available 24 hours a day.

II.2. CORM-EDMS FAX IN REQUIREMENTS

Fax in of documents is not anticipated at this time however the City may wish to implement in the future.

For future requirements, documents received by fax will be scanned or uploaded directly to the CORM-EDMS system for image storage and indexing. The quality of faxes may range poor to good and are received directly to a fax machine or to a fax server. Hours of fax operation are 24 hours a day, 7 days a week.

II.3. CORM-EDMS ELECTRONIC INPUT REQUIREMENTS

The primary format of images scanned to CORM-EDMS will be TIFF through the scanner.

At this time only a small volume of uploading is anticipated. Current upload documents may include PDF, Word, Email, and text. In the future, other formats such as: HTML, XML, Excel, PowerPoint, ASCII, VISIO, PDF, GIF, JPEG, Publisher, Voice, and Video could be required.

II.4. CORM-EDMS COMPRESSION AND FORMAT REQUIREMENTS

The desired requirement for TIFF image compression is 200 (Scan or Image Upload), Group 4, and Lossless. However 300 DPI may be necessary for engineering document or if ICR/OCR is used in the future.

PDF as a storage format will also be considered. Documents uploaded (other than TIFF) may be stored in their Native Document Format (e.g. Word, Excel, XML, PowerPoint, PDF, HTML, etc.).

II.5. CORM-EDMS BACKFILE CONVERSION REQUIREMENTS

There is no backfile conversion planned at this time. However in the future there may be backfile conversion of paper, microfilm, and microfiche. Microfilm could be 35 MM blipped and un-blipped.

III. CORM-EDMS INDEXING REQUIREMENTS

The indexes listed in the **CORM-EDMS Index Record Layout Table** (below) will need to be captured through manual indexing (input in portal or input during workflow). In the future they may be captured through recognition or upload from other data systems.

Definitions of columns presented in all Table III's are as follows:

- *Folder Type* – CORM (for all Contracts, Ordinances, Resolutions, and Motions, ORM (only for Ordinances, Resolutions, and Motions), or Contracts.
- *Mandatory Index* – Must be entered into the system.
- *Field Length* - Number of characters per field.
- *Unique index* - If the index only has a one to one association with a document.
- *How captured* – Indexes are captured via scanner log in, user log in, auto from scanner, PBX, input in user portal, input in administrative portal, or update from workflow.
- *Pull down or entered* – Can be a pull down of choices, auto entered from the scanner (based upon log in and initial set up information), barcode recognition, or entered manually.

The number of indexes are a possible 50 (30 specific + 20 common) for ordinances, resolutions, and motions, and a possible of 95 (75 specific +20 common) for contracting. See Tables III.1 to III.13, below. A summary of indexes is as follows.

- o Indexes For Contracting, Ordinances, Resolutions, and Motions
 - 20 common indexes For CORM (Scan, Barcode Recognition, And Retention Disposition)
- o 30 specific indexes for ordinances, resolutions, and motions
 - 6 Indexes For ORM User Portal
 - 4 Indexes For ORM Status Updates
 - 4 Indexes For ORM Motion Key Dates

- 9 Indexes For ORM Workflow
 - 7 Indexes For ORM Administrative Portal
- o 75 specific indexes for contracts
- 32 Indexes for Contracts User Portal
 - 4 Indexes For Contract Status Updates
 - 3 Indexes For Contract Motion Key Dates
 - 16 Indexes For Contracts Workflow
 - 20 Indexes For Administrative Portal

TABLE III.1 SCAN / UPLOAD COMMON INDEXES FOR ALL FOLDER TYPES						
	Folder Types	Mandatory Index	Field Length	Unique	How Captured	Pull Down Or Entry
All Folder Types						
SCAN / UPLOAD						
Scanned Or Uploaded	CORM	Yes	10	No	Scanner Log In Or User Log In	Auto Entered
Location Where Scanned/Uploaded	CORM	Yes	20	No	Scanner Log In Or User Log In	Auto Entered
First Name Of Who Scanned / Uploaded	CORM	Yes	30	No	Scanner Log In Or User Log In	Auto Entered
Last Name Of Who Scanned / Uploaded	CORM	Yes	30	No	Scanner Log In Or User Log In	Auto Entered
Job Title Of Who Scanned / Uploaded	CORM	Yes	30	No	Scanner Log In Or User Log In	Auto Entered
Date/Time Scanned / Uploaded	CORM	Yes	8	No	Auto From Scanner/Server	Auto Entered
Number of Pages (Scanned).	CORM	Yes	6	No	Auto From Scanner	Auto Entered
Size Of File Uploaded (MB)	CORM	Yes	8	No	Auto From Scanner / Server	Auto Entered
Type Of File Uploaded Format (.doc, xls, ppt, etc)	CORM	Yes	20	No	Auto From Scanner/Server	Auto Entered
If Faxed In Caller ID / Address	CORM	No	20	No	PBX	Auto Entered

TABLE III.2 PORTAL INPUT AND BARCODE RECOGNIZED COMMON INDEXES FOR ALL FOLDER TYPES						
Barcode Recognized Indexes (Per Document) And Input In Portal To Generate The Barcode Document)	Folder Types	Mandatory Index	Field Length	Unique	How Captured	Pull Down Or Entry
Tracking Number (Unique Assigned By System)	CORM	Yes	25	Yes	System Assigned In User Portal	Auto Assigned
Folder Type (Contract Type, Ordinance, Resolution, Motions)	CORM	Yes	25	No	Input In User Portal	Pull Down
Attachment Document Name (Main, Sow, Map, etc) (See List In Document Tab)	CORM	Yes	25	No	Input In User Portal	Pull Down
Exhibit Number (As Listed On Contract)	CORM	Yes	10	No	Input In User Portal	Pull Down

TABLE III.3 RETENTION / DISPOSITION COMMON INDEXES FOR ALL FOLDER TYPES						
	Folder Types	Mandatory Indexes	Field Length	Unique	How Captured	Pull Down Or Entry
ALL FOLDER TYPES						
Retention / Disposition	CORM					
Close Date	CORM	Yes	8	No	Input In Administrative Portal	Pull Down
Retention Period (Years)	CORM	Yes	3	No	From Records Schedule Module Based Upon Records Series	Pull Down
Legal Hold	CORM	No	3	No	Input In Administrative Portal OR Records Management Application	Pull Down
Operational Hold	CORM	No	3	No	Input In Administrative Portal OR Records Management	Pull Down

					Application	
Scheduled For Disposition Date (Calc field)	CORM	Yes	8	No	Calculated	Calculated
Actual Disposition	CORM	Yes	8	No	Input In Administrative Portal	Pull Down

**TABLE III.4
ORDINANCE, RESOLUTIONS, AND MOTIONS
PORTAL INDEX**

	Folder Types	Mandatory Indexes	Field Length	Unique	How Captured	Pull Down Or Entry
ORDINANCE, RESOLUTION, MOTIONS PORTAL						
Title Description	ORM	Yes	200	No	Input In User Portal	Entered
Summary Description	ORM	Yes	1,000	No	Input In User Portal	Entered
Project Contact First Name	ORM	Yes	60	No	Input In User Portal	Entered
Project Contact Last Name	ORM	Yes	60	No	Input In User Portal	Entered
Project Contact Email	ORM	Yes	128	No	Input In User Portal	Entered
Department	ORM	Yes	80	No	Input In User Portal	Pull Down

**TABLE III.5
ORDINANCE, RESOLUTIONS, AND MOTIONS
WORKFLOW STATUS UPDATE INDEX**

	Folder Types	Mandatory Indexes	Field Length	Unique	How Captured	Pull Down Or Entry
ORDINANCE, RESOLUTION, MOTIONS WORKFLOW STATUS UPDATES						
Overall Status (In Process Of Approval, Accepted, Fulfilled, Rejected)	ORM	Yes	15	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Status Date	ORM	Yes	8	No	Update From Workflow.	WF

					Allow For Administrative User Manual Update	
Status Person First Name (Who Changed The Status)	ORM	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Status Person Last Name (Who Changed The Status)	ORM	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF

TABLE III.6 ORDINANCE, RESOLUTIONS, AND MOTIONS KEY DATES DURING PROCESS INDEX						
	Folder Types	Mandatory Indexes	Field Length	Unique	How Captured	Pull Down Or Entry
ORDINANCES, RESOLUTIONS, MOTIONS KEY DATES (DURING PROCESS)						
Council Agenda Date	ORM	Yes	8	No	Input In Administrative Portal	Entered
Budget Date (This Field May Be Eliminated)	ORM	No	8	No	Input In Administrative Portal	Entered
Reading Dates (Ordinances) (Three) Multi Key	ORM	No	8	No	Input In Administrative Portal	Entered
Mayor Approval Date	ORM	No	8	No	Input In Administrative Portal	Entered

TABLE III.7 ORDINANCE, RESOLUTIONS, AND MOTIONS WORKFLOW INDEXES						
	Folder Types	Mandatory Indexes	Field Length	Unique	How Captured	Pull Down Or Entry
PRIMARY WORKFLOW INDEXES						
Priority (Normal Vs Fast-Track. This Field Is Assigned By The CAA)	ORM	Yes	2	No	Input In Administrative Portal	Pull Down
Type (FolderType) (See Above Index)	ORM	See Folder Type Above	See Folder Type Above	See Folder Type Above	See Folder Type Above	See Folder Type Above
IN PROCESS WORKFLOW DECISION INDEXES						
Where Packet Was Sent From (One or Many) (User ID)	ORM	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Who Will Review (One or Many)	ORM	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Workflow Requirement/Role (Work Required)	ORM	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Workflow Decision Date/Time	ORM	Yes	8	No	Update From Workflow. Allow For Administrative User Manual Update	WF
WORKFLOW DECISION OUTCOME						
Decision Approval (Password).	ORM	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Decision Comments	ORM	Yes	240	No	Update From	WF

(Multiple Key Field)					Workflow. Allow For Administrative User Manual Update	
Where Was Packet Sent Next (One Or Many)	ORM	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF

**TABLE III.8
ORDINANCE, RESOLUTIONS, AND MOTIONS
INDEXES ENTERED BY THE CLERK IN THE ADMINISTRATIVE PORTAL**

	Folder Types	Mandatory Indexes	Field Length	Unique	How Captured	Pull Down Or Entry
INDEXES ENTERED BY CLERK						
Key Word Abstraction Clerks Office (Word (s), Sentence(s). Numerous	ORM	Mandatory	200 Each Field	No	Input In Administrative Portal	Entry By Clerk
Ordinance Number	ORM	Yes	12	Yes To Master, No To Document	Input In Administrative Portal	Entry By Clerk
Resolution Number	ORM	Yes	12	Yes To Master, No To Document	Input In Administrative Portal	Entry By Clerk
Motions Number	ORM	Yes	n/a	n/a	n/a	n/a
Effective Date	ORM	Yes	8	No	Input In Administrative Portal	Entry By Clerk
Valid Date	ORM	Yes	8	No	Input In Administrative Portal	Entry By Clerk
Date Of Approval	ORM	Yes	8	No	Input In Administrative Portal	Entry By Clerk

TABLE III.9 CONTRACTS PORTAL INDEXES						
	Folder Types	Mandatory Indexes	Field Length	Unique	How Captured	Pull Down Or Entry
CONTRACT PORTAL						
Does Above Contract Type Have An Indemnification Clause?	Contracts	Yes	3	No	Input From User Portal	Pull Down
City Contract Number (Different For Original, Amendments, And Change Order) (Coversheet Specific)	See Tracking Number	See Tracking Number	See Tracking Number	See Tracking Number	See Tracking Number	See Tracking Number
Cross Reference Contract Number (Same For Original And For Amendments And Change Orders - The First Contract Is The Main Number)	Contracts	No	15	No	Input From User Portal	Pull Down
Vendor Refused To Sign Contract (Yes/No)	Contracts	Yes	3	No	Input From User Portal	Pull Down
PO Number	Contracts	No	10	Yes	Input From User Portal	Entered
Is Contract Non Standard (This Field May Be Eliminated)	Contracts	Yes	3	No	Input From User Portal	Entered
Has Legal Performed An Initial Review For Non Standard / Changes To Contract Type (This Field May Be Eliminated)	Contracts	Yes	3	No	Input From User Portal	Entered
Is Budget Approved (This Field May Be Eliminated)	Contracts	Yes	3	No	Input From User Portal	Entered
Project Folder Attachment Type (Contract, Addendum, Change Order, Completed Project, All)	Contracts	Yes	25	No	Input From User Portal	Pull Down
Contract Type (Includes Amounts). Main WF Index.	Contracts	Yes	160	No	Input From User Portal	Pull Down
Contract Title	Contracts	Yes	160	No	Input From User Portal	Entered
Contract Summary/ Abstract	Contracts	Yes	1,000	No	Input From User Portal	Entered

Contract Key Words (Clerks Office Will Enter This)	Contracts	Yes	160	No	Input In Administrative Portal	Pull Down And Enter
Bid Number	Contracts	Yes	100	No	Input From User Portal	Entered
Bid Name	Contracts	Yes	160	No	Input From User Portal	Entered
Department Project Number (If exists)	Contracts	No	100	No	Input From User Portal	Entered
Project Name	Contracts	Yes	160	No	Input From User Portal	Entered
Project Summary/ Abstract	Contracts	Yes	1,000	No	Input From User Portal	Entered
Project Contact First Name	Contracts	Yes	60	No	Input From User Portal	Entered
Project Contact Last Name	Contracts	Yes	60	No	Input From User Portal	Entered
Project Contact Email	Contracts	Yes	128	No	Input From User Portal	Entered
Department	Contracts	Yes	80	No	Input From User Portal	Pull Down
Department Head First Name	Contracts	Yes	60	No	Input From User Portal	Entered
Department Head Last Name	Contracts	Yes	60	No	Input From User Portal	Entered
General Work Location	Contracts	Yes	160	No	Input From User Portal	Entered
Contractor / Vendor Name	Contracts	Yes	160	No	Input From User Portal	Entered
Contractor Contact First Name	Contracts	Yes	60	No	Input From User Portal	Entered
Contractor Contact Last Name	Contracts	Yes	60	No	Input From User Portal	Entered
Contractor Contact Email	Contracts	Yes	128	No	Input From User Portal	Entered
Contractor Contract Phone	Contracts	Yes	11	No	Input From User Portal	Entered

TABLE III.10 CONTRACTS CONTRACT STATUS INDEXES						
	Folder Types	Mandatory Indexes	Field Length	Unique	How Captured	Pull Down Or Entry
CONTRACT STATUS UPDATES						
Overall Status (In Progress Of Approval, Accepted, Fulfilled, Rejected)	Contracts	Yes	12	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Status Date	Contracts	Yes	8	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Status Person First Name (Who Changed The Status)	Contracts	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Status Person Last Name (Who Changed The Status)	Contracts	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF

TABLE III.11 CONTRACTS KEY DATE INDEXES						
	Folder Types	Mandatory Indexes	Field Length	Unique	How Captured	Pull Down Or Entry
KEY DATES						
Council Date	Contracts	No	8	No	Input In Administrative Portal	Entered
Budget Date (This Field May Be Eliminate)	Contracts	No	8	No	Input In Administrative Portal	Entered
Mayor Approval Date	Contracts	No	8	No	Input In Administrative Portal	Entered

TABLE III.12 CONTRACTS COUNCIL SPECIFIC COVERSHEET INDEXES						
	Folder Types	Mandatory Indexes	Field Length	Unique	How Captured	Pull Down Or Entry
Council Specific Coversheet Indexes (Which Can Be Changed By A Selected Number Of WF Participants)	Contracts					
Project Title (See Project Name Above)	Contracts	See Above	See Above	See Above	See Above	See Above
Type Of Action (Consent, Action, First Reading, Second Reading, Third Reading, Public Hearing)	Contracts	No	15	No	Input In Administrative Portal	Entered
Council Bill Number	Contracts	No	15	No	Input In Administrative Portal	Entered
Originating Department (See Department Field)	Contracts	See Above	See Above	See Above	See Above	See Above
Contact Person (See Contact Name Field)	Contracts	See Above	See Above	See Above	See Above	See Above
Contact Person Phone Number (See Contact Person Phone Number Field)	Contracts	See Above	See Above	See Above	See Above	See Above
For Agenda Of (See Council Date Field)	Contracts	See Above	See Above	See Above	See Above	See Above
Department Head (See Department Head First And Last Name Field)	Contracts	See Above	See Above	See Above	See Above	See Above
CAA Approval (Should Be Populated From The Workflow)	Contracts	No	3	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Council President Approval (Should Be Populated From The Workflow)	Contracts	No	3	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Location	Contracts	No	16	No	Input In Administrative Portal	Entered
Proceeding Action (Workflow)	Contracts	No	16	No	Input In Administrative	Entered

					Portal	
Note: The Above Workflow Status Index Should Be Shown On Key Fields	Contracts					
Budget Amount	Contracts	No	16	No	Input In Administrative Portal	Entered
Expenditure Required	Contracts	No	16	No	Input In Administrative Portal	Entered
Budget Remaining	Contracts	No	16	No	Input In Administrative Portal	Entered
Additional Required	Contracts	No	16	No	Input In Administrative Portal	Entered
Account Numbers (Multiple)	Contracts	No	16	No	Input In Administrative Portal	Entered
Detailed Summary Statement (Above)	Contracts	No	16	No	Input In Administrative Portal	Entered
Recommendation	Contracts	No	16	No	Input In Administrative Portal	Entered

**TABLE III.13
CONTRACTS
WORKFLOW INDEXES**

	Folder Types	Mandatory Indexes	Field Length	Unique	How Captured	Pull Down Or Entry
Primary Workflow Indexes						
Contract Priority (Normal vs Fastrack. This Field Will Be Power User Assigned)	Contracts	Yes	2	No	Input In Administrative Portal	Pull Down
Contract Type (Document Type Including Amount) (See Above Folder Type Field)	Contracts	See Folder Type Above	See Folder Type Above	See Folder Type Above	See Folder Type Above	See Folder Type Above
In Process Workflow Decision (Numerous)						
Where Packet Was Sent From (One Or Many) (User ID)	Contracts	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF

Who Will Review (One Or Many)	Contracts	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Workflow Requirement/Role (Work Required)	Contracts	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Workflow Decision Date/Time	Contracts	Yes	8	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Workflow Decision Outcome	Contracts	Yes	25	No	Entered Or Server	Pull Down Or System Entered
Decision Approval (Password).	Contracts	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Electronic Signature	Contracts	Yes	100	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Decision Comments	Contracts	Yes	240	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Where Was Packet Sent Next (One Or Many)	Contracts	Yes	60	No	Update From Workflow. Allow For Administrative User Manual Update	WF
Council Acceptance Date	Contracts	No	8	No	Input In Administrative Portal	Entered
Project Manager Acceptance Date (Multi Key)	Contracts	No	8	No	Input In Administrative Portal	Entered
POST APPROVAL WF INDEX						

Date Contract Signed By City	Contracts	Yes	8	No	Input In Administrative Portal	Entered
Contract Expiration Date	Contracts	Yes	8	No	Input In Administrative Portal	Entered
Outside Signature Required (Other Agencies)	Same As Refused To Sign Contract	Same As Refused To Sign Contract	Same As Refused To Sign Contract	Same As Refused To Sign Contract	Same As Refused To Sign Contract	Same As Refused To Sign Contract

GENERAL NOTES FOR ALL INDEXES

Note: 1: Contracts could have the same project number but different contract numbers

Note: 2 Need spell check ability for text fields and calendar function for date fields

Note: 3 Need to output workflow history as a document (PDF), with a form overlay.

Note 4: Screens will need to be viewable on numerous monitors so multiple documents can be viewed at the same time.

Note 5: Required ability to reset/recalculate disposition indexes. For example, if a document record series retention period is changed by the State, then all documents with this record series will need to have disposition dates recalculated. Other examples are when a document is accessed close to its disposition date it may require its disposition date to be reset or if there is a legal hold required.

III.1. CORM-EDMS MANUAL INDEXING REQUIREMENTS

At this time indexing for Phase I, II, and III will be updated through the user portal, administrative portal, and/or workflow.

III.2. CORM-EDMS BARCODE INDEXING REQUIREMENTS

For Phase I, II, and III barcodes will be used for document separation. They will also be used to identify the unique tracking number for contracts entered into the portal, so that at time of scan: contracts, attachments, amendments, and project files can be matched to the data entered in the user portal.

III.3. CORM-EDMS OCR/ICR FORMS PROCESSING INDEXING REQUIREMENTS

OCR/ICR is not required at this time but may be required in the future.

III.4. CORM-EDMS ELECTRONIC INDEXING REQUIREMENTS

At this time there will be no electronic exchange of indexes between the CORM-EDMS and City databases but there may be in the future.

IV. CORM-EDMS TRANSACTION STORAGE REQUIREMENTS

Storage requirements (input, compression, index, and output) are as follows:

- **Input Requirements:**

- Phase I: Phase I of the CORM-EDMS project will focus on scan, index, store, view and retention/disposition of post processed contracts, ordinances, resolutions and motions. This will be a temporary phase. However if it extended for a period of one year it could potentially require scanning of 233, 135 pages (Ordinances, Motions, And Resolutions 9,000 pages + Contracts 224,135 pages).
- Phase II: Assuming that all ORM documents are scanned, over five years the storage space required to store documents is estimated at **45,000** scanned paper documents (see Section II.1.), NDF (Native Document Formats) is minimal.
 - Scanned paper documents: **45,000** (See Section II.1.)
 - NDF: **Minimal** (see Section II).
- Phase III: Assuming that all contract documents are scanned, over five years the storage space required to store documents is estimated at **1,120,675** scanned paper documents (see Section II.1.), NDF (Native Document Formats) are minimal. .
 - Scanned paper documents: 1,120,675 (See Section II.1.)
 - NDF: Minimal (see Section II).

It is important to note for all above phases, that the number of pages will increase based upon when the project file is scanned in, which is dependent upon when the project is accepted, completed and how long the project is desired to be kept in paper before it is scanned. *For example PW capital improvement projects desires to keep project files in paper for 6 years before*

they are scanned. However most other project files will be scanned once they are accepted as complete by the Council and/or the project manager.

If signature approval is decided to not be done thru electronic signatures, by the City of Everett, the above volumes will increase as at the end of the workflow process, documents will need to be printed, signed, and re-scanned in as final. This volume increase is TBD. Non signature, workflow approval will be done and recorded during workflow and be authenticated via user log in to the system.

Scanning DPI will range from 200 (Direct Scanning to CORM-EDMS) to 300 DPI (Future Forms Recognition).

- **Annotation requirements:** Although there are no annotation requirement at this time in the future annotations could range from 0 to 15+ per document (see Section V.1.).
- **Compression requirements:** Industry Standard Group 4 and Lossless (see II.4.) for scanned images.
- **Index requirements:** The number of indexes are a possible 50 (30 specific +20 common) for ordinances, resolutions, and motions, and a possible of 95 (75 specific +20 common) for contracting. The size of indexes for ORM and Contract fields range from 2 to 1,000 characters. See Tables III.1 to III.13
- **Output requirements:**
 - Printed: 1% to 100% of documents stored could be printed out.
 - Faxed out: At this time 0% of documents will be faxed out
 - Electronic out: 1% to 110% of documents stored could be PDF out.
- **Storage Media requirements:** The City of Everett will require a discussion of magnetic and optical media storage strategies. For some records, image output to microfilm may be required. Regulatory agencies or internal City of Everett requirements may also necessitate storage to non-erasable media (e.g. WORM optical).

V. CORM-EDMS VIEWING REQUIREMENTS

CORM-EDMS should be viewable over 1 to 3 screens at the same time. Monitors may range from 17+ inch to 21+inch

The number of users for all CORM-EDMS phases are:

- 24 full time users / 20 concurrent

- 20 read only post processed / 10 concurrent

The 24 full time user include: Purchasing 3, CAA 1, Budget Manager 1, Budget Chair 1, Budget Committee 3, Mayor Admin Assistance 1, Mayor 1, Council Admin 1, Legal 4, City Clerk 3, and Council 3 extra, and 1 Information Technology.

Viewers must be able to scale, rotate, enhance, and annotate documents. They must also be able to view engineering size documents (up to E Size)

Document security requirements should include scan/upload, search, view, annotate, delete, print, and fax, and be based upon individual or group. Document encryption may will be required.

V.1. CORM-EDMS ANNOTATION REQUIREMENTS

At this time annotations will not be required. However in the future annotation requirements may include: sticky note, direct markup on image (type, lines arrows, circles, squares), and stamps. Direct annotations may be used to perform temporary redaction of areas within an image. Annotations must be able to be turned on and off for view and print. **For some areas, annotation layers may be necessary.** The average number of annotations per page could range from 0 to 15+.

Annotation security is required for view, annotate, print, and fax. An annotation audit trail/log is required (indicating author and date/time of creation/modification).

Although at this time non-signature approval will be at the CORM-EDMS database level in the future electronic signature and verification may be required.

VI. CORM-EDMS FOLDERING, SEARCH, WORKFLOW, AND RETENTION REQUIREMENTS

VI.1. CORM-EDMS FOLDERING REQUIREMENTS

For Phase I and II, the ability to group documents into a folder **view** should be possible through search of any index or combination of indexes (see III.). Search profiles should be savable and reusable.

VI.2. CORM-EDMS SEARCH REQUIREMENTS

CORM key word search requirements include ability to search all fields (see Section III.)

Search capabilities should include ability to search any combination of:

- Characters within any key index. For example, for Last Name, be able to search using a partial or wild card.
- Key indexes. For example, tracking number.

Search string requirements should include, but not be limited to: And, Or, Not, Except, All, Equals, Greater, Less, Wild Card, Soundex, Relevance and Boolean Logic. Searches should be able to be on a single field, a range of fields, or numerous fields. In addition, search requirements should include the ability to track status of documents in file (e.g. completed, missing) by key indexes.

Search requirements should include the ability to track status of documents in file (e.g. completed, missing) by key indexes. In addition search profiles should be savable and reusable.

Also, in the future a full content search engine should be available to allow for search within the text of a document (which has been scanned/recognized or uploaded) by a word or combination of words using multiple conditions. The ability to "narrow" search findings will be required.

VI.3. CORM-EDMS WORKFLOW REQUIREMENTS

The following is a summary of workflow tasks, these tasks include:

- Blueprint number,
- Process name,
- Fax in,
- Prep,
- Scan,
- Upload,
- QC (Quality Control),
- Task (Number of Work Tasks),
- Workflow Decisions,
- Suspend Queue,
- Stops (Hard where process ends),
- Electronic Signature Or Database Approval (Final method of signature approval is TBD),
- Update To Portal (Indexing),
- Link To Data Systems (Other than the CROM-EDMS),
- Parallel Route,
- Sequential Route,
- Print, and
- Fax Out, and Email Out.

The information in the table below was summarized from detailed workflow maps.

			ESTIMATED SUMMARY OF WORKFLOW																	
BP	Process	Out of Scope	Fax In	Prep	Scan	Upload	Index	QC	Task	Workflow Decision	Suspend Queue	Stops (Hard Stop Process Ends)	Electronic Signature Or DataBase Approval	Update To Portal	Link To Data System	Parallel Route	Sequential Route	Print	Fax Out	Email Out
2	Intake Scan Index	2		13	1		4	1	17	5	2			3			23	2		1
2.1	Intake Scan Index	3		13	1		4	1	10	2	1			2			12	2		1
3	Small Works								8	1	1	1	1	1			10	1		4
4	Small Works Over								6	2	1	1		1			8			1
5	Purchasing Large Software, PW Capital Improvement If In Budfet, Inter locals Services,								5	1							8			2
6	Budget Committee					1			22	4	2	2		3		8	18	18		4
6.5	CAA								7	2	2			1		9				2
7	Council								17	6	4	2		1		2	22			3
8	Council								26	3	1	1	1	1		12		12		
8.5	Legal								8	3	1		1	1						3
9	Mayors			6	1		1		20	5	2	2	2	1			33	4		6
10	Work And Project File	13		7	1		1		12	1				1			11			3
11	Retention Disposition	3					1		5	1		1	1				5			
		21	0	39	4	1	11	2	163	36	17	10	6	16	0	31	150	39	0	30

VI.4. CORM-EDMS RETENTION REQUIREMENTS

Storage requirements for documents and related indexes currently range from none to permanent.

Retention/disposition indexes will include: Document destruction date, record series, essential record, retention period, legal holds, exceptions, close date, actual magnetic disposal date, and if required, actual optical disposal date.

VII. CORM-EDMS COLD REQUIREMENTS

There are no COLD requirements at this time but there may be in the future.

VIII. CORM-EDMS OUTPUT REQUIREMENTS**VIII.1. CORM-EDMS PRINTING REQUIREMENTS**

- Printed: 1% to 100% of documents stored could be printed out.

VIII.2. CORM-EDMS FAX OUT REQUIREMENTS

- Faxed out: At this time 0% of documents will be faxed out

VIII.3. CORM-EDMS ELECTRONIC OUT REQUIREMENTS

- Electronic out: 1% to 110% of documents stored could be PDF out.

City of Everett

REQUEST FOR PROPOSALS

Proposal **2010-076**

Contracting, Ordinances, Resolutions, Motions and Citywide
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**Attachment B - Project and Functional Requirements
Questionnaire**

How to fill out the questionnaire.

Use this key to determine which code to use for each question listed in the Project and Functional Requirements Questionnaire below.

Matrix Column	Description
Description	This column presents required functionality, unless otherwise stated.
Code	3 – Software/services can completely meet this requirement with no custom code and no additional expense. For example, this code should be used when the requirement can be met by populating a table or modifying a screen so long as these tables or screen changes would not affect software updates.
	2 – Software/services can meet requirement with minor code modifications with no impact on future releases. Modifications are placed in production by the implementation date with no additional cost for modification; the modification becomes part of the next software release.
	1 – Software/services will not meet requirement and will require system modification. Testing and production of modifications will be in place prior to implementation date; however, the customer will assume a cost above the basic system cost for future updates.
	0 – Software/services will not meet requirement.
Comments	In this section, please provide additional information about your responses. In particular, we want to know: • If your description includes any features that are not part of the base software package or is not part of your standard professional services (i.e. hosting). • If your response includes uses of third party software, ad-hoc query tools, “creative” use of exiting features, or custom modifications. Costs are requested in a separate attachment, please provide a realistic dollar estimate if there is additional cost associated with your solution, and whether that cost is due to additional software purchase or modification work.

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Questionnaire

Refer to RFP 2010-076 and 2010-076-Attachment A–City of Everett Application Design for supporting information to the questions listed below.

Respond to each question completely. Unless requested, do not respond with only a yes or a no answer.

Use the key on Page 1 of this document to determine which code to use for each question listed.

	Description	Code
	SEE ATTACHMENT A, SECTION: I.1. CITY OF EVERETT INTRODUCTION	
1.	Describe experience implementing EDMS (Electronic Document Management) and Workflow Technologies for a City the size of City of Everett (population 101,000 with 1,100 full time employees working in 20+ departments and divisions).	
	Comments:	
2.	Describe experience implementing EDMS (Electronic Document Management) and Workflow Technologies for the following City areas: Police, Fire, Library, Parks and Streets, Everett Transit as well as a large water Utility and Public Works Department, Animal Services and Shelter, Senior Center, Arts and Culture, Finance and Budget, City Clerk, Economic Development, Human Resources, Information Technology, Legal and Prosecutor’s Office, Everett Municipal Court, Purchasing and Streets Maintenance.	
	Comments:	

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	Description	Code
	SEE ATTACHMENT A, SECTION: I.2. CW-EDMS PROJECT REQUIREMENTS	
1.	Describe experience supporting Capture, EDMS, Workflow and Retention Disposition in the following City areas:	
	a) Contracting	
	Comments:	
	b) Ordinances, Resolutions, and Motions	
	Comments:	
	c) Police - Budget/Finance, Property Room, Administration, Infractions, Public Disclosure, Employee Records	
	Comments:	
	d) Engineering Design – Capital Projects And External	
	Comments:	
	e) HR - Safety	
	Comments:	
	f) PW – Water Pollution Control Facility, Water Filtration Plant	

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	Description	Code
	Comments:	
	g) Courts – Criminal, Non-Criminal, Warrants, Infractions, Scheduling, Hearing, Probation, Revenue, Time Pay	
	Comments:	
	h) Legal – Risk Management, City General	
	Comments:	
2.	Describe your software capability (modules, version, manufacturer) for the modules indicated. Also indicate if the proposing vendor is the developer or integrator of the software.	
	a) Initial Indexing Module (Data Portal)	
	Comments:	
	b) Capture Module	
	Comments:	
	c) Electronic Forms Module	

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	Description	Code
	Comments:	
	d) Imaging Module	
	Comments:	
	e) EDMS Module	
	Comments:	
	f) Annotation Module	
	Comments:	
	g) Key Word Search Module	
	Comments:	
	h) Full Text Search Module	
	Comments:	
	i) Encryption Module	

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	Description	Code
	Comments:	
	j) Versioning Module	
	Comments:	
	k) Interface To Outside Data Systems Module	
	Comments:	
	l) Engineering Size Documents Module	
	Comments:	
	m) Electronic Signature Module	
	Comments:	
	n) Workflow (Unstructured, Structured) Module	
	Comments:	
	o) COLD Module (Desired, not required functionality)	

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	Description	Code
	Comments:	
	p) Electronic Commerce (Desired, not required functionality)	
	Comments:	
	q) Retention Disposition Module	
	Comments:	
3.	Describe integration tools/abilities (e.g. OLE, API).	
	Comments:	
4.	Describe ability to integrate with examples of major data system used by the City:	
	a) Microsoft Access Databases	
	Comments:	
	b) Advanced CIS Infinity Utility Billing System	

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	Description	Code
	Comments:	
	c) Cayenta Financial System	
	Comments:	
	d) CRW TRAKiT Building Permit System	
	Comments:	
	e) Damion Prosecutor Case Management System	
	Comments:	
	f) Filetrail File Tracking System	
	Comments:	
	g) Westbrook Fortis Document Management System	
	Comments:	
	h) ESRI GIS	

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	Description	Code
	Comments:	
	i) Kronos Time Keeping System	
	Comments:	
	j) Dorn Riskmaster Risk Management System	
	Comments:	
	k) New World Computer Aided Dispatch/Records Management System	
	Comments:	
	l) Telestaff Public Safety Staff Scheduling System	
	Comments:	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment B - Project and Functional Requirements Questionnaire
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	Description	Code
	SEE ATTACHMENT A, SECTIONS: I.3.A, I.3.B, I.3.AB and I.3.C.	
1.	Provide a description of your experience dealing with:	
	a) Ordinances, Resolutions, And Motions Processes, Workflow, EDMS and Retention/Disposition systems.	
	Comments:	
	b) Contracts Processes, Workflow, EDMS, and Retention/Disposition systems.	
	Comments:	
	SEE ATTACHMENT A, SECTION: I.3.D. PROJECT IMPLEMENTATION PHASES	
1.	Describe ability to meet project phases and provide a timeline for those phases.	
	Comments:	
2.	Describe user training required, courses offered and training materials provided.	
	Comments:	
3.	Describe training and effort required to set up and operate CORM Phase I, Phase II, and Phase III. Where are classes/training offered? Provide example training plan and schedule.	

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	Description	Code
	Comments:	
	SEE ATTACHMENT A, SECTION: II.1. CORM-EDMS SCANNING REQUIREMENTS	
1.	Can CORM–EDMS scanning requirement be met by vendor? Describe.	
	Comments:	
2.	Describe type and specifications of scanners proposed.	
	Comments:	
3.	Describe ability to capture volume of scanning required.	
	Comments:	
4.	Describe ability to capture number of pages per document stated.	
	Comments:	
5.	Describe ability to capture weights, sizes, and colors of paper stated.	

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	Description	Code
	Comments:	
6.	Describe ability to recognize hard to read or poorly aligned documents.	
	Comments:	
7.	Describe scanning software and hardware capabilities, version number, date released, and number of users supported.	
	Comments:	
	SEE ATTACHMENT A, SECTION: II.2. CORM-EDMS FAX IN REQUIREMENTS	
1.	Can CORM-EDMS fax requirement be met by vendor? Describe.	
	Comments:	
2.	Describe fax software and capabilities.	
	Comments:	
3.	Describe fax deskewing and image clean up capabilities.	

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	Description	Code
	Comments:	
4.	Describe fax software and hardware version number, date released, and number of users supported.	
	Comments:	
	SEE ATTACHMENT A, SECTION: II.3. CORM-EDMS ELECTRONIC INPUT REQUIREMENTS	
1.	Can CORM–EDMS electronic input requirements be met by vendor? Describe.	
	Comments:	
2.	Describe ability to upload electronic documents.	
	Comments:	
3.	Describe ability to interface/upload documents from Forms Processing Software.	
	Comments:	
4.	Does an interface with a Forms Processing Software exist or will it need to be developed. Describe.	

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	Description	Code
	Comments:	
5.	Describe ability to interface/upload document index data from outside data systems.	
	Comments:	
6.	Describe electronic in / storage software capabilities, version number, date released, and number of users supported.	
	Comments:	
	SEE ATTACHMENT A, SECTION: II.4. CORM-EDMS COMPRESSION AND FORMAT REQUIREMENTS	
1.	Can compression and file format requirement be met by vendor? Describe. If applicable, state alternative strategies and benefits.	
	Comments:	
2.	Describe compression hardware/software capabilities, version number, date released, and number of users supported.	
	Comments:	

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	Description	Code
	SEE ATTACHMENT A, SECTION: II.5. CORM-EDMS BACKFILE CONVERSION REQUIREMENT	
1.	As an alternative strategy for in house paper backfile conversion, state outside backfile conversion methodology and approach.	
	Comments:	
	SEE ATTACHMENT A, SECTION: III. CORM-EDMS INDEXING REQUIREMENTS	
1.	Can CORM-EDMS index requirement be met by vendor? Explain.	
	Comments:	
2.	Describe number and length of indexes supported in the following areas:	
	a) Capture	
	Comments:	
	b) Image/EDMS	
	Comments:	
	c) Workflow	
	Comments:	

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	Description	Code
	d) Retention/Disposition	
	Comments:	
	e) COLD (Desired, not required functionality)	
	Comments:	
3.	Describe ability to modify and add indexes in the following areas:	
	a) Capture	
	Comments:	
	b) Image/EDMS	
	Comments:	
	c) Workflow	
	Comments:	
	d) Retention/Disposition	

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	Description	Code
	Comments:	
	e) COLD (Desired, not required functionality)	
	Comments:	
4.	Describe security preventing unauthorized modification/addition of indexes in the following areas:	
	a) Capture	
	Comments:	
	b) Image/EDMS	
	Comments:	
	c) Workflow	
	Comments:	
	d) Retention/Disposition	

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	Comments:	
	e) COLD (Desired, not required functionality)	
5.	Describe Capture index ability and approach. Describe who the Capture software manufacturer is and how the Capture software integrates with Image/EDMS, Workflow, Records/Disposition And Cold Modules.	
	Comments:	
6.	Describe EDMS index ability and approach. Describe who the EDMS software manufacturer is and how the EDMS software integrates with Workflow, Records/Disposition, and COLD Modules.	
	Comments:	
7.	Describe approach to EDMS "check in" and "check out" of documents.	
	Comments:	
8.	Describe document version tracking capabilities.	
	Comments:	
9.	Describe COLD index ability and approach. Describe who the COLD software manufacturer is and how the COLD software integrates with	

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	Description	Code
	EDMS, Workflow and Records/Disposition Modules.	
	Comments:	
10.	Describe full Workflow index ability and approach. Describe who the Workflow software manufacture is and how the Workflow software integrates with EDMS, Records/Disposition, And COLD Modules.	
	Comments:	
	SEE ATTACHMENT A, SECTION: III.1. CORM-EDMS MANUAL INDEXING REQUIREMENTS	
1.	Can CORM-EDMS manual index requirements be met by vendor? Explain.	
	Comments:	
2.	Describe index software capabilities, version number, date released, and number of users supported.	
	Comments:	
3.	Ability to Index different Contracts (with different contract numbers) with the same project number.	
	Comments:	

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	Description	Code
4.	Ability to spell check index fields.	
	Comments:	
5.	Ability to utilize a calendar function for date fields.	
	Comments:	
	SEE ATTACHMENT A, SECTION: III.2. CORM-EDMS BARCODE INDEXING REQUIREMENTS	
1.	Can CORM-EDMS barcode requirements be met by vendor? Describe.	
	Comments:	
2.	Describe number and type of barcodes supported.	
	Comments:	
3.	Describe barcode hardware/software capability, version number, date released, and number of users supported.	
	Comments:	

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	Description	Code
	SEE ATTACHMENT A, SECTION: III.3. CORM-EDMS OCR/ICR FORMS PROCESSING INDEXING REQUIREMENTS	
1.	Can CORM-EDMS OCR/ICR Forms Processing requirement be met by vendor? Describe.	
	Comments:	
2.	Describe Forms Processing software supported and level of integration.	
	Comments:	
3.	Describe Forms Processing form designer tool & capabilities.	
	Comments:	
4.	Describe Forms Processing image clean up capabilities.	
	Comments:	
5.	Describe Forms Processing OCR/ICR recognition capabilities.	
	Comments:	
6.	Describe Forms Processing unattended editing functions.	

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	Description	Code
	Comments:	
7.	Describe Forms Processing rules based recognition assistance.	
	Comments:	
8.	Describe ability of Forms Processing to produce an electronic form for intranet/internet usage.	
	Comments:	
9.	Describe ability to integrate with third party electronic forms.	
	Comments:	
10.	Describe forms processing hardware/software capability, version number, date released, and number of users supported.	
	Comments:	

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	Description	Code
	SEE ATTACHMENT A, SECTION: III.4. CORM-EDMS ELECTRONIC INDEXING REQUIREMENTS	
1.	Can CORM-EDMS electronic indexing requirement be met by vendor? Describe.	
	Comments:	
2.	Describe number and type of electronic indexing options supported (e.g. interfaces with outside data system, data validation, upload).	
	Comments:	
3.	Describe electronic indexing hardware/software capability, version number, date released, and number of users supported.	
	Comments:	
	SEE ATTACHMENT A, SECTION: IV. CORM-EDMS TRANSACTION STORAGE REQUIREMENTS	
1.	Can CORM-EDMS storage requirement be met by vendor? Describe.	
	Comments:	
2.	Describe a magnetic storage option for short and long term storage. Describe performance (e.g. input, view, and print speed) capability and strategies.	

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	Description	Code
	Comments:	
3.	Describe an optical storage option for short and long term storage. Describe performance (e.g. input, view, and print speed) capability and strategies.	
	Comments:	
4.	Provide storage sizing estimates for current and long term CORM-EDMS volumes.	
	Comments:	
5.	Describe other storage options believed to be appropriate.	
	Comments:	
6.	Describe ability to output from images or NDF to Microfilm.	
	Comments:	
7.	Describe strategy (automated) to move electronic documents between different media (e.g. magnetic to optical and back). Describe Hierarchical Storage Manager.	

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	Description	Code
	Comments:	
8.	Describe backup and disaster recovery strategy/tools.	
	Comments:	
9.	Describe caching capabilities and strategies.	
	Comments:	
10.	Describe partitioning capabilities and strategies.	
	Comments:	
11.	Describe replication capabilities and strategies.	
	Comments:	
12.	Describe load balancing strategies/tools.	
	Comments:	
13.	Describe server strategies.	

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	Comments:	
14.	Describe RAID capabilities and strategies.	
	Comments:	
15.	Describe mirroring capabilities and strategies.	
	Comments:	
16.	For optical, describe jukebox storage options and strategy.	
	Comments:	
17.	Describe ability to download files to portable media or communication networks (e.g. CD, DVD, and Internet).	
	Comments:	
18.	Describe ability to render documents into alternative formats (e.g. PDF, HTML).	

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	Description	Code
	Comments:	
19.	Describe performance and throughput ability given volumes, number of users stated, and other information presented in this document (e.g. performance, response time, and throughput).	
	Comments:	
20.	Can response time of 1-2 seconds from magnetic, 5 seconds from optical (disk spun up in drive), and 12-15 seconds from optical jukebox (disk not spun up) be met?	
	Comments:	
21.	Describe storage hardware/software capabilities, version number, date released, and number of users supported.	
	Comments:	

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	Description	Code
	SEE ATTACHMENT A, SECTION: V. CORM-EDMS VIEWING REQUIREMENTS	
1.	Can CORM-EDMS Phase I and II viewer requirement be met by vendor? Describe.	
	Comments:	
2.	Describe ability to support two to three 17+ size inch monitors.	
	Comments:	
3.	Describe ability to launch same document in multiple viewers (so different pages in the same document can be compared).	
	Comments:	
4.	Describe ability to integrate CORM-EDMS viewer to outside data systems.	
	Comments:	
5.	Describe ability to view the CORM-EDMS directly.	
	Comments:	
6.	Describe viewing capabilities (e.g. pan, zoom, go to, next, zoom, rotate, page number).	

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	Comments:	
7.	Describe viewing capabilities for engineering size documents (e.g. birds eye, redlining, tiling)	
	Comments:	
8.	Describe ability to modify/customize user viewing screens.	
	Comments:	
9.	Describe viewer (Thick and Web) screen design tools, options, strategies, and languages supported.	
	Comments:	
10.	Describe viewer (Thick and Web) hardware/software capabilities, version number, date released, and number of users supported.	
	Comments:	
11.	Ability to view multiple documents at the same time on multiple monitors.	

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	Description	Code
	Comments:	
	SEE ATTACHMENT A, SECTION: V.1. CORM-EDMS ANNOTATION REQUIREMENTS	
1.	Can CORM-EDMS annotation requirements be met by vendor? Describe.	
	Comments:	
2.	Describe annotations supported by the Thick Client and Web Client viewers.	
	Comments:	
3.	For any of the viewers, when an image/electronic document is first viewed, does the image present before the annotation, or do they present at the same time? In other words, will there be a momentary view of the image under the annotation?	
	Comments:	
4.	Describe annotation security.	
	Comments:	
5.	Describe annotation hardware/software capabilities, version number, date released, and number of users supported.	

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	Comments:	
6.	Describe redaction capabilities. Is redaction permanent?	
	Comments:	
7.	Describe using annotations to perform redactions.	
	Comments:	
8.	Describe supporting electronic approval at the database level based upon user log on.	
	Comments:	
9.	Describe electronic signature/pin code capabilities/integration (Web and Thick Client).	
	Comments:	
10.	Describe electronic signature/pin code validation capabilities (during signature).	

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	Comments:	
11.	Describe electronic signature/pin code validation capabilities (post signature).	
	Comments:	
12.	Describe how an electronic signature/pin code and/or the related document will be modified if the individual who placed the signature/pin code no longer works for the organization.	
	Comments:	
13.	Describe how electronic signatures/pin code is locked to the document (e.g. what prevents signatures from being changed, what happens to the signature/pin code if the document is altered).	
	Comments:	
14.	Describe ability/limitations for multiple electronic signatures/pin codes on one document.	
	Comments:	

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	Description	Code
	SEE ATTACHMENT A, SECTION: VI.1. CORM-EDMS FOLDERING REQUIREMENTS	
1.	Can CORM-EDMS Phase I and II folder requirement be met by vendor? Describe.	
	Comments:	
2.	Describe folder hardware/software version number, date released, and number of users supported. Describe who developed foldering (EFM) product.	
	Comments:	
	SEE ATTACHMENT A, SECTION: VI.2. CORM-EDMS SEARCH REQUIREMENTS	
1.	Can CORM-EDMS search requirements be met by vendor? Describe.	
	Comments:	
2.	Describe search screens (e.g. fixed, user defined).	
	Comments:	
3.	Describe search capabilities, flexibility, options, and required training.	

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	Comments:	
4.	Describe ability to save search parameters.	
	Comments:	
5.	Describe search strings supported and required training.	
	Comments:	
6.	Describe advanced search capability (e.g. outside standard screens).	
	Comments:	
7.	Describe ability to modify and/or add search fields. Describe any limitations to search fields.	
	Comments:	
8.	Describe content (full text) search capabilities.	
	Comments:	

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	Description	Code
9.	Describe any limitations to search over the internet.	
	Comments:	
10.	Describe search security options.	
	Comments:	
11.	Describe search hardware/software capabilities, version number, date released, and number of users supported.	
	Comments:	
	SEE ATTACHMENT A, SECTION: VI.3. CORM-EDMS WORKFLOW REQUIREMENTS	
1.	Describe ability to meet CORM-EDMS workflow requirements.	
	Comments:	
2.	Describe specific ability to meet the following workflow requirements.	
	a) Routing indexes (e.g. workflow, EDMS).	
	Comments:	
	b) Routing options (e.g. sequential, parallel, and conditional).	

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	Description	Code
	Comments:	
	c) Routing priority (e.g. FIFO, Users set priority).	
	Comments:	
	d) Automated task types (e.g. if-then-else, hold, suspend, launch, get data from outside application, provide data to outside applications, link, access, scan, upload, index, review, split, consolidate, print, fax, transmit, and custom task types).	
	Comments:	
	e) Complex decision task utilization (e.g. nested decision tasks, parallel routing).	
	Comments:	
	f) Decisions attributes such as initiation (trigger), duration, notification, dependence, iteration, escalation, alerts, deadlines, and completion.	
	Comments:	
	g) Ability to trigger notification/workflow via email.	

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	Description	Code
	Comments:	
	h) Job assignments (e.g. group, individual).	
	Comments:	
	i) Ability to assign work (e.g. decision tasks, manually).	
	Comments:	
	j) Ability to reassign work to another job queue.	
	Comments:	
	k) Flexibility in ways to order work queues (e.g. indexes, worker defined indexes).	
	Comments:	
	l) Workload rebalancing.	
	Comments:	

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	Description	Code
	m) Automated help (video, voice, text).	
	Comments:	
	n) Ability to link to outside applications (e.g. Other City Databases).	
	Comments:	
	o) Graphical workflow designer tool (e.g. build of workflows, build of subworkflows, generation of workflow code, debugger, version controls, simulation modeling, route/export to BPR tools).	
	Comments:	
	p) Workflow measurement (e.g. graphics, reports) both inquiry and reports.	
	Comments:	
	q) Security.	
	Comments:	
	r) Web and Thick Client browser/viewer strategies.	

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	Comments:	
	s) Ability to link workflow to electronic signature/pin code applications.	
	Comments:	
	t) Ability in the workflow to allow for user non-signature approval to be recorded based upon user sign in and password.	
	Comments:	
3.	Describe briefly what is required to set up workflow, for a simple pattern vs. a complex pattern. Describe what level of effort/skill and tools are required to change/modify a workflow pattern and related indexes.	
	Comments:	
4.	Describe workflow hardware/software capabilities, version number, date released, and number of users supported.	
	Comments:	
5.	Ability to output workflow history as a document (PDF), with a form overlay.	

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	Description	Code
	Comments:	
	SEE ATTACHMENT A, SECTION: VI.4. CORM-EDMS RETENTION REQUIREMENTS	
1.	Can CORM-EDMS retention/disposition (deletion) requirements be met by vendor? Describe.	
	Comments:	
2.	Describe how retention/disposition will occur for folders/documents.	
	Comments:	
3.	Describe how retention/disposition capabilities will be built or integrated into the CORM-EDMS	
	Comments:	
4.	Describe ability to support legal holds.	
	Comments:	
5.	Ability to reset/recalculate disposition indexes. For example, if a document record series retention period is changed by the State, then all documents with this record series will need to have disposition dates recalculated. Other examples are when a document is accessed close to its disposition date it may require its disposition date	

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	Description	Code
	to be reset or if there is a legal hold required.	
	Comments:	
6.	Is retention / disposition DOD certified or compliant? Describe.	
	Comments:	
7.	Describe disposition scheduling and strategies for those documents stored on magnetic, magnetic-optical, and non-erasable optical.	
	Comments:	
	SEE ATTACHMENT A, SECTION: VII. COLD REQUIREMENTS (Desired, not required functionality)	
1.	Can CORM-EDMS COLD requirements be met by vendor? Describe.	
	Comments:	
2.	Describe how reports are uploaded into COLD.	
	Comments:	
3.	Describe COLD data mining / reporting capabilities.	

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	Description	Code
	Comments:	
4.	Describe how COLD integrates into other modules offered (Image/EDMS, Workflow, Retention).	
	Comments:	
	SEE ATTACHMENT A, SECTION: VIII.1. CORM-EDMS PRINTING REQUIREMENTS	
1.	Can CORM-EDMS printing requirement be met by vendor? Describe.	
	Comments:	
2.	Describe type of printers supported and specifications.	
	Comments:	
3.	Describe ability to transmit and print over LAN, WAN, and internet.	
	Comments:	
4.	Describe printer software and hardware version number, date released, and number of users supported.	

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	Comments:	
	SEE ATTACHMENT A, SECTION: VIII.2. CORM-EDMS FAX OUT REQUIREMENTS	
1.	Can fax requirement be met by vendor? Describe.	
	Comments:	
2.	Describe type of fax hardware gateway supported and specifications.	
	Comments:	
3.	Describe fax software and hardware version number, date released, and number of users supported	
	Comments:	
	SEE ATTACHMENT A, SECTION: VIII.3. CORM-EDMS ELECTRONIC OUT REQUIREMENTS	
1.	Can electronic out requirement be met by vendor? Describe.	
	Comments:	
2.	Describe electronic out strategies (i.e. CD, DVD, Internet, Intranet).	

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	Comments:	
3.	Describe ability to transmit TIFF files, and convert to TIFF to PDF.	
	Comments:	
4.	Describe encryption and secure server strategies.	
	Comments:	
5.	Describe type of electronic out hardware supported and specifications.	
	Comments:	
	SEE RFP 2010-076, SECTIONS: "TECHNOLOGY FEATURES", "TECHNOLOGY STANDARDS AND LAN/WAN ENVIRONMENT" AND "EQUIPMENT"	
1.	Describe ability to meet technical requirements/standards. Explain any exceptions.	
	a) Technology features	
	Comments:	
	b) Technology standards and LAN/WAN environment	

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	Comments:	
	c) Equipment	
	Comments:	
2.	Describe any remote access required during implementation, or to provide maintenance or troubleshooting.	
	Comments:	
3.	Proposed system databases are compatible with Microsoft SQL or Oracle. Indicate in comments the specific backend databases supported along with the latest version supported.	
	Comments:	
4.	Does the system require an Application Server, Database Server, Web Server, File Server, etc. Include a diagram/network topology explaining the need for each of these servers.	
	Comments:	
5.	Does your system require web services, such as IIS, Tomcat, etc? What versions does it support?	

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	Comments:	
6.	Is the system software compatible with Microsoft XP and Microsoft XP Tablet PC Operating Systems? Please note if Windows 7 Compatible.	
	Comments:	
7.	Is the system software compatible with Desktops, Laptops and Tablet PCs?	
	Comments:	
8.	Is the system software compatible with Windows 2008 Server? Please note if compatible with Windows 2003 Server.	
	Comments:	
9.	The City standard for server virtualization is VMware; will this system work in a VMware virtualized environment?	
	Comments:	
10.	What are the VMware hardware/application requirements for your system?	

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	Comments:	
11.	Does the vendor have support staff knowledgeable in supporting the system in a VMware environment?	
	Comments:	
12.	Describe your approach to the following standards (e.g. DMWare, WfMC, DoD, Content Management Interoperability Services, 5015.2 MOREQ)	
	Comments:	
PROPOSED SYSTEM SECURITY		
1.	Requires a user account and login to access the application.	
	Comments:	
2.	Ability to restrict access by user or group. Explain how this is accomplished.	
	Comments:	
3.	Ability to use an Active Directory User Domain Account for access to the application. Explain how this is accomplished.	

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 Proposal **2010-076**
 Contracting, Ordinances, Resolutions, Motions and Citywide
 Electronic Document Management System
Attachment B - Project and Functional Requirements
Questionnaire

	Description	Code
	Comments:	
4.	Can security be linked to other applications?	
	Comments:	
5.	Describe role based security.	
	Comments:	
6.	Describe Secure Server and Document Encryption options.	
	Comments:	
PROPOSED SYSTEM MANAGEMENT/ADMINISTRATION		
1.	For the system proposed describe the time/complexity required to:	
	a) Add users to system (security, inheritance of group profiles)	
	Comments:	
	b) Add additional folders /indexes	

City of Everett
REQUEST FOR PROPOSALS
 Proposal **2010-076**
 Contracting, Ordinances, Resolutions, Motions and Citywide
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Attachment B - Project and Functional Requirements
Questionnaire

	Description	Code
	Comments:	
	c) Add workflow patterns	
	Comments:	
	d) Update disposition/retention rules.	
	Comments:	
	e) Restore system in case of disk failure	
	Comments:	
2.	For software proposed, estimate the daily time required to administer the system (e.g. normal procedures, backups, updates).	
	a) Citywide – Capture, archival and retention/disposition only.	
	Comments:	
	b) Citywide - capture, workflow, archive, and retention / disposition.	

City of Everett
REQUEST FOR PROPOSALS
 Proposal **2010-076**
 Contracting, Ordinances, Resolutions, Motions and Citywide
 Electronic Document Management System
Attachment B - Project and Functional Requirements
Questionnaire

	Description	Code
	Comments:	
	c) CORM – Capture, workflow, archive, and retention / disposition.	
	Comments:	
	PROPOSED SYSTEM ANNUAL MAINTENANCE	
1.	What is included in the Annual Maintenance?	
	Comments:	
	PROPOSED SYSTEM SUPPORT	
1.	What is the Support Level Agreement for this System?	
	Comments:	
2.	What are the hours of Customer Service/Help Desk (Pacific Time Zone)?	
	Comments:	
3.	Will the vendor continue to provide support if upgrades are not implemented?	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment B - Project and Functional Requirements Questionnaire
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	Description	Code
	Comments:	
4.	Describe how the vendor provides information to keep clients informed of outstanding problems and fixes for the proposed system.	
	Comments:	
5.	Describe the vendors process for receiving, evaluating, and implementing requests for enhancements to the proposed system, after it is installed and in use.	
	Comments:	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

Refer to RFP 2010-076 and 2010-076-Attachment A–City of Everett Application Design for supporting information to the questions listed below.

SEE ATTACHMENT A, SECTION: I.2. CW-EDMS PROJECT REQUIREMENTS		
Describe your proposed total cost of recommended solution for each of the configurations described below. Include costs for all, software, licensing and yearly maintenance.		
a) CW-EDMS for 589 (247 + 342) concurrent users. Required modules include: Capture, Electronic Forms, Imaging, EDMS, Annotation, Key Word Search, Full Text Search, Encryption, Versioning, Interface To Data Systems, Engineering Size Documents, Electronic Signature, Workflow (Unstructured, Structured), COLD, and Retention Disposition.		
	Total Cost:	\$
Comments:		
b) Access from outside the City’s data network (Public, Other Agencies, etc) by an additional 359 users. Required modules include: Search and view of documents from the EDMS.		
	Total Cost:	\$
Comments:		

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTIONS: I.3.A, I.3.B, I.3.AB. AND I.3.C			
1. Describe your proposed total cost of recommended solution for each of the configurations described below. Include costs for all software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance.			
a) Describe your proposed total cost of recommended solution for the Contracts, Ordinances, Resolutions, and Motions project for 20 concurrent users/ 24 named full system users. (See I.3.A., I.3.B., I.3.AB.) Required modules include: Data Indexing Portal, Capture, Electronic Forms, Imaging, EDMS, Annotation, Key Word Search, Full Text Search, Encryption, Versioning, Interface To Data Systems, Engineering Size Documents, Electronic Signature, Workflow (Unstructured, Structured), and Retention Disposition.			
			Total Cost: \$
Comments:			
b) For a) also state total cost for an additional 10 concurrent/20 named city department users for search/view only of documents stored in EDMS. (See I.3.A., I.3.B., I.3.AB.)			
			Total Cost: \$
Comments:			
2. Cost Breakdown per Phase: Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended solution for each phase.			
a) CORM Phase I –Pricing			
Software		Total Cost:	\$
In this section list each software application, modules included and cost for each:			
Licensing		Total Cost:	\$

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	
b) CORM Phase II –Pricing in addition to costs identified in CORM Phase I				
Software			Total Cost:	\$
In this section list each software application, modules included and cost for each:				
Licensing			Total Cost:	\$
In this section, list each software application and associated licensing costs				
Hardware			Total Cost:	\$

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	
<u>CORM Phase III–Pricing in addition to costs identified in CORM Phase I and CORM Phase II</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

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City of Everett
REQUEST FOR PROPOSALS
Proposal **2010-076**
Contracting, Ordinances, Resolutions, Motions and Citywide
Electronic Document Management System
Attachment C - Price Sheet Form

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City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: II.1. CORM-EDMS SCANNING REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

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SEE ATTACHMENT A, SECTION: II.2. CORM-EDMS FAX IN REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution.				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

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SEE ATTACHMENT A, SECTION: II.3. CORM-EDMS ELECTRONIC INPUT REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: II.4. CORM-EDMS COMPRESSION AND FORMAT REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: II.5. CORM-EDMS BACKFILE CONVERSION REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution.				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: III. CORM-EDMS INDEXING REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: III.1. CORM-EDMS MANUAL INDEXING REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

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SEE ATTACHMENT A, SECTION: III.2. CORM-EDMS BARCODE INDEXING REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: IIL.3. CORM-EDMS OCR/ICR FORMS PROCESSING INDEXING REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: III.4. CORM-EDMS ELECTRONIC INDEXING REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: IV. CORM-EDMS TRANSACTION STORAGE REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: V. CORM-EDMS VIEWING REQUIREMENTS			
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.			
Software		Total Cost:	\$
In this section list each software application, modules included and cost for each:			
Licensing		Total Cost:	\$
In this section, list each software application and associated licensing costs			
Hardware		Total Cost:	\$
In this section, list hardware required and associated costs for each			
	Qty/Hrs	Cost	Extended Cost
Training		\$	\$
In this section, describe anticipated training required and associated costs.			
	Qty/Hrs	Cost	Extended Cost
Configuration		\$	\$
In this section, describe anticipated configuration required and associated costs.			

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: V.1. CORM-EDMS ANNOTATION REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: VI.1. CORM-EDMS FOLDERING REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: VI.2. CORM-EDMS SEARCH REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: VI.3. CORM-EDMS WORKFLOW REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: VI.4. CORM-EDMS RETENTION REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: VII. COLD REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution.				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: VIII.1. CORM-EDMS PRINTING REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: VIII.2. CORM-EDMS FAX OUT REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution.				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

SEE ATTACHMENT A, SECTION: VIII.3. CORM-EDMS ELECTRONIC OUT REQUIREMENTS				
Show pricing of proposed software, licensing, hardware, training, configuration, customization, consulting and yearly maintenance of recommended CORM-EDMS solution. <u>Show pricing that is in addition to the costs identified in CORM Phase I, Phase II or Phase III pricing.</u>				
Software		Total Cost:	\$	
In this section list each software application, modules included and cost for each:				
Licensing		Total Cost:	\$	
In this section, list each software application and associated licensing costs				
Hardware		Total Cost:	\$	
In this section, list hardware required and associated costs for each				
	Qty/Hrs	Cost		Extended Cost
Training		\$		\$
In this section, describe anticipated training required and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Configuration		\$		\$
In this section, describe anticipated configuration required and associated costs.				

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Attachment C - Price Sheet Form

	Qty/Hrs	Cost		Extended Cost
Customization		\$		\$
In this section, describe anticipated customization and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Consulting		\$		\$
In this section, describe anticipated consulting and associated costs.				
	Qty/Hrs	Cost		Extended Cost
Yearly Maintenance & Support for initial year and at least the next following 4 years.				\$
Year 2				\$
Year 3				\$
Year 4				\$
Year 5				\$
In this section, explain pricing model.				
			Sub Total	
			Tax	
			Total	

City of Everett

REQUEST FOR PROPOSALS

Proposal **2010-076**

Contracting, Ordinances, Resolutions, Motions and Citywide
Electronic Document Management System

Attachment C - Price Sheet Form

PROFESSIONAL SERVICES				
	Qty/Hrs	Cost		Extended Cost
Comments:				
Comments:				
Comments:				
			Sub Total	
			Tax	
			Total	

City of Everett

REQUEST FOR PROPOSALS

Proposal **2010-076**

Contracting, Ordinances, Resolutions, Motions and Citywide
Electronic Document Management System

Attachment C - Price Sheet Form

OTHER COSTS NOT COVERED IN PREVIOUS QUESTIONS OR ANSWERS				
	Qty/Hrs	Cost		Extended Cost
Comments:				
Comments:				
Comments:				
			Sub Total	
			Tax	
			Total	

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Certification Form

Proposers must return the following certification with their proposals.

With my signature, I certify the following:

1. I am authorized to commit my firm to this Proposal and that the information herein is valid for 180 days from this date.
2. That all information presented herein is accurate and complete and that the scope of work can be performed as presented in this proposal upon the City's request.
3. That I have had an opportunity to ask questions regarding this RFP and that those questions have been answered.
4. That this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for this bid/quote, and is in all respects fair and without collusion or fraud.

Proposer Signature _____ Date _____

Name (printed) _____ Title _____

Company _____

Address _____

Phone _____ Fax _____

Email Address _____

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System Non-Collusion Form
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Proposers must return the following Non-Collusion Form with their proposals.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for this bid/quote, and is in all respects fair and without collusion or fraud.

The below signed bidder has not divulged to nor has discussed or compared his bid with other bidders and had not colluded with any other bidder or parties to bid whatsoever. Note: No premiums, rebates or gratuities to any employee or agent are permitted, either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material as applicable.

Company Name: _____

Mailing Address: _____

City-State-Zip: _____

Title: _____

Date: _____

Authorized Signature: _____
(Written)

Authorized Signature: _____
(Typed/Printed)

City of Everett
REQUEST FOR PROPOSALS

Proposal **2010-076**

Contracting, Ordinances, Resolutions, Motions and Citywide Electronic
Document Management System

Vendor Questionnaire

INSTRUCTIONS: This is a mandatory response. Submit this form with your bid or proposal. Provide requested information to the extent information is available, then sign and date. If response is incomplete or requires further description, the Buyer may request that Vendor provide additional information within a mandatory due date as a condition of responsibility, or may determine the missing information is immaterial to award.

Vendor Information	
Vendor's Legal Name Verify at: http://www.secstate.wa.gov/corps/	
"Doing Business Name" (dba) if applicable	
Mailing Address	
Contact Person and Title	
Contact Person's Phone Number	
Contact Person's Fax Number	
Contact Person's E-Mail Address	
Federal TIN or EIN Number	

Ownership	
Is your firm a subsidiary, parent, holding company, or affiliate of another firm?	
What year was your firm, under the present ownership configuration, founded?	
How many years has your firm been in continuous operation without interruption?	
What year did your firm begin providing, on a continuous basis, the types of services or products that are required from this solicitation?	

Financial Resources and Responsibility	Specify yes or no. If yes, explain.
Within the previous five years has your firm been the debtor of a bankruptcy?	
Is your firm in the process of or in negotiations toward being sold?	
Within the previous five years has your firm been debarred from contracting with any local, state, or federal governmental agency?	
Within the previous five years has your firm been determined to be a non-responsible bidder or proposer for any government contract?	
Within the previous five years has a governmental or private entity terminated your firm's contract prior to contract completion?	
Within the previous five years has your firm used any subcontractor to perform work on a government contract when that subcontractor had been debarred by a governmental agency?	

Disputes	Specify yes or no. If yes, explain.
Within the previous five years has your firm been the defendant in court on a matter related to any of the following issues: • Payment to subcontractors? • Work performance on a contract?	
Does your firm have outstanding judgments pending against it?	
Within the previous five years, was your firm assessed liquidated damages on a contract?	
Has your firm received notice of and/or in litigation about patent infringement for the product and/or service that your firm is offering to the City?	

Compliance	Specify yes or no. If yes, explain.
Within the previous five years, has your firm or any of its owners, partners, or officers, been assessed penalties or found to have violated any laws, rules, or regulations enforced or administered by a government entity? This does not include owners of stock in your firm if your firm is a publicly traded corporation.	
If a license is required to perform the services sought by this solicitation, within the previous five years has your firm had a license suspended by a licensing agency or been found to have violated licensing laws?	
If Hazardous Materials are an element of the contract, has the Vendor had any violations of improper disposal of such materials or any violation of associated laws, rules or regulations in the previous five years?	

Involvement by Current and Former City Employees	Specify yes or no. If yes, explain.
Are any of your firm's officers or employees also a current officer or employee of the City of Everett?	
Has any such officer or employee the City of Everett left City services within the past most recent year?	

Emergency Contact Information	
The City would like information on how to reach the company during a 24-hour emergency, if the City needs your services or products during a disaster. If you have alternative contact information for emergency response during non-business hours, please provide below.	
Contact Name	
Emergency Phone Number	
Back-up Emergency Phone Number	
If your company has locations outside the Everett area that can be contacted in the event of an emergency for these products or services, please list that contact information as well:	
Alternative Location Address	
Alternative Location Business Phone	
Alternative Location Emergency Phone	

Business History	Specify yes or no.
Has your firm held, in the last five years, other contracts with public agencies, that are for similar products or services, of a size and scope similar to that required by the City of Everett?	
If yes, please attach a list or sampling of the contracts you have held in the past five years, sufficient for the City to understand the depth and breadth of your experience at doing this work for other public agencies. The City may use	

this to assess your capability and experience at this particular type of product provision or service work.

- If you have many such contracts, you can provide a brief summary.

If you are a subsidiary of a national firm, you can briefly summarize your own contracts and/or those of the national firm, sufficient for the City to understand your capacity to do this work.

Federal Debarment Certifications
The undersigned hereby certifies that the Vendor:
My firm is not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
My firm has not within a three-year period preceding this offer, been convicted of or had a civil judgment rendering against the firm for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government, or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, and my firm is not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.
My firm certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. (31 U.S.C. 1352).
My firm certifies that they have not paid - nor will we pay - any funds other than Federal appropriate funds (including profit or fee received under a covered Federal transaction), to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the Offeror shall notify the City of Everett and complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities.
My firm has not had a governmental or private entity contract terminated prior to contract completion, within the last five years.
Within the previous five years, my firm has not used any subcontractor to perform work on a government contract when that subcontractor had been debarred by a governmental agency.
The undersigned further certifies that the Vendor:
Read the City's Solicitation and all its addenda, and to the best of his/her knowledge has complied with the mandatory requirements stated herein;
Has had opportunity to ask questions regarding the requirements and that the questions were answered by the City;
Vendor's Offer is valid until the date the City awards a Vendor Contract or rejects all offers;
That all information provided within the Vendor's Offer, including but not limited to the information provided in response to this Vendor Questionnaire, is true and correct to the best of his/her knowledge;
That Vendor has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of competitive pricing in the preparation and submission of its Offer;
That Vendor fully understands the character of the goods to be provided and/or services to be performed, the manner payment is to be made, and the terms and conditions. The Vendor offers to provide the goods and/or services within the time required, upon the terms and conditions provided without exception, and at the prices offered.
That the person signing below has the authority to legally bind the Vendor.
Offeror shall provide immediate written notice to the City of Everett if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Dated this _____ day of _____, 20_____

Legal Name of firm making the Offer

Signature of the officer or employee responsible for the Offer

Title

City of Everett REQUEST FOR PROPOSALS Proposal 2010-076 Contracting, Ordinances, Resolutions, Motions and Citywide Electronic Document Management System City Non Disclosure Request
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If you believe any statements or items you submit to the City as part of this bid/response are exempt from disclosure, you must identify and list them below. You must very clearly and specifically identify each statement or item, and the RCW exemption that applies. If awarded a City contract, the same exemption status will carry forward to the contract records.

The City will **not** exempt materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. You may not identify the entire page, unless the entire page is within the exemption scope. Only records properly listed on this Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

- ☐ I do not request any information be withheld.
- ☐ I request the following specific information be withheld. I understand that all other information will be considered public information. For each statement or item you intend to withhold, you must fill out every box below. You should not require an entire page withheld; only request the specific portion subject to the exemption.

Document Page: Specify the page number on which the material is located within your submittal package (page number)	Statement: Repeat the text you request to be held as confidential, or attach a redacted version.	RCW Exemption: Specify the RCW exemption including the subheading

For this request to be valid, you must specify the RCW provision or other State or Federal law that designates the documents as exempt from disclosure. For example, potential RCW exemptions include the following:

1. RCW 42.56.230.3 – Personal information - taxpayer
2. RCW 42.56.230.4 – Personal information – Credit card numbers and related
3. RCW 42.56.240 - Investigative, law enforcement and crime victims
4. RCW 42.56.250 – Employment and licensing – specify the applicable subheading
5. RCW 42.56.260 - Real estate appraisals
6. RCW 42.56.270 (Items 1 through 17) – specify which subheading.
7. RCW 42.56.270 (items 1 through 17) – specify applicable subheading
8. RCW 42.56.420 - Security

Agreement for Purchase, Installation and Training of [Software]

**CITY OF EVERETT
WASHINGTON**

**and
[VENDOR]**

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EXHIBIT A—SCOPE OF WORK

EXHIBIT B—COMPENSATION

SOFTWARE AGREEMENT BETWEEN CITY OF EVERETT AND [VENDOR]
THIS AGREEMENT is by and between the **CITY OF EVERETT**, a municipal corporation under the laws of the State of Washington, hereinafter referred to as the "City," and [Vendor], a _____ corporation, whose address is _____, hereinafter referred to as "[Vendor]".

1 RECITALS

WHEREAS,

- 1.1 The City desired to acquire a software system for a System/Software.
- 1.2 The City issued Request for Proposal _____ ("RFP").
- 1.3 [Vendor] is a software developer of such a system, called [Product] ("Product").
- 1.4 [Vendor] responded to the RFP with a proposal.
- 1.5 City Council selected [Vendor]'s proposal as the proposal submitted that is most advantageous to the City, and authorized the Mayor to negotiate and execute a contract with [Vendor].

NOW, THEREFORE, the parties herein do mutually agree as follows:

2 SERVICES AND PRODUCTS—GENERAL

By entering into this Agreement, the parties intend that [Vendor] furnish, install and test Software for a fully functioning [software system]. This general description does not supersede the more specific descriptions contained herein, or in the documents incorporated by reference.

3 SCOPE OF WORK

The scope of work, and Software to be furnished and installed, is identified in this Agreement and the Exhibits to this Agreement. The Software is more particularly described in Exhibit A.

4 PRICE AND PAYMENT

- 4.1 [Vendor] shall be paid such amounts and in the manner as described in Exhibit B. Such payment shall be full compensation for all work performed, Software furnished and installed, and services rendered, including, but not limited to, all labor, materials, supplies, equipment and incidentals necessary to perform completely its obligations hereunder.
- 4.2 Total compensation, including all services and expenses, shall not exceed a maximum of [Price] (\$_____).
- 4.3 It is the intention of the parties that the price includes all expenses. Therefore, no expense shall be reimbursed unless the amount was reasonable, the expense was reasonably necessary to complete the contract, the expense was not reasonably foreseeable or included in [Vendor]'s price, and the expense was approved in writing by an authorized City representative prior to [Vendor] incurring the expense.
- 4.4 If [Vendor] fails within a reasonable period of time, or if [Vendor] refuses, to correct defects when so requested by the City, the City may withhold from any payment otherwise due an amount that the City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by [Vendor]'s conduct. At its sole option, City may deduct from any payment, including a final payment (a) any damages, expenses or costs arising out of any such violations, breaches, or non-performance and (b) any other back-charges or credits.
- 4.5 To obtain payment, [Vendor] shall (a) file its request for payment, accompanied by evidence satisfactory to the City justifying the request for payment; (b) submit a report of the work accomplished to the pay point described in Exhibit B; and (c) comply with all applicable provisions of this Agreement. Contractor shall be paid as described in the exhibits to this Agreement.

4.6 All requests for payment should be sent to:
City of Everett
Attn: IT Director
2930 Wetmore, Ste. 6A
Everett, WA 98201

5 [VENDOR] SOFTWARE

5.1 Grant of License and Right to Use

[Vendor] grants to City in perpetuity a non-exclusive, concurrent access license to use (a) the Software and (b) any upgrades or maintenance releases provided pursuant to this Agreement or to a maintenance agreement and bug fixes, or patches.

The maximum number of concurrent users shall be [number of seats] (___).

If the source code for the Software, in whole or in part, is released to the City pursuant to the escrow agreement, the City may then adapt, enhance, modify or change any or all of the Software. Nothing herein requires City to furnish or license such adaptations, enhancements, or modifications from or to [Vendor].

City may install the Software on any and all workstations owned or controlled by the City. City acknowledges that users who attempt to use the Software will not be able to log on successfully when the maximum number of concurrent users are already logged on.

City shall not remove, obscure or alter any notice of patent, copyright, trademark, trade secret or other property right in the Software. Except for the license and rights granted herein, all rights, title and interest in the intellectual property rights in and to such software remain with [Vendor].

City may make such copies of the Software as are reasonably necessary for City to use or exercise the rights granted hereunder.

No right is granted for the use of Software directly for any third person, or for any use by any third person of Software.

City may not sub-license, re-sell, transfer, convey or otherwise distribute the Software to third parties without the express written consent of [Vendor].

5.2 Furnishing and Installation of Software

[Vendor] shall furnish and properly install current versions of the Software. [Vendor] shall provide at least two sets of current documentation and manuals for the Software. One copy shall be a reproduction master or an electronic file in either MS Office or Adobe Acrobat PDF format for use by the City in producing operating manuals for internal usage. The vendor shall provide an unlimited license for the City to copy and distribute the documentation for internal use.

[Vendor] shall confirm the Software is operable and adequately performs its intended functions by performing tests chosen by [Vendor] to determine the Software's operability both individually and in combination with each other on the City's standard platform in the City's standard operating environment

5.3 Preparation and Access

City will allow [Vendor] access to its premises as reasonably necessary or appropriate for [Vendor] to perform its obligations under this Agreement.

5.4 Ownership of Data

[Vendor] acknowledges: (a) the data contained within the database are and will remain the exclusive property of the City; and (b) the data structures and architecture are owned by

[Vendor]. With respect to the data structures and architecture, [Vendor] retains full and complete rights to use, modify, further develop, copyright, patent, license, sell, encumber or convey its rights in the data structures and architecture. The City retains full and complete rights to use such structures and architecture in perpetuity, and in the event of release of the source code pursuant to the Escrow Agreement, to modify, enhance or change it.

6 CONFIGURATION AND DEVELOPMENT

6.1 Configuration

[Vendor] shall provide services to install and configure the Software in accordance with this Agreement. The specifications and functionality of the Software, the timetable for the work, the budget (including terms of payment), and acceptance criteria and tests are stated herein or attached in the exhibits hereto and incorporated by reference.

6.2 Other Software Development

The parties agree that [Vendor] is not developing software for the City, except minor customization consistent with configuration of [Vendor]'s Software, such as changing field labels, menus, etc. The parties expressly agree that software development is outside the scope of this Agreement. The parties further agree that any software development will only be contracted for by use of an additional, separate, written agreement.

6.3 Resources

[Vendor] shall commit and utilize sufficient resources to use its best efforts to meet the interim milestones within the timetable.

6.4 Timetable

[Vendor] shall notify City of any circumstances, if, as and when they arise, that may be reasonably anticipated to lead to a material deviation from the timetable set forth in this Agreement. Such deviations shall constitute a material breach of this Agreement unless they are caused by events, actions or activities beyond [Vendor]'s reasonable control not otherwise constituting a breach of this Agreement, in which latter event the timetable to which the deviation is applicable shall be extended by the number of calendar days of delay causing the deviation.

7 DELIVERY, INSTALLATION AND ACCEPTANCE

7.1 Delivery and Installation

[Vendor] shall deliver and install the Software at the location(s) designated by the City, and shall deliver thereto all documentation and other materials. [Vendor] may configure the Software either prior to installation at a location of [Vendor]'s choosing, or [Vendor] may configure the Software during installation at the location(s) designated by the City. [Vendor] shall inform City when such delivery, installation and configuration occur.

7.2 Tests

Promptly upon completion of the installation of the Software, [Vendor] shall perform tests to ensure the operability, adequacy and accuracy of the Software. City shall be notified before the tests are run, and City shall be allowed to observe the testing.

7.3 Acceptance

City shall accept the Software when it delivers to [Vendor] a written notice accepting the same. At its sole option, the City may issue multiple partial acceptances.

7.4 Cure of Non-Conformities or Defects

In the event that City notifies [Vendor] of non-conformance or reproducible and verifiable defects, [Vendor] shall promptly cure any defects or non-conformities.

8 CONFIDENTIALITY

8.1 City Information To Be Kept Confidential

[Vendor] acknowledges that it may be provided access to confidential data of City that is not subject to disclosure pursuant to RCW Chap. 42.17. [Vendor] shall use its best efforts: (1) not to, at any time, disclose or disseminate confidential data embodied in the data to any other person, firm, organization, or employee who does not need to obtain access thereto consistent with [Vendor] obligations under this Agreement; (2) not to disclose or disseminate such confidential data to any third party; and (3) to ensure that all persons working for [Vendor] protect City's confidential data against unauthorized use, dissemination, or disclosure. [Vendor]'s obligations under this section shall not apply to any information that is or becomes available without restriction to the general public by acts not attributable to City or its employees.

8.2 [Vendor] Confidential Information

It is understood and agreed that City does not wish to receive from [Vendor] any confidential information of [Vendor] or of any third party. [Vendor] represents and warrants that any information provided to City in the course of entering into this Agreement or performing work hereunder shall not be confidential or proprietary of [Vendor]. [Vendor]'s data structures, links, architecture, and implementation of its Software are confidential, proprietary and kept by [Vendor] as a trade secret. [Vendor] acknowledges, however, that the City is subject to RCW Chap. 42.17. Therefore, if a request is made for disclosure of the data structures, tables, links, architecture, or implementation of Software, the City agrees to make reasonable efforts to notify [Vendor] so that [Vendor] may, if it chooses, contest disclosure in the manner allowed by RCW Chap. 42.17 or any other applicable law.

9 INTELLECTUAL PROPERTY RIGHTS

All Software provided hereunder is and shall remain the property of [Vendor], or, if licensed by [Vendor], the licensor. [Vendor] represents and warrants that: (1) it is and will be either the sole author of, or duly licensed and authorized to use, all works employed by [Vendor] in preparing any and all Software; (2) it has and will have full and sufficient right to assign or grant the rights and/or licenses in the Software and (3) all Software provided to the City do not and will not infringe any patents, copyrights, trademarks, or other intellectual property rights (including trade secrets), privacy or similar rights of any third party, nor has any claim (whether or not embodied in an action, past or present) of such infringement been threatened or asserted, nor is such a claim pending against [Vendor] (or, insofar as [Vendor] is aware, any entity from which [Vendor] has obtained such rights).

10 WARRANTIES

10.1 [Vendor] warrants and represents that the level of bugs or errors in the user interface or in the processing or handling of transactions are no greater than reasonable and customary in the

industry, that [Vendor] has made and will use its best efforts to eliminate bugs or errors, that the Software will operate without unreasonable interruptions (either in number or duration).

10.2 [Vendor] does not warrant or represent that the Software or documentation is completely free of errors, that it will always operate without any interruptions, or that it is compatible with all conceivable hardware and software configurations.

10.3 [Vendor] represents and warrants that (i) [Vendor] has the power and authority to enter into and perform this Agreement, (ii) this Agreement, when executed and delivered, shall be a valid and binding obligation of [Vendor] enforceable in accordance with its terms, and (iii) [Vendor] shall, at all times during the term of this Agreement, be qualified, professionally competent, and duly licensed to perform the Work.

10.4 [Vendor] represents and warrants that it is the sole owner or licensee (with the right to sublicense) of the Software it furnishes and installs pursuant to this Agreement and that no license other than that granted by this Agreement is necessary for the City to possess or use any of the Software lawfully.

10.5 [Vendor] represents and warrants: (1) that all Software shall be prepared by it in a workmanlike manner and in accordance with the highest professional standards; (2) that all Software will function on the machines and with operating systems for which they are to be installed under this Agreement; (3) that all Software will conform to the specifications and functions set forth in the documentation; (4) that the maximum number of records that can be maintained or processed by the Software provided hereunder shall be the same maximum number of records per file allowed by the underlying database software; and (4) that [Vendor] will perform all work in compliance with applicable law.

11 SOFTWARE SUPPORT AND MAINTENANCE

11.1 Term

For one year from the date all Software provided hereunder and work pursuant to this Agreement is accepted by City, [Vendor] shall provide technical support of up to ____ hours and Software updates at no charge. "Software updates" includes, but is not limited to, the release, issuance or shipping of an updated, modified, enhanced or changed release or version of any of the Software.

11.2 Notice of New Releases or Enhancements

[Vendor] shall notify City of the availability of any new releases or enhancements of the Software.

11.3 Correction of Errors

[Vendor] shall use reasonable diligence in correcting errors when reported to [Vendor]. An "error" is any failure of any portion of the Software: (i) to conform in a material respect to published documentation for the program or a process, function, command, routine, subroutine, call, etc., (ii) that results in a failure to correctly process such command, routine, etc., which results in erroneous data, or (iii) that results in an abnormal termination of the program, routine, command, etc. However, any nonconformity resulting from City's misuse or improper use of the program shall not be considered an error.

12 TERMINATION

12.1 Breach

If either party shall fail to fulfill one or more of its material obligations under this Agreement, the other party may, upon its election and in addition to any other remedies that it may have, at any

time terminate all the rights granted by it hereunder by not less than one (1) month's written notice specifying any such breach, unless within the period of such notice all breaches specified therein shall have been remedied.

12.2 No Breach

City reserves the right to terminate this Agreement at any time by sending written notice ("Notice") of termination to [Vendor]. The Notice shall specify a termination date ("Termination Date") at least fourteen (14) days after the date the Notice is issued. The Notice shall be effective ("Notice Date") upon the earlier of either actual receipt by [Vendor] (whether by fax, mail, delivery or other method reasonably calculated to be received by [Vendor] in a reasonably prompt manner) or three calendar days after issuance of the Notice. Upon the Notice Date, [Vendor] shall immediately commence to end work in a reasonable and orderly manner. Unless terminated for [Vendor]'s material breach, the [Vendor] shall be paid or reimbursed for: (a) all pay points completed up to the Notice Date, less all payments previously made; and (b) a reasonable amount for work after the Notice Date, but prior to the Termination Date, that was reasonably necessary to terminate the Work in an orderly manner. The Notice shall be sent by the United States Mail to [Vendor]'s address provided herein, postage prepaid, certified or registered mail, return receipt requested, or by delivery. In addition, the Notice may also be sent by any other method reasonably believed to provide [Vendor] actual notice in a timely manner, such as fax. The City does not by this section waive, release, or forego any legal remedy for any violation, breach, or non-performance of any of the provision of this Agreement.

13 INDEMNIFICATION

Except as otherwise provided in this paragraph, [Vendor] hereby agrees to defend and indemnify the City from any and all Claims arising out of, in connection with, or incident to any acts, errors, omissions, or conduct by [Vendor] (or it's employees, agents, representatives, independent contractors, or consultants) relating to this Agreement. [Vendor] is obligated to defend and indemnify the City pursuant to this paragraph whether a Claim is asserted directly against the City, or whether it is asserted indirectly against the City, e.g., a Claim is asserted against someone else who then seeks contribution or indemnity from the City. [Vendor]'s duty to defend and indemnify pursuant to this paragraph is not in any way limited to, or by the extent of, insurance obtained by, obtainable by, or required of [Vendor]. [Vendor] shall not indemnify the City for Claims caused solely by the negligence of the City. Solely and expressly for the purpose of its duties to indemnify and defend the City, [Vendor] specifically waives any immunity it may have under the State Industrial Insurance Law, Title 51 RCW. [Vendor] recognizes that this waiver of immunity under Title 51 RCW was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. As used in this paragraph: (1) "City" includes the City's officers, employees, agents, and representatives and (2) "Claims" include, but is not limited to, any and all losses, claims, demands, expenses (including, but not limited to, attorney's fees and litigation expenses), suits, judgments, or damage, irrespective of the type of relief sought or demanded, such as money or injunctive relief, and irrespective of whether the damage alleged is bodily injury, damage to property, economic loss, general damages, special damages, or punitive damages. If, and to the extent, [Vendor] employs or engages subconsultants or independent contractors, then [Vendor] shall ensure that each such sub-consultant and independent contractor (and subsequent tiers of subconsultants and [Vendor] subcontractors) shall expressly agree to defend and indemnify the City to the extent and on the same terms and conditions as the Contractor pursuant to this paragraph.

14 INSURANCE

14.1. [Vendor] shall comply with the following conditions and procure and keep in force during the term of this Agreement, at its own cost and expense, the following policies of insurance with companies authorized to do business in the State of Washington, which are rated at least "A" or better and with a numerical rating of no less than seven (7), by A.M. Best Company and which are acceptable to the City.

1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, [Vendor] shall require each subcontractor to provide Workers' Compensation Insurance for its employees, unless [Vendor] covers such employees.

2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.

3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.

14.2. The above liability policies shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City. No cancellation provision in any insurance policy shall be construed in derogation of the continuous duty of [Vendor] to furnish the required insurance during the term of this Agreement.

14.3. Upon written request by the City, the insurer or his/her agent will furnish, prior to or during any Work being performed, a copy of any policy cited above, certified to be a true and complete copy of the original.

14.4. Prior to [Vendor] performing any part of this Agreement, [Vendor] shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the above-required insurance and naming the City of Everett, its officers, employees and agents as Additional Insureds on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insureds. Receipt by the City of any certificate showing less coverage than required is not a waiver of [Vendor]'s obligations to fulfill the requirements.

14.5. [Vendor] certifies that it is aware of the provisions of Title 51 of the Revised Code of Washington which requires every employer to be insured against liability of Workers' Compensation, or to undertake self-insurance in accordance with the provisions of that Title. [Vendor] shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. [Vendor] shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.

14.6. In case of the breach of any provision of this section, the City may, at its option and with no obligation to do so, provide and maintain at the expense of [Vendor], such types of insurance in the name of [Vendor], and with such insurers, as the City may deem proper, and may deduct the cost of providing and maintaining such insurance from any sums which may be found or become due to [Vendor] under this Agreement or may demand [Vendor] to promptly reimburse the City for such cost.

15 INDEPENDENT CONTRACTOR

15.1. It is further agreed by and between the parties that because this Agreement shall not constitute nor create an employer-employee relationship, and since [Vendor] is an independent contractor, [Vendor] shall be responsible for all obligations relating to federal income tax, self-employment FICA taxes and contributions, and all other so called employer taxes and contributions, including, but not limited to, industrial insurance (Workmen's Compensation), and that [Vendor] agrees to indemnify, defend and hold the City harmless from any claims, valid or otherwise, made to the City, because of these obligations.

15.2. Any and all employees of [Vendor], while engaged in the performance of any Work, shall be considered employees of [Vendor] only and not of the City, and any and all claims that may or might arise under the Worker's Compensation Act on behalf of said employees or [Vendor], while so engaged in any and all claims made by a third party as a consequence of any negligent act or omission on the part of [Vendor]'s employees, while so engaged on any of the Work, shall be the sole obligation and responsibility of [Vendor].

15.3. [Vendor] shall comply with all applicable provisions of the Fair Labor Standards Act and other legislation affecting its employees and the rules and regulations issued thereunder insofar as applicable to its employees and shall at all times save the City free, clear and harmless from all actions, claims, demands and expenses arising out of said act, and rules and regulations that are or may be promulgated in connection therewith.

15.4. [Vendor] assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes (such as state and, city business and occupation taxes), fees, licenses, excises or payments required by any city, federal or state legislation which are now or may during the term of the Agreement be enacted as to all persons employed by [Vendor] and as to all duties, activities and requirements by [Vendor] in performance of the Work and [Vendor] shall assume exclusive liability therefore, and meet all requirements thereunder pursuant to any rules or regulations that are now or may be promulgated in connection therewith.

16 EMPLOYMENT

[Vendor] warrants that it had not employed or retained any company or person, other than a bona fide employee working solely for [Vendor], to solicit or secure this Agreement and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for [Vendor], any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

[Vendor], with regard to the work performed by it, will not discriminate on the grounds of race, religion, color, national origin, or sex in the selection and retention of employees or independent contractors, including procurements of materials and leases of equipment.

17 MISCELLANEOUS

17.1 Addresses

Any statement, notice, request or other communication hereunder shall be deemed to be sufficiently given to the addressee and any delivery hereunder deemed made when sent by certified mail addressed to the following addresses:

- A. Notices to the City of Everett shall be sent to the following address:

City of Everett
Attn: _____

Everett, WA 98201

- B. Notices to [Vendor] shall be sent to the following address:
[Vendor]

17.2 Construction

Each party acknowledges that it has read this Agreement, understands it and agrees to be bound by its terms. Each party acknowledges that the Agreement should not be strictly construed against one party or the other, but interpreted reasonably and fairly so as to give effect to the manifest intentions of the parties.

17.3 Modification

This Agreement may not be modified except by a written instrument duly executed by the parties hereto. The City may, from time to time, require changes in the scope of this Agreement. Such changes, including any increase or decrease in the amount of [Vendor]'s compensation, or services, shall: (a) be made only in writing and signed by an authorized City representative, (b) be explicitly identified as a change to this Agreement and (c) become a part of this Agreement.

17.4 Force Majeure

Each party shall be excused from delays in performing or from its failure to perform hereunder to the extent that such delays or failures result from causes beyond the reasonable control of such party; provided that, in order to be excused from delay or failure to perform, such party must act diligently to remedy the cause or effect of such delay or failure to the extent the party is able. In the event of such delays, the timetables shall be extended by as many calendar days as the delay caused by forces outside the reasonable control of the parties.

17.5 Required Approvals

Where agreement, approval, acceptance, or consent by either party is required by any provision of this Agreement, such action shall not be unreasonably delayed or withheld.

17.6 Applicable Law and Choice of Forum

This Agreement and the parties' obligations hereunder shall be governed, construed, and enforced in accordance with the laws of the State of Washington. The parties agree that Snohomish County, in the State of Washington, shall be the proper forum for any action.

17.7 Severability

In the event that any provision of this Agreement is held invalid, void, illegal or unenforceable, the remainder of this Agreement shall not be impaired or affected thereby, and each term, provision, and part shall continue in full force and effect and shall be interpreted in manner consistent with the intent of the parties.

17.8 Headings for Convenience.

The section and subsection headings used herein are for referral and convenience only, and shall not enter into interpretation hereof. The exhibits referred to herein and attached, and to be attached hereto, are incorporated herein to the same extent as if set forth in full herein.

17.9 Assignment Barred

Neither party may assign its rights or duties under this Agreement without the prior written consent of the other party, except to a successor of all or substantially all of its business and properties. This provision does not prevent [Vendor] from engaging appropriate independent [Vendor] contractors to complete its work provided that City approves of such [Vendor] independent contractors, and such approval shall not be unreasonably withheld.

17.10 Order of Precedence

In the event of any conflict between the clauses of this Agreement, its exhibits, and any of the documents incorporated by reference, the following order of precedence applies: (a) this Agreement; (b) exhibits to this Agreement; (c) [Vendor]'s proposal and any changes thereto in reverse chronological order, (i.e., most recent modifies the earliest); and (d) any other documents incorporated by reference.

17.11 Waiver

The waiver by either party of any term or condition of this Agreement shall not be deemed to constitute a continuing waiver thereof nor of any further or additional right that such party may hold under this Agreement.

17.12 Warranty of Authority

Each person signing this Agreement individually and personally warrants and represents that he or she has actual and express authority to bind the entity for whom he or she signs.

17.13 Audits and Inspections

[Vendor] shall retain and safeguard all records relating to its work for a period of three years. Such records include, but are not limited to, payroll records. At any time during normal business hours and as often as the City may deem necessary, [Vendor] shall make available to the City (or the Washington State auditor, Federal Transit Administration administrator or Comptroller General or their authorized representatives) for its examination all of [Vendor]'s records and documents with respect to all matters covered by this Agreement and, furthermore, [Vendor] will permit the City to audit, examine and make copies, excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

17.14 City of Everett Business License

[Vendor] agrees to obtain a City of Everett business license prior to performing any work pursuant to this Agreement.

17.15 State of Washington Requirements

[Vendor] agrees to register and obtain any State of Washington business licenses, Department of Revenue account and/or unified business identifier number as required by RCW 50.04.140 and 51.08.195 prior to performing any work pursuant to this Agreement.

17.16 Compliance with Federal, State and Local Laws

[Vendor] shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of work hereunder, including, but not limited to, all applicable Federal Transit Administration regulations.

17.17 Complete Agreement

This Agreement contains the complete and integrated understanding and Agreement between the parties and supersedes any understanding, Agreement or negotiation whether oral or written not set forth herein.

17.18 Effective Date

When duly executed by both the City and [Vendor], this Agreement shall be effective as of _____.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as set forth below.

**CITY OF EVERETT
WASHINGTON**

[VENDOR]

By: _____
Ray Stephanson, Mayor

By: _____
Typed/Printed Name: _____
It's _____

Date

Date

ATTEST:

Sharon Marks, City Clerk
APPROVED AS TO FORM:

Jim Iles
City Attorney

EXHIBIT A—SCOPE OF WORK

1. Work to Be Performed by [Vendor]

- A. Provide the products and services as described in Exhibit A-1.
- B. Provide, install, and test on three workstations and, to the extent necessary, one server, the most current version of [Product] ready for use that is released for shipping (i.e., not in beta test) and all other work and Software identified in Exhibit A-1. Hardware (i.e., workstations and server) to be provided by City. SQL Server database engine to be provided by City.
- C. Training, support and maintenance as described in Exhibit A-1.
- D. Maintenance for one calendar year from acceptance is included in the price. The City intends to continue paying for annual maintenance in future years.
- E. The Software is identified and described more fully in Exhibit A-1, and the documents referred to therein.