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

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

ADDENDUM #1
March 16, 2016

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

QUESTION: How many users will be using the new ECM solution; please indicate if internal employees or external entities, e.g., residents? How many licenses would you need? We would like to know how many full-time users would need access?

ANSWER: Initially, only 100 users (licenses). Approximate total is 200 internal users (licenses).

QUESTION: What is the budget for this project? Based on the schedule in the RFP, ostensibly the funding is already in place to move forward with the acquisition?

ANSWER: HACM does not have a projected budget. HACM does have funding available to move forward.

QUESTION: On initial review of the document, we did not notice a schedule for a Pre-Bid meeting. Are we safe to assume that there will be none, or should we keep an eye out for a notice regarding one?

ANSWER: Correct, there will not be a Pre-Bid meeting.

QUESTION: Has the Housing Authority seen any product demonstrations for a new Document Imaging and Management solution in the last 18 months? If so, for which solution(s)?

ANSWER: HACM looked at File Hold and an open source solutions, such as Alfresco and OpenKM.

QUESTION: The HACM asks the vendor to "Describe your partnership with Microsoft, from a product, technology, and business perspective." Can you provide insight into the purpose of this question? Is it due to the integrations you are requesting with Microsoft Outlook and Sharepoint, or is related to Microsoft SQL?

ANSWER: Since we are a Microsoft based Server/Application environment, we need to make sure the Document Management Software integrates well with our existing Microsoft Applications such as Outlook and Sharepoint.

QUESTION: In the Infrastructure section, Database, the Housing Authority states "The database architecture supports multi-vendor platforms, specifically Microsoft SQL." Is the Housing Authority open to a solution with an Oracle database platform?

ANSWER: No

QUESTION: Is the Housing Authority considering a 'big bang' approach or a phased implementation roll-out?

ANSWER: This will be a phased Implementation.

QUESTION: Are the 18% DBE and 20% MBE and or WBE requirement goals or actual requirements for the bid responders.

ANSWER: Goals

QUESTION: Due to a large number of RFP's that are currently on the street and to give the HACM a larger pool of vendors to evaluate, the vendor requests an extension on the due date until April 18, 2016.

ANSWER: HACM has a target date for implementation of a system. HACM does not wish to extend the due date.

QUESTION: Any users would be Read-only?

ANSWER: No.

QUESTION: How many people would be involved with Forms input and approval? Do you have an exact count?

ANSWER: Approximately 10 users.

QUESTION: Please provide the HACM level of participation for this project (%) by role, if the detailed resource planning has been completed.

ANSWER: No detailed resource planning has been completed.

ALL PROPONENTS SHALL ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF ADDENDUM NUMBER 1 (dated March 16, 2016) FOR DOCUMENT IMAGING AND MANAGEMENT SYSTEM BY SIGNING IN THE SPACE PROVIDED AND SUBMITTING THE SIGNED ADDENDUM WITH PROPOSAL. PROPOSALS SUBMITTED WITHOUT THIS ADDENDUM MAY BE CONSIDERED NON-RESPONSIVE.

_____ DAY OF _____, 2016

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SIGNATURE

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