



DATE: October 30, 2015

TO: All Potential Proposers

FROM: Valerie Rolandelli
Associate Vice President
301-985-7895

RE: RFP 91358 – Document Management Solution
Addendum #2 dated 10/30/2015

The following amends the above referenced Solicitation documents and is issued to all potential Proposers. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Initial Technical Proposal submittal.

1. The due date and time for **Initial Technical Proposals is Friday, November 6, 2015, on or before 11:59 p.m.** Per Section I of the solicitation document, Initial Technical Proposals are to be provided electronically to the Issuing Office (Paragraph 2) in accordance with Proposal Closing Date/Due Date and Time (Paragraph 6). Late proposals cannot be accepted.
2. Attached please find a "Questions with Response" log that responds to additional questions received as of the date of this Addendum.

End of Addendum 2 dated October 30, 2015

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 91358

INITIAL TECHNICAL PROPOSAL DUE DATE: **Friday, November 6, 2015
on or before
11:59 pm EDT.**

RFP FOR: Document Management System

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 10/29/2015

Addendum No. 2 dated 10/30/2015

Addendum No. dated

Addendum No. dated

Addendum No. dated

As stated in the RFP documents, this form is included in our Initial Technical Proposal.

Signature

Name Printed

Title

Date

END OF FORM

	Addendum No.	Solicitation Section	Solicitation Reference	Question	UMUC Response
Questions - Addendum No. 1					
1.	1	Section I	Paragraph 7 Minority Business Enterprise	If a vendor is only responding to the Quality Assurance Testing Services portion and they are an MBE do they still have the 5% MBE subcontractor requirement?	Yes
2.	1	Section I	Paragraph 1 Summary	Does UMUC have a preference for a vendor that handles all aspects of the RFP or a separate vendor for Quality Assurance services?	No
3.	1	Section II	Requirements and Scope of the Engagement	Please provide a complete list of all applications that will be tested under these RFP based on each Functional Area i.e. Registrar, Financial Aid etc.?	Since the DMS product is not yet selected, a complete list is unknown. The QA vendor will be required to test all major functionalities of the DMS.
4.	1	Section I	Paragraph 9 Term of Contract	Do you anticipate that the QA vendor will be engaged during the entire 5 year period of performance or only on a per-needs basis?	It is anticipated that the QA vendor will be engaged for the initial implementation of the DMS and for future implementation phases may be utilized 'as needed' in the event UMUC determines that a QA vendor is needed.
5.	1	Section III, Article 1 Initial Phase of the Procurement	Paragraph 2.5 Resumes of Key Personnel	If a vendor is only responding to the Quality Assurance Testing Services portion what Key personnel must be provided at time of response other than the Lead QA Manager?	For the initial technical proposal, if a vendor is responding solely for the QA Testing Services OR solely for the Data Migration, the vendor is to provide a resume for the Executive Manager and the Account/Client Relationship Manager. For subsequent phases of the procurement, UMUC will respond via addendum as appropriate.

	Addendum No.	Solicitation Section	Solicitation Reference	Question	UMUC Response
6.	1	Section III, Article 1, Initial Phase of the Procurement	Paragraph 2.5 Resumes of the Key Personnel	If a vendor is only responding to the Quality Assurance Testing Services portion, are the roles of Executive sponsor and Account/client relationship manager required?	yes
7.	1	Section III, Article 1, Initial Phase of the Procurement	Paragraph 2.4 Relevant Firm Qualifications	If a vendor is only responding to the Quality Assurance Testing Services portion, do they need to submit a Financial Attestation?	yes
8.	1	Section III, Article 1, Initial Phase of the Procurement	Paragraph 2.3 Evidence of Firm Experience	Page 19 of 106, is section 2.3 applicable to a vendor only responding to the Quality Assurance Testing Services portion i.e. 2 clients with DMS specific relevant past experience?	Vendors who are responding solely to the QA Testing Services or solely for Data Migration Services should provide 2 clients of relevant experience. It is preferable that such experience be for a DMS.
9.	1	Section II Requirements and Scope of the Engagement		Does UMUC expect any automated testing services performed?	Some automated testing is preferred, but no required.
10		n/a	n/a	Does UMUC have an existing Testing team testing the current DMS system and if so how many team members are there?	No, there is not a current testing team for DMS. Ad hoc testing is performed by UMUC's end users and IT resources.

	Addendum No.	Solicitation Section	Solicitation Reference	Question	UMUC Response
11	1	Section I	Paragraph 9 Term of Contract	What is the anticipated length of the “Initial Term of the contract” as mentioned in section “9. Term of Contract” on page 8 of 106?	This is unknown. In subsequent phases of the procurement, the shortlisted DMS solution providers will be providing to UMUC a recommended schedule.
12	1	Section II Requirements and Scope of the Engagement		Do you have an estimate number of how many pages would need to be processed annually with the OCR/ICR capture software?	Based on current trends and processes, UMUC estimates the OCR/ICR software will process 60,000 pages annually. However, under the current software, UMUC is not able to OCR a significant amount of transcripts and we hope to improve with the new solution. Therefore, it would be possible to process approximately 100,000 pages annually.
13	1	Section III Requirements and Scope of the Engagement		Are forms we are running through the capture software fixed forms (information is in the same place on every form—e.g., application or internal requisition form), semi-structured (we are looking to capture the same information from documents, but may have to look in different places on the page—e.g. invoices from various vendors), or a combination of both? If a combination, can you estimate what percentage is fixed versus semi-structured?	Our biggest need is for transcripts, which are semi-structured forms. We do not currently capture information off other forms, but that may be a future need.

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14	1	Section III Requirements and Scope of the Engagement		The RFP makes reference to capturing images and documents with a virtual print driver—can you clarify? Are you looking to print directly to the document management system, or printing to an electronic format?	UMUC is looking for the ability to print electronic documents directly into the document management system, without having to print the document to paper and then rescan it.
15	1	Section III Requirements and Scope of the Engagement		The RFP makes reference to capturing a print stream from PeopleSoft and processing the file accordingly. Can you provide more clarification and perhaps give an example? How do you define “processing the file accordingly?” Does this include an electronic workflow, or is this referring to simply filing the document in the appropriate place with the appropriate index fields?	Filing appropriately means archiving the document in the system with the appropriate metadata. A hypothetical example is to capture a student's Academic Advisement Report from a PeopleSoft print stream and archiving the document with metadata for the student and corresponding document type
16	1	Section III Requirements and Scope of the Engagement And Section III, Article 3 Third Phase of the Procurement	Page 13, Section E. Professional Services	Page 13, Section E states the selected DMS vendor is expected to be on-site at UMUC during the implementation phase, and for a given time period during post-implementation. Remote work may be performed only in approved in advance in writing by UMUC. What would UMUC like to have included in documentation if approval for remote installation were requested?	The proposed staffing plan is not to be provided until the third phase of the procurement (See Section III, Article 3, Third Phase of the Procurement). Discussion of on-site versus remote staff would be included in the response to paragraph 2.2.2 Approach to Providing the Scope of Services and the Staffing of the Engagement. Approval of remote work would be worked out with the successful Contractor as part of the

	Addendum No.	Solicitation Section	Solicitation Reference	Question	UMUC Response
					project initiation and plan.
Questions - Addendum No. 2					
17	2	Solicitation Schedule	n/a	Is it possible to extend the due date a week to November 13, 2015?	No; UMUC is only requesting minimal information in the Initial Technical Proposal. Please refer to Section III, Article 1, pp. 18-21. Most of the requested information should be typical sales documents that could readily be revised/tailored to UMUC's requirements for this phase.
18	2	n/a	n/a	Has UMUC been evaluating technology/vendors that would give UMUC the inclination that a template-less solution would be a better technology for UMUC and if so, can you disclose what that technology is?	UMUC has no pre-conceived ideas as to which technology is better for it over others. Shortlisted vendors will have an opportunity to demonstrate their technology solution in the second phase of the procurement.
19	2	Section II Requirements and Scope for the Engagement	E. Migration and Conversion Services	What is the volume of data for the conversion?	At the current time, UMUC has about 7,000,000 images in the repository, taking up about 3.4 TB on a Network-attached storage device.
20	2	Section II Requirements and Scope for the Engagement	E. Migration and Conversion Services	Are their specific workflow processes that will need to be recreated as part of the conversion? If so, can you please explain the processes that will need to be recreated?	UMUC is not currently planning on migrating workflows into the new system.

	Addendum No.	Solicitation Section	Solicitation Reference	Question	UMUC Response
21	2	Section II Requirements and Scope for the Engagement		Does UMUC have interest in mobile access to support the solution?	Yes, UMUC is interested in mobile support as we have a large, disbursed, and sometimes mobile workforce.
22	2	Section III, Article 1, Initial Phase of the Procurement	Paragraph 2.4, last bullet	We would like to submit a response to the RFP but our company does not have audited financial statements. Your 'Note' on page 20 indicates you may ask for such statements. Will you accept unaudited financial statements for the last 3 years or a D&B report in lieu of audited financials?	Please state this in your firm's Financial Attestation in response to this bullet. If UMUC elects to request financial statements we will make a decision at that time as to whether or not unaudited statements or a D&B report is acceptable. Generally, although it cannot be guaranteed, UMUC requests such statements only of the final shortlisted firms.
23	2	Section II, Requirements and Scope of the Engagement	Paragraph D.	Is the indexing potential of ANSI-TS-130 intended for transcripts coming to you, going from you to other institutions, or both? Is any other language other than English required?	This is for transcripts coming to UMUC; it is not for transcripts going from UMUC to other institutions; English is currently the only required language.
End of Addendum 2					