



ADDENDUM #2

To: All Companies Interested in Submitting a RFQ
From: Heather Mell, Purchasing Agent
RFQ: OnBase Consultant Services (RFQ #PUR0720-018); Dated: August 6, 2020
Subject: Addendum #2 (2 pages)
Date: September 4, 2020

The following questions and/or clarifications were asked relative to the above-listed Request for Qualifications. This memo is sent for clarification to all companies to whom the RFQ was sent.

Change: The Deadline for Submittals has been extended to Friday, September 18, 2020 before 3:00pm CDT.

Question: What version of OnBase is the City currently running?

Answer: 17.02

Question: Does the City plan to upgrade to Foundation version(s) if not currently leveraging that build?

Answer: Unknown at this time

Question: Is the instance On-Premises or hosted?

Answer: On-Premise

Question: Would you please share the list of licenses in the current OnBase environment including which modules are currently in use?

Answer: Agenda Management, Application Enabler, Document Knowledge transfer & Compliance, E-Forms, Full Text Indexing Idol, ESRI Integration, Outlook Integration, Public Sector web Access, Unity Forms/Client, Workflow

Question: Does the City have a Test/Development/Production or Test/Production environments?

Answer: Test/Development/Production

Question: What is the approximate size of the data in the current environment, i.e. Terabytes and/or document count?

Answer: 1,240,510 documents, Estimate 235GB

Question: How many users does the City currently have? Of those users which license type i.e. named, concurrent and/or workstation?

Answer: City personnel have web access to OnBase

Question: Which City departments are currently using OnBase and for what purposes? I.e. we are aware at a high level that the City leverages OnBase for Public Records access, HR operations, Agenda Management, Contract Management etc but believe there are 32 or so departments total leveraging the software and would like to understand how.

Answer: Document and Storage, Workflow

Question: Are any department leveraging workflow or case management vs simple scan store retrieve?

Answer: Both Workflow and Document Storage

Question: How many systems (and which ones) is OnBases integrated into at the City?

Answer: Financials, ESRI

Question: We noticed that the City put out this same RFP in Feb 2020 – What is the reason for the renewal of the RFP?

Answer: The City issued and RFQ in February 2020 and did not receive any responses. This RFQ was issued after broadening our vendor base.

Question: Can you share any specific project(s) in scope for the City's OnBase Roadmap in 2020 and 2021?

Answer: Not identified.

Question: Does the City utilize a best practice policy to do an upgrade OnBase annually, or employ another timeline which is less or more frequently?

Answer: As needed

Question: How many trained Administrators does the City have for OnBase?

Answer: 1

Question: Does the City have a Document Retention Policy in place? How is this policy enacted today?

Answer: Document retention varies per department. City is not using OnBase Document Retention to purge documents.

Question: Does the City have any paper records stored offsite or onsite City locations?

Answer: Yes

Question: Has the City been involved with any Government Vogues within the OnBase Community?

Answer: Unknown

Question: How long has the City been leveraging OnBase as a platform?

Answer: Approximately 15 years

Question: In addition to OnBase, does the City have any other current or legacy documents management system in use?

Answer: No

Question: Are there any modules or licenses for OnBase that the City has purchased previously but is no longer using?

Answer: No

Question: Please confirm if this is for services as well as maintenance for the system.

Answer: Unknown at this time

All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (page 16). The deadline for RFQ submittal is Friday, September 18, 2020 at 3:00pm CDT.