



**IWQ 13-02**

**Brookhaven Enterprise Document Management**

**DUE October 9, 2013 BY 2:00PM**

The City of Brookhaven is accepting bid submissions by document management companies to provide software or software as a service (SaaS) quotes for a document management solution. This solution should be able to integrate with line of business applications, provide optical character recognition (OCR), versioning, automatically index scanned documents, provide flexible workflow and have citizen access capability. See the following page for additional information.

Informal Written Quotations should be returned by email [purchasing@brookhavenga.gov](mailto:purchasing@brookhavenga.gov). If you have any questions, please email [purchasing@brookhavenga.gov](mailto:purchasing@brookhavenga.gov) no later than October 2, 2013. All questions will be gathered and an addendum answering all questions will be issued no later than October 4th. Questions will only be accepted via email. No questions will be answered by phone to ensure the same information is given to all bidders. If awarded, the announcement will be made on the City's Purchasing Page.

Legal Business Name \_\_\_\_\_ Federal Tax ID \_\_\_\_\_

Address \_\_\_\_\_

Representative Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_



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**System Requirements\*\*:**

Versioning support  
Line of business application integration<sup>1</sup>  
OCR support  
Workflow with email alerts  
Active Directory integration  
User based access control  
Automatic Retention Policy Enforcement  
Web portal for Citizen access to public documents  
Ability to scan directly into the software  
Batch scanning ability  
Drag & Drop or “print to program”  
Electronic redaction  
PC and Mac compatibility

\*\*Please note if a feature has additional cost

<sup>1</sup>Ability to search, index, and in some cases populate data from the line of business application into the document management software and vice versa.

**Additional information:**

|                                |  |
|--------------------------------|--|
| Number of users:               | 20, probably not more than 10 concurrent   |
| Line of Business applications: | Tyler’s Incode suite<br>SunGard / OSSI RMS<br>Azteca CityWorks<br>IQM2 Agenda Management<br>Syscon court management  |
| Initial Workflow:              | Initially we would like to build a workflow for accounts payable. All other departments we would like to file and index, and integrate into line of business applications where possible to make searching for documents easier. |

Please include the following information in your response:

- What is the annual maintenance / renewal cost of the solution?
- The City prefers a “train the trainer” approach, do you support this?
- If selected, what is the estimated time frame to begin the project?
- What is the cost for an additional user, including any maintenance costs?
- How long you have been in business?

Please include a company brochure as well as a municipal reference list.

**City of Brookhaven**

200 Ashford Center North, Suite 150, Atlanta, GA 30338

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[www.brookhavenga.gov](http://www.brookhavenga.gov)