



CITY OF DALY CITY MEMORANDUM

To: Potential Vendors, 2019 Request for Proposals: Website, Agenda, and Document Management Services

From: Timothy Birch, Acting Deputy Finance Director

Date: October 15, 2019

Subject: Responses to Vendor Questions

The below questions were received from an interested vendor on October 15, 2019 in reference to the web, agenda, and document management services request for proposal issued on September 9, 2019 by the City of Daly City.

Answers have been provided by City staff.

1. Are you looking for the agenda solution to be 100% browser-based? “A generic browser-based, user-friendly experience for creating, managing, and conducting multiple meeting types, including template management and the ability to export via PDF a complete agenda packet.”

Yes.

2. Are you evaluating the solution in its entirety (both the Police Department and the City) or are you just evaluating based on just the city with the Police Department as a separate (but important) add-on to the RFP?

We are looking for two different solutions that may end up being the same. In other words, we are evaluating proposals that may meet the City’s document management needs separately from those of the Police Department. The two separate evaluation processes may or may not lead to a single solution.

3. Our goal is to provide you with the most comprehensive solution and understanding your budget will allow us to do that. Do you have a budget or budget-range set aside for this project and if so, what is it?

We are looking at evaluating all proposals without a set budget number. As provided in the RFP (Section V – Evaluation of Proposals, D. Cost), cost will be a factor in the evaluation process.