



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 2, 2019

Subject: Responses to Vendor Questions

The below questions were received from an interested vendor on October 2, 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 to have all of these [4.3 million] documents migrated into the new Document Management System or would your team want all of this to live in the new Agenda Management System (combination)?

All existing data in SIRE needs to be migrated to and fully accessible/manageable in the new EDMS system. The new system will need to allow City staff to add data through various means, as SIRE does. The data in the primary database (4.3 million documents) includes agenda documents, though it is segregated and viewed through the current agenda system. This is expected to be the same with the new systems.

2. Also, could you please clarify and explain your teams desired goal between the agenda and document management systems? Are you looking to export the final meeting documents (reports, agendas, minutes, etc.) out of the agenda management system and into the EDMS?

Current agenda e-data ideally should be migrated/converted so it's incorporated as part of the new agenda system. And new meeting data should be part of the new agenda system whether it's agendas, minutes, whatever. The new vendor may use the same database for both agenda and document management systems, but if an agenda user logs in they should only see agenda data (as it is with SIRE).

3. My final question is around training it's mentioned in the attachment your team has over 100 users, would you prefer training be done onsite?

While onsite training is preferred, prospective vendors should consider different cost models based on delivery method (onsite, online, train the trainer.)