



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 4, 2019

Subject: Responses to Vendor Questions

The below question was received from an interested vendor on October 4, 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. [O]f the documents currently hosted in your EDMS how many are agenda-related documents?

The agenda cabinet in the SIRE database has less than 8,000 “paper” documents (agendas, minutes, etc.), and as of now the video hosting server has 1,019 video (meeting) files.