



Housing Authority of the City of Pittsburgh

Contracting Officer
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April 5, 2012

Document Imaging Software and Services RFP#200-12-12

ADDENDUM NO.2

This addendum issued April 5, 2012 becomes in its entirety a part of the Request for Proposal RFP#200-12-12 as is fully set forth herein:

Item 1: Q: Would you please clarify Scope of Services 2.4, specifically “By crating an empty document from the repository,”?

A: The system should be able to create a new document within the repository which can be edited later using a document editing tool (i.e. Microsoft Word). This will allow all changes and edits to be tracked from the origination of the document.

Item 2: Q: Scope of services 5.4 – Describe a practical example of how this functionality should work in a business instance?

A: The Housing Authority of the City of Pittsburgh issues letters to clients requesting that specific information be provided to the Authority. The client is instructed to return the request letter with their documents. On the request letter, between the address and the salutation is an id number that uniquely identifies the tenant and at the bottom right of the letter is a document ID which uniquely identifies this request for information. When the information is returned the user should be able to scan the request letter along with the documents. The system should be able to identify the participant ID and the Document ID from the request letter and correctly index the new documents without additional data entry from the operator. Similar functions could be applied to telephone invoices, utility invoices, and other recurring document received by the Authority.

Item 3: Q: An estimated volume of documents for the system, and of that, the volume that would require OCR.

A: Please estimate the document volume based on the size of the organization and the type of work as listed in section 8 of the RFP. The majority of our documents will not require full OCR (index identification as listed in Item 2 would be more common).

The majority of full text OCR will be in the Legal Department and Procurement Department where documents will be submitted to the Authority by outside agencies.

Item 4: Q: A good percentage of the Scope of Services requirements and the specific modules listed in Attachment J appear to refer to OnBase named modules. Is OnBase the preferred vendor and if so can you state the reason?

A: References to OnBase modules are not intended to indicate a preference. Descriptions are intended to describe functional needs. HACP does not have a vendor preference.

Item 5: Q: Page 4. it is indicated that the proposal should include the required hardware. Does this include the server hardware? Signature Pads?

A: Signature Pads should be included. The proposal should include expected requirements for servers and storage. However, HACP will provide the servers and storage.

Item 6: Q: Page 10 Item 8.2.2.1 What is the time reporting system that will be put in place within the next six months.

A: Ceridian Time and Attendance reporting.

Item 7: Q: Page 12 Item 8.6.2.3 What is the number of resident services staff members?

A: There are 24 Resident Services staff members.

Item 8: Q: Page 13 Item 8.9 What is the number of employees in the Low Income Public Housing Department?

A: There are 26 administrative staff members in the LIPH Departments

Item 9: Q: Page 13 Item 8.10 What is the number of employees in the Occupancy Department?

A: There are 10 staff members in the Occupancy Department.

Item 10: Q: We understand that HACP has a current OnBase system in place. If we are recommending OnBase, is the assumption that you will be using the current licenses that are available? Can we include the existing licensing in the proposal or should we base the proposal on a brand new system?

A: Please prepare the proposal as if no existing licenses exist. Should an OnBase system be selected we will then determine how current licenses will apply.

Item 11: Q: RFP Section 8.6 Resident Services number of users?

A: Refer to Item 7

Item 12: Q: RFP Section 8.9 Low Income Public Housing number of users?

A: Refer to Item 8

Item 13: Q: RFP Section 8.10 Occupancy Department number of users?

A: Refer to Item 9

Item 14: Q: PRICING - The HACP would like the contract term for a period of three years, with the option of extending for two, one year extensions. Under Attachment J (Fee Sheet), are respondents to price each department for a three (3) year contract period for services, or only one (1) year?

A: Revised Fee Sheet (**Attachment A**). The fee included in the RFP is hereby deleted and the revised fee sheet is to be used.

Item 15: Q: BACKFILE - Please confirm there will be no back-file scanning as part of this initial project, only day forward scanning.

A: This is a day forward project. Backfile scanning will, if determined to be in the interest of the agency, be a separate procurement.

Item 16: Q: CAPTURE - Please confirm the model # of the Ricoh MFP devices that will be utilized for departmental scanning. Are they all the same in each department?

A: Please see attachment C for a current list of Ricoh devices. Future copiers will be similar or will be newer models in the same MFP family.

Item 17: Q: CAD INTEGRATION - Will the HACP have a need for either large format scanning or importing of CAD drawings in this initial deployment?

A: The Authority does not anticipate the need for a large format scanner. Should large format scanning be required, it will be done by a contractor.

Item 18: Q: USERS – Please confirm the amount of users in Residential Services?

A: Refer to Item 7.

Item 19: Q: USERS – Please confirm the amount of users in the Low Income Public Housing Department?

A: Refer to Item 8.

Item 20: Q: USERS – Please confirm the amount of users in the Occupancy Department?

A: Refer to Item 9.

Item 21: Pre-Bid Sign in Sheets (**Attachment B**)

Item 22: The last day to submit written questions is revised to Tuesday April 10, 2012 at 11 AM.

Item 23: The proposal due date is revised to Wednesday, April 18, 2012. The time and location, remain unchanged at 11:00 AM at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 2



William D. McDanel
Contracting Officer

4/5/2012
Date

**Document Imaging Software and Services
RFP#200-12-12**

ADDENDUM NO.2

(Attachment A) Attachment J Fee Sheet REVISED

This replaces the Original Attachment J Fee Sheet included in the RFP.

Please ensure the Revised Attachment J Fee Sheet is used.

ATTACHMENT J

Document Imaging Services
RFP#200-12-12
FEE SHEET REVISED

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 4-5-12

PRICE IS TO BE LISTED PER THE FOLLOWING:Project Cost**Finance Department Fees****Services and Support**

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX

Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Department Total		XXXXXXXXXXXXXX	\$	\$	\$

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Executive Department Fees

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Department Total		XXXXXXXXXXXXXXXX	\$	\$	\$

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Legal Department Fees

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Department Total		XXXXXXXXXXXXXXXX	\$	\$	\$

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Human Resources Department Fees

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Department Total		XXXXXXXXXXXXXXXX	\$	\$	\$

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Community Affairs Department Fees

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Department Total		XXXXXXXXXXXXXXXX	\$	\$	\$

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Modernization & Development Department Fees

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware					
Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Department Total		XXXXXXXXXXXXXXXX	\$	\$	\$

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Occupancy Department Fees

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Department Total		XXXXXXXXXXXXXXXX	\$	\$	\$

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Housing Choice Voucher Department Fees

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Department Total		XXXXXXXXXXXXXXXX	\$	\$	\$

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Low Income Public Housing Department Fees

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Department Total		XXXXXXXXXXXXXXXX	\$	\$	\$

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Public Safety Department Fees

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Department Total		XXXXXXXXXXXXXXXX	\$	\$	\$

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Operations Department Fees

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Department Total		XXXXXXXXXXXXXXXX	\$	\$	\$

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Facilities Department Fees

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Department Total		XXXXXXXXXXXXXXXX	\$	\$	\$

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Information Systems Department Fees

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Department Total		XXXXXXXXXXXXXXXX	\$	\$	\$

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Enterprise Wide Goods and Services

	Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Web Services		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Enterprise Total		XXXXXXXXXXXXXX	\$	\$	\$

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Project Totals (sum of above details)**Services and Support**

	Total Qty	License and Acquisition	Years 1 - 3	Year 4	Year 5
Imaging Client	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent License		\$	\$	\$	\$
Named License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Application Integration	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Software License		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Work-flow Concurrent SL	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Document management	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Concurrent Licenses		\$	\$	\$	\$
Named Licenses		\$	\$	\$	\$
Implementation Services		\$	\$	\$	\$
Capture before Print		\$	\$	\$	\$
Document Scan and Capture		\$	\$	\$	\$
Document OCR		\$	\$	\$	\$
Installation Services		\$	\$	\$	\$
Training Services		\$	\$	\$	\$
Hardware	XX	XXXXXXXXXXXXXXXX	XXXXXX	XXX	XXX
Scanner		\$	\$	\$	\$
Signature Pads		\$	\$	\$	\$
Hardware Maintenance		\$	\$	\$	\$
Software Maintenance		\$	\$	\$	\$
Total Project Cost	XX	XXXXXXXXXXXXXXXX	\$	\$	\$

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Grand Total: \$ _____
(Add the project total row from above)

Grand Total: \$ _____
(in words.)

Company Name (Printed): _____

Name (Printed): _____

Title: _____

Address: _____

Phone/Fax: _____

Email Address: _____

Signature: _____

**Document Imaging Software and Services
RFP#200-12-12**

ADDENDUM NO.2

(Attachment B) Pre-Bid Sign-in Sheets

PRE-BID SIGN IN SHEET

Project Name and Number RFP 200-12 Document Imaging Software & Services		Date Issued March 19, 2012	Due Date: April 10, 2012	Pre Bid Meeting April 2, 2012	
Company Name	Company Address	Phone Number	Fax Number	E-Mail	Representative
Systems Imas	800 VINTAGE ST D Pelt, PA	412-323 8375	412 323-8375	Daved @SYSTMASZ	DAVE Desautels
WON/Ricoh	600 Holiday Dr Pgh PA 15220	412-912-5042	412-912-2085	John.laux@ ricoh-usa.com	John Laux
Compucom Inc	1401 W. Carson St Pittsburgh PA 15219	412 567-0296	412 261-2413	dlaunterbach@ compucom-inc.com	DAVE LAUTERBACH LAUTERBACH
Amastri / Slip Stream	9102 Timbrieton Drive Imperial	412-352- 4008	304-233 7900	K.Kasznel @AMASTI.com	KASZNEI
DC Group	1084 MIDLAND AVE MIDLAND PA 15057	412 877 9242	724 643 1063	tim.bronson@ documentcontrol group.net	Timothy Bronson

PRE-BID SIGN IN SHEET

Project Name and Number RFP 200-10-12 Document Imaging Software & Services		Date Issued March 19, 2012	Due Date: April 10, 2012	Pre Bid Meeting April 2, 2012	
Company Name	Company Address	Phone Number	Fax Number	E-Mail	Representative
CIMA SOFTWARE Corp.	235 Alpha Dr. Pgh, Pa. 15238	412 963-7310	412-963-7995	dwright@docuclass.com	Dave Wright
Paperless Technology Ford Business	700 Laurel Dr Connellsville, PA 15425	412-628-9050 412-984-7543 (cell)	412-628-2722	jgarlow@buyfbm.com	John Garlow
Paperless Technology Ford Business	700 Laurel Dr. Connellsville, PA 15425	412-628-9050	412-628-2722	mkenney@buyfbm.com	McKenney Kenney

PRE-BID SIGN IN SHEET

Project Name and Number RFP 200-10-12 Document Imaging Software & Services		Date Issued March 19, 2012	Due Date: April 10, 2012	Pre Bid Meeting April 2, 2012	
Company Name	Company Address	Phone Number	Fax Number	E-Mail	Representative
IMR	1104 Fernwood Ave Camp Hill, Pa 17011	717-364-3700 717-364-3783	717-364-3750	Shenderson@IMRdigital.com SMcCabe@IMRdigital.com	Shenderson Scott Henderson Scott McCabe
Image Soft	25900 W. 11 mile Rd Southfield, MI 48034	(248) 948-8100 X.115	248-948-8146	M. Heilebryck@Image-Softing.com	Mike Heilebryck
HACP	200 Ross St.	412-456-5022		ed.mack@hacp.org	Ed Mack
D/C Gena	1084 Mendenso Ave	724-643-1060	1063	KEITHA.WESTMAJ@DOCUMENTCENTRALGROUP.NET	KEITHA WESTMAJ

Document Imaging Software and Services
RFP#200-12-12

ADDENDUM NO.2

(Attachment C) Current RICOH devices

Current Ricoh Devices

MODEL	LOCATION
RICOH MPC3500	200 ROSS ST FL 9 EXECUTIVE OFC PITTSBURGH PA 15219-2014
CANON IR3035	200 ROSS ST STE 808 COMMUNITY AFFAIRS PITTSBURGH PA 15219-2010
RICOH MP2550	10 ALBERTISE WAY HOMEWOOD NORTH PITTSBURGH PA 15208-1008
RICOH MP2550	533 MOUNT PLEASANT RD PITTSBURGH PA 15214-2450
RICOH MP2550	803 E WARRINGTON AVE SCATTERED SITES SOUTH PITTSBURGH PA 15210-1569
RICOH MP2550	3123 CORDELL PL REAR PITTSBURGH PA 15210-2869
RICOH MP2550	100 ROSS ST FL 2 INVOICE AND RECEIVING PITTSBURGH PA 15219-2030
RICOH MPC2550	200 ROSS ST 6TH FL; OPERATIONS MGMT PITTSBURGH PA 15219-2010
RICOH MP2550	2825 MURRAY AVE MURRAY TOWERS PITTSBURGH PA 15217-2772
RICOH MP4001	100 ROSS ST FL 2 INVOICE AND RECEIVING PITTSBURGH PA 15219-2030
RICOH MP2550	2136 ELMORE SQ PITTSBURGH PA 15219-5316
RICOH MP2851	601 PRESSLEY ST PITTSBURGH PA 15212-5654
RICOH MP6001	100 ROSS ST FL 2 INVOICE AND RECEIVING PITTSBURGH PA 15219-2030
RICOH MP2851	100 ROSS ST FL 2 INVOICE AND RECEIVING PITTSBURGH PA 15219-2030
RICOH MP2851	100 ROSS ST PITTSBURGH PA 15219-2013
RICOH MP2851	100 ROSS ST FL 2 INVOICE AND RECEIVING PITTSBURGH PA 15219-2030
RICOH MP5001	100 ROSS ST FL 2 INVOICE AND RECEIVING PITTSBURGH PA 15219-2030
RICOH MP5001	200 ROSS ST PITTSBURGH PA 15219-2068
RICOH MP2851	100 ROSS ST FL 2 INVOICE AND RECEIVING PITTSBURGH PA 15219-2030
RICOH AF 3245C	201 KIRKPATRICK ST INVOICING AND RECEIVING PITTSBURGH PA 15219-5699
LANIER LD425	2035 BEDFORD AVE PITTSBURGH PA 15219-3634
LANIER 528C -SPF	2035 BEDFORD AVE PITTSBURGH PA 15219-3634
RICOH MP5001	200 ROSS ST 7TH FLOOR LEGAL DEPARTMENT PITTSBURGH PA 15219-2030