

August 7, 2023

**RFP: DocuWare Cloud Applications & Services
#1**

REQUEST FOR PROPOSAL

DOCUWARE CLOUD APPLICATIONS & SERVICES

REYNOLDS SCHOOL DISTRICT #7

The RFP for the above referenced project and the work covered are modified as follows, and except as set forth herein, otherwise remain unchanged and in full effect. This addendum is part of the RFP solicitation Documents for the above-named project and modifies the original RFP Documents posted July 25, 2023.

Item #1 Questions and Answers:

1. Whether companies from Outside USA can apply for this?
(like, from India or Canada)

The District does not work with companies located outside of the USA.

2. Whether we need to come over there for meetings?

Meetings may be virtual.

3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

Not sure on this, because the District's server is on-site and it needs to be converted to the cloud.

4. Can we submit the proposals via email?

This is stated on the first page of the RFP to submit via email.

5. What version of DocuWare On-Prem is Reynolds currently running?

The District is running 7 (Build: 7.1.0.15642) 2019 Server.

6. How many file cabinets are currently being used in the DocuWare OnPrem System?

Seven file cabinets are currently being used in DocuWare OnPrem System.

7. What departments are utilizing DocuWare?

Records and Student Services.

8. Do any of the DocuWare file cabinets have more than 10 metadata fields? If so, please describe.

Yes. However, most would only need 10 or less fields in the Cloud environment as some were created for import projects and are no longer needed.

9. How many documents need to be migrated to the cloud?

Estimated at around 200,000 documents.

10. How many GBs of documents?

310 GB

11. How many select lists are there and are any of them long? If so please describe.

6; a couple are long lists of doc types.

12. How many Workflows is Reynolds using that need to be rebuilt/migrated to the Cloud?

5 (one being created today (08/02/2023))

13. How many AutoIndexing Workflows is Reynolds using that need to be rebuilt/migrated to the Cloud?

4

14. How many DocuWare Import Configurations is Reynolds using that need to be rebuilt/migrated to the Cloud?

3

15. Is Reynolds running any Barcode scanning work and if so how many of those configurations is Reynolds using that need to be rebuilt/migrated to the Cloud?

No

16. How many Connect to Outlook connection configurations is Reynolds using that need to be rebuilt/migrated to the Cloud?

0

17. How many Smart Connect configurations is Reynolds using that need to be rebuilt/migrated to the Cloud?

The District has one Smart Connect configuration for Synergy ID look up in SpEd.

18. How many DocuWare forms is Reynolds using that need to be rebuilt/migrated to the Cloud?

5 (one being created today (08/02/2023))

19. How is Reynolds currently integrating with Edupoint and Synergy? Are you using SmartConnect for these integrations? Are you exporting CSV Data to these solutions?

No

20. Has your team developed Web-Services or other API connections to Edupoint and Synergy?

Data Lookup via Auto Index and File retrieval via Smart Connect.

21. Do you have API programming talent on your staff to develop web services calls or other API integrations with Edupoint and Synergy?

No

22. Are the 8 templates for electronic signature for Validated ID going to be used on existing DocuWare forms or another form format such as PDF?

On another form format (PDF).

23. What is the 3rd Party User License you wish to be quoted for cloud?

The 3rd party licenses are short term, for outside agencies such as other school districts, Legal and medical agencies and other organizations and agencies that retrieve records from our district.

24. The RFP states “Insurance shall meet or exceed the following unless otherwise approved by the District.” Is it possible to get an exception to this insurance requirement? Specifically section 10-C, Is it possible to get an exception to this insurance requirement?

Yes, the insurance requirement for section 10-C may be waived.

25. Please clarify “3rd party user licenses”. Is it users who can read only, but not edit, approve, or print, i.e.? Is there other criteria?

The 3rd party accounts are read only, can download and in some cases they may need to sign a pdf document.

End of Addendum #1