



City of Elk Grove
ADDENDUM
Request for Proposals
Planning Division Document Scanning and Record Management Services
ADDENDUM NO. 1
November 1, 2024

TO ALL PROSPECTIVE PROPOSSERS:

This addendum is being issued to the Planning Division Document Scanning and Record Management Services Request for Proposal (RFP).

Submit proposals for this work with the understanding and full consideration of this addendum. The revisions declared in this addendum are an essential part of the contract.

Proposals for this RFP will be due on or prior to November 8, 2024, at 5:00 pm by electronic or written submission. For written submissions, one signed original, 3 copies, and one USB Flash Drive copy of the proposal must be submitted. Electronic submissions may be submitted electronically in pdf form and emailed to City Clerk Jason Lindgren at jlindgren@elkgrovecity.org, with a copy to Rosa Tapia, Senior Management Analyst, rtapia@elkgrovecity.org.

This addendum is being issued to include the security access policy referenced as Exhibit F in Attachment B, the sample Professional Services Contract and added language to the Scope of Work.

SCOPE OF WORK:

This addendum contains changes to the Scope of Work.

Addendum #1 (November 1, 2024) Changes made to Attachment B, pages 23 and 34. Changes made to Scope of Work, page 11, section 3A. All other material is unchanged.

1. Added Security Access policy referenced as Exhibit F to Attachment B, Sample Services Contract.
2. Replace the Scope of Work Section 3A, with the language below:
3. The following criteria must be met:
 - A. The Service Provider shall scan all documents using an upload utility that ensures scanned documents are easily accessible, organized, and readily available to the City. The Service Provider shall recommend the best scanning process to ensure the documents are organized according to Laserfiche upload and integration requirements.



The City will upload the scanned documents to Laserfiche at a future date. While the documents may be optimized for optical character recognition (OCR), the Service Provider is not required to perform OCR. City intends to perform OCR on all documents when imported into Laserfiche at a future date. Consultant shall save all digital records in Tag Image File Format (TIFF) and include necessary metadata, such as file name and folder path. **Please identify familiarity with exporting the scanned documents and metadata as a Laserfiche volume and deliver for upload to the City.**

The City sends addendum electronically only.

*****RFP DUE DATE HAS NOT CHANGED*****

Approved By: _____ Dated: _____

Rosa Tapia
Senior Management Analyst

Acknowledged By: _____ Dated: _____

Proposer's Signature

**ACKNOWLEDGEMENT OF ADDENDUM NO. 1 MUST BE INCLUDED
AS PART OF THE PROPOSAL**