

Request for Proposal Name: 2021-05-P Electronic Document and Records Management System

To All Applicants:**General:**

- This addendum shall be read in conjunction with the original Proposal documents.
- Where inconsistent with the above, this addendum shall govern.
- No consideration shall be allowed for increases (extras) to the Proposal Price, or otherwise to modify the Proposal Submission, due to any failure of the Applicants being familiar with this addendum.
- The Applicant should insert in the Bid Submission the numbers of addenda received by her/him during the Proposal period. This addendum forms an integral part of the Proposal Submissions and is included therein.
- It is the Applicant's responsibility to ensure all addenda have been received by the Applicant prior to Proposal closing.

Scope of this Addendum:**Please note answers/clarification to Questions from prospective Applicants:**

1. Provide a definition of Power-User and End-User and the key differences.

Response: Power User: a user who uses advanced features of computer programs which are not used by the average user. End User: a user who performs basic document management functions.

2. What are the types of documents that will be migrated?

Response: Types: Word, Excel, Powerpoint, Pdf's, viso, email.

3. How are records organized today within the network drives and what data will be provided by WorkplaceNL to determine classification rules?

Response: Currently, records are organized within folders on the network directories; however, not classified by each record type. WorkplaceNL will work with the successful Applicant to help classify the records identified to be moved into the Solution. The successful Applicant will be responsible to associate those records identified by WorkplaceNL according to the new record type. The records are organized by a records classification structure identified by WorkplaceNL.

4. When you refer to correspondence, what does WorkplaceNL specifically mean emails or any type of correspondence?

Response: Correspondence is considered to be email(s) and letter(s).

5. What email system is currently in use at WorkplaceNL?

Response: Microsoft Outlook 10.

6. Is WorkplaceNL creating PST's?

Response: Yes.

7. What is the current network environment at WorkplaceNL?

Response: WorkplaceNL highspeed LAN and WAN.

8. Is WorkplaceNL using Teams, Sharepoint, etc. or is all the information stored within network drives?

Response: For the types of records identified within the RFP, records are stored within the network directories and Outlook.

9. Aside from the dates, how are Applicants to identify documents that need to be migrated? Are there search terms?

Response: For the network directory, searching capabilities are conducted within the search function (i) Records will be identified by the "date created/date modified" within the network folders. (ii) As well some records are housed in a yearly folder. For Outlook, records that are created by date, will be migrated to the Solution, as per the date provided in the RFP.

10. If there are search terms involved, does WorkplaceNL anticipate there will be any non-searchable items that require OCR?

Response: WorkplaceNL does not anticipate any non-searchable items. Currently WorkplaceNL does not OCR records.

11. Are there any documents that could have been created earlier, but edited within the eligible date range that should be included?

Response: Yes.

12. How will undated files be handled, if applicable?

Response: WorkplaceNL will handle those exceptions.

Senior Purchasing Officer: Carla Reid

Date: May 20, 2021