Request for Proposal #06/RFP-02/ES
Document Imaging/Management System
University of West Florida
Pensacola, FL

I. General Information and Instructions for RFP

A. Request for Proposal:

1. The University of West Florida, an institution of higher education in the state of Florida, is soliciting sealed proposals from qualified firms to provide a turn-key enterprise system for Document Imaging/Management and Workflow. This proposal process shall be governed by the laws of the state of Florida. The process of competitive negotiation being used in this solicitation provides the flexibility to negotiate with firms to arrive at a mutually agreeable and beneficial business relationship.

2. This solicitation does not commit The University of West Florida to award a contract, to pay any costs incurred in the preparation of a proposal, or to execute a contract for the articles of goods or services. The University reserves the right to accept or reject any or all proposals received as a result of this request and to cancel in part or in its entirety this request for proposal, if it is in the best interest of the University.

B. Deadline Date & Time:

Proposals will be accepted until 2:00 p.m. CST, October 5, 2006. Late or incomplete proposals will not be acceptable.

C. Ship/Deliver Address:

Proposals should be mailed/delivered to:
University of West Florida, Procurement Services Office
Building 8, 11000 University Parkway, Pensacola, FL 32514

D. Mandatory Pre-Proposal Conference:

1. All interested Respondents must attend a mandatory conference scheduled for September 14, 2006, CST, University of West Florida, Bldg. 92, Room 110, 11000 University Parkway, Pensacola, Florida, 32514. Directions can be obtained at: http://www.uwf.edu/procurement/VendorInfo/CampusDirections.htm.

2. Attendance at the pre-proposal conference is a mandatory requirement to be qualified to submit a proposal. Proposals will be accepted only from those respondents who are represented at the pre-proposal conference, as evidenced by their representatives’ signatures on the attendance roster. Failure to attend this meeting or failure to register at the meeting as proof of same shall immediately disqualify a firm’s proposal from consideration.

3. Attendance at the conference will be limited to five (5) employees per company. Attendees should bring a copy of this solicitation to the mandatory conference.
4. Questions which vendors would like to have answered at the pre-solicitation meeting should be submitted in writing to Elaine Smith, Contracts Manager at: etsmith@uwf.edu on or before September 5, 2006.

E. Legally Binding:

Proposals must be made in the official name of the firm or individual under which business is conducted and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. The submittal of a proposal by a Respondent will be considered by UWF as constituting an offer by the Respondent to provide the services for UWF at the rates bid herein.

F. Qualifications of Respondents:

Respondents shall be of known reputation and shall have sufficient experience and qualified personnel to perform the prescribed service adequately.

G. Timetable:

The anticipated schedule and deadlines for this RFP and contract are projected as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time (C.S.T.)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFP</td>
<td>N/A</td>
<td>August 17, 2006</td>
</tr>
<tr>
<td>Preliminary questions</td>
<td>Close of Business</td>
<td>September 5, 2006</td>
</tr>
<tr>
<td>Mandatory Conference</td>
<td>2:00 P.M.</td>
<td>September 14, 2006</td>
</tr>
<tr>
<td>Written request for clarification deadline date</td>
<td>Close of Business</td>
<td>September 21, 2006</td>
</tr>
<tr>
<td><strong>Proposal Due Date</strong></td>
<td><strong>2:00 P.M.</strong></td>
<td><strong>October 5, 2006</strong></td>
</tr>
<tr>
<td>Estimated Vendor Presentations</td>
<td></td>
<td>November 27 – 30, 2006</td>
</tr>
<tr>
<td>Estimated Notice of Intent to Award</td>
<td></td>
<td>December 8, 2006</td>
</tr>
<tr>
<td>Estimated Contract Begins</td>
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<td>February 1, 2007</td>
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</table>

H. Sole Point of Contact:

1. The sole point of contact (POC) for this RFP is:
   Elaine Smith, Contracts Manager, Procurement Services,
   Email: etsmith@uwf.edu, Phone: 850-474-2627,
   Fax: 850-474-2090
   Web address: http://uwf.edu/procurement

2. Respondents are advised that from the date of release of this RFP until award of the contract, no contact with University personnel related to this RFP to discuss this project or this solicitation is permitted. All communications are to be directed to the sole POC listed above. Any such unauthorized contact will result in the disqualification of the Respondent’s submittal.
I. Terms and Conditions:

By submitting a proposal, the Respondent agrees to be governed by the terms and conditions as set forth in this document to include all attachments. Any proposal containing variations from terms and conditions set forth herein may, at the sole discretion of the University, render such proposal unresponsive.

J. Contract:

All provisions of this Request for Proposal and the successful Respondent's proposal, as mutually agreed upon by subsequent negotiation, provide the specifications for, and obligations of both parties to be executed by any duly authorized representative(s). The following shall constitute the contract agreement in order of precedence.

- UWF Consultant/Contractor Contract to include all clarifications & negotiated modifications to Contractor's proposal
- UWF Request for Proposal
- All addenda issued pursuant thereto
- Contractor's proposal

K. RFP Content:

Each Respondent should become fully acquainted with all conditions relating to the scope, requirements, and restrictions attending the execution of the work. The University is not liable for any errors or misinterpretations made by the Respondent. The failure or omission of the Respondent to be acquainted with existing conditions shall in no way relieve the Respondent of any obligation with respect to this "Request for Proposal" or to the "Negotiated Contract." Later claims for extra compensation for existing conditions that should have been foreseen if such an examination been made will not be honored.

L. Addenda:

Any changes or clarifications to requirements resulting from a pre-proposal conference or subsequent written questions shall be issued by official addenda. Respondents should not rely on any representations, statements, or explanations other than those made in writing by the UWF sole POC in the official addenda format. Where there appears to be a conflict between the RFP and any addenda issued, the last written addenda issued shall prevail.

M. Questions and Requests for Clarifications:

Any prior discussions or informal correspondence with university administrators or staff does not supersede the requirements of this RFP. Clarifications desired by Respondent(s) regarding the meaning or interpretation of this RFP must be requested from the above sole POC by Email prior to the deadline date, as stated in the above "F. Timetable". The clarification response will be issued by official addenda.

N. Contract Termination:

1. If at any time during the term of this agreement, either party considers terminating the agreement for cause, such party shall give the other party written notice that it is
considering such action, which notice shall set forth with sufficient specificity such party's reasons for contemplating termination. During the following thirty (30) day period the parties shall discuss, in good faith, the party's reasons for considering termination in an effort to avoid the need for such action. Following the thirty day discussion period, the party considering the termination, if not fully satisfied, may elect to terminate the Agreement by giving the other party sixty (60) days written notice.

2. The University may terminate the contract without cause by giving written notice to the other party within 30 days of any annual contract anniversary date. Each party will continue and fulfill its obligations for any work already underway at the effective date of the cancellation.

3. A termination penalty may not be charged UWF. UWF shall be liable only for payment for service rendered prior to the effective date of termination.

II. University Background

UWF is a public, fully accredited, co-educational institution of the eleven-member State University System of Florida. UWF's main campus is located in Pensacola, Florida, with a branch located in Fort Walton Beach at a joint-use campus with Okaloosa-Walton College.

The University is located northeast of the city of Pensacola on 1,600 acres of rolling hills and natural woodland along the Escambia River. The facilities have been designed to complement the natural beauty of the site.

The University’s web site, http://uwf.edu/, provides additional information which may be useful to the Respondent.
III. Statement of Needs

The University requires an enterprise system for Document Imaging/Management and Workflow to meet the objectives and requirements identified in this document that can be implemented in a reasonable amount of time with minimal resources. The system must be scalable and adaptable to various department applications in their current state and as they grow and change over time.

As the first phase, The University of West Florida will incorporate Document Imaging and Management with Workflow in the Enrollment Services area, which includes Admissions, Financial Aid, and Registrar. UWF expects after phase one of the implementation that UWF staff on the project is sufficiently trained by the vendor to implement the system in other areas of the university with minimal vendor support. Depending on funding, it is the University’s goal to include a department currently using Banner in Phase 1. However, if that is not possible, these departments will be included in Phase 2.

Overall Objectives and Requirements

- Standardize on one enterprise-wide Document Imaging and Management system that meets the needs of any department that wishes to utilize the Document Imaging and Management system and integrate it into their business processes and systems.
- Improve customer service by increasing efficiency in operations by electronically storing, retrieving and processing documents and records.
- Improve staff productivity by simplifying interaction with any business-related documents.
- Streamline processes that deal with large and increasing numbers of document transactions.
- Process documents in less time without the need to increase staff.
- Simplify implementation, maintenance and use of the system by utilizing a system that is easily accessible to users via a web-browser for viewing and printing documents and requires no client software installation.
- Implement a system that seamlessly integrates with core UWF business systems, including UWF’s IBM CICS/DB2 Student Information System, SungardHE Banner ERP System, and UWF’s Luminis Portal, as well as Microsoft’s Office Suite and Exchange.
- Partner with a vendor that provides excellent training and support services.
## Departmental Objectives and Desired Functionality

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<tr>
<th>Objectives</th>
<th>Desired Functionality</th>
<th>Examples of Documents</th>
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| **Enrollment Services** (Admissions, Financial Aid, Registrar) | • Electronic storage and retrieval of all student files and permanent records.  
• To optimize work processes and accessibility of documents.  
• Reduce data entry while increasing accuracy using 'OCR' and 'look-up' type functions from the student information system.  
• Insure timely delivery, tracking, workflow and processing of documents and the associated data contained within and related to those documents.  
• Relieve the strain associated with retrieval using traditional filing mechanisms (i.e. microfiche and filing cabinets).  
• Meet state and federal retention requirements.  
• Provide direct electronic access to documents to all users who require it.  
• Increase productivity in the department. | • Ability to have instant, simultaneous access to document records from multiple locations and from multiple users at all times.  
• Security of confidential documents is required.  
• Automated sorting and indexing of student records.  
• Need methods of storing and archiving documents that allow for growth and change.  
• Bring documents into the system either electronically or by scanning hard copies.  
• Automate the import and indexing of web-based Admissions applications into the Document Management system.  
• Workflow to enable users to process work more efficiently, faster and more accurately than with paper processing.  
• Workflow that is compatible with our email and calendaring systems.  
• Capable of restricting access from the document down to the annotation levels.  
• Automated document retention schedules.  
• Instantly notify reviewers who are waiting for documents when the documents arrive.  
• Seamless integration with UWF’s IBM CICS/DB2 Student Information System.  
• Seamless integration with SungardHE Banner Student (a potential future need). | • Admissions applications  
• Graduate Admissions packets  
• Financial Aid applications  
• Transcripts  
• Certificates,  
• Letters of reference  
• Test Scores  
• Financial statements  
• Word documents  
• Emails  
• Other academic information |
| **Administrative Affairs** (Financial Services, Procurement) | • To scan files into electronic format for retention and access.  
• All important documents to be imaged and identified to allow quick and easy access from the desktop.  
• Eliminate hard copies. | • Ability to access documents by multiple users.  
• Security that provides read-only access to users.  
• Security that restricts access to confidential documents.  
• Provides audit trail of documents accessed. | For Procurement:  
• Term Contracts  
• Legal Contracts  
• Other Contracts  
• Purchase Order  
• Backup and Attachments  
• Solicitations |
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<tbody>
<tr>
<td>Eliminate manual files and tasks involved with maintaining retention guidelines.</td>
<td>Ability to upload/transmit documents electronically to web sites.</td>
<td>Pcard Authorization Forms</td>
</tr>
<tr>
<td>In Procurement, eliminate copies and postal mailing of documents to comply with FL Sunshine Law requests.</td>
<td>Ability to attach documents to emails (preferably PDF).</td>
<td>Vendor Applications</td>
</tr>
<tr>
<td>In Procurement, aid in maintaining contract renewals and expirations.</td>
<td>Built in retention guidelines.</td>
<td>For Financial:</td>
</tr>
<tr>
<td>In Financial Services, scan and retain journal entries with supporting documentation.</td>
<td>Automatic archiving.</td>
<td>• Forms W-4, W-5, W-2, 941</td>
</tr>
<tr>
<td>In Financial Services, scan and retain voucher packages which consist of copy of the check, vendor invoice, purchase order and direct pay request.</td>
<td>Quickly image a very large document (ex. 300 pages within 5 to 10 minutes) and to be able to feed a large number of pages in at one time (at least 50).</td>
<td>• Employee Action Sheets</td>
</tr>
<tr>
<td>In Financial Services, scan and retain travel documents, including travel reimbursements (TERs), Travel Authorization Requests (TARs), and Receipts.</td>
<td>Ability to scan legal-size documents.</td>
<td>• Payroll deduction agreements</td>
</tr>
<tr>
<td>For Procurement, ability to search by Purchase Order Number, Solicitation Number and Name, Contract Number and Name, Vendor Name, Date Ranges, Commodity/Service/Subject Name, Pcard Approver Name, Pcard Holder Name, Department Name, Fund or Index Number, FEI Number or Banner ID Number.</td>
<td>Ability to revise documents already scanned.</td>
<td>• Direct Deposit Forms</td>
</tr>
<tr>
<td>For Procurement, automatic electronic notifications of upcoming contract renewal and expiration dates.</td>
<td>Ability to convert or import files already scanned into Roxio (PDF).</td>
<td>• Unemployment files</td>
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<tr>
<td>For University Police, ability to search by keyword, data element, specific criteria, year, case #, incident, arrest file.</td>
<td>Ability to store multiple documents as a unit and retrieve those documents together.</td>
<td>• Non-Resident Alien Documents</td>
</tr>
<tr>
<td>For University Police, automatic electronic notifications of upcoming contract renewal and expiration dates.</td>
<td>Provide standard reports.</td>
<td>• Retirement files</td>
</tr>
<tr>
<td>For Environmental Health and Safety:</td>
<td>Reporting tool that allows easy development of customized reports.</td>
<td>• Insurance Applications, Certificates and Policies.</td>
</tr>
<tr>
<td>Asbestos abatement files</td>
<td>Ability to search by multiple search criteria, keywords, data elements.</td>
<td>For Facilities:</td>
</tr>
<tr>
<td>Hazardous waste and building code documents.</td>
<td>For Procurement, ability to search by Purchase Order Number, Solicitation Number and Name, Contract Number and Name, Vendor Name, Date Ranges, Commodity/Service/Subject Name, Pcard Approver Name, Pcard Holder Name, Department Name, Fund or Index Number, FEI Number or Banner ID Number.</td>
<td>24” by 36” documents ranging from 1 to 50 pages per record.</td>
</tr>
<tr>
<td>For University Police:</td>
<td>For Procurement, automatic electronic notifications of upcoming contract renewal and expiration dates.</td>
<td>For Environmental Health and Safety:</td>
</tr>
<tr>
<td>Expired records, Current files (year, case #, incident, arrest files)</td>
<td>For University Police, ability to search by keyword, data element, specific criteria, year, case #, incident, arrest file.</td>
<td>• Asbestos abatement files</td>
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<tr>
<td>• Asbestos abatement files</td>
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<td>• Hazardous waste and building code documents.</td>
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| Office of Human Resources | • Improve efficiency of storing and retrieving employee records.  
• Increase efficiency in the employment verification process.  
• Increase efficiency in meeting public records requests.  
• Reduce records storage space requirements.  
• Discontinue the process of microfilming employee personnel records.  
• Improve Action Sheet processing. | • Electronic storage of employee personnel files.  
• Access employee personnel files by name.  
• Provide public access to some records based on criteria.  
• Provide secure access to federal and state officials to I-9 records.  
• Import documents from outside agencies that do recruitment and background screening services for HR.  
• Ability to easily retrieve/see employee documents from an employee record in Banner. | For Administrative Affairs Office:  
• Housing files,  
• Capital improvement records  
• Budget documents  
• Employee personnel files  
• I-9 records.  
• Old manual employee timesheets. |

| Office of Graduate Studies | • Improve business process of reviewing and making decisions on UWF applicants. | • Automate the import and indexing of web-based Admissions applications into the Document Management system.  
• Ability to capture faculty comments on electronic student applications.  
• Ability for several faculty to concurrently view application materials and register their comments.  
• Automated process for department chair or graduate coordinator to indicate the admission decision directly to the Admissions Office. |  

| Office of Research and Sponsored Programs | • Reduce or eliminate paper in file rooms and offices.  
• Improve efficiency of finding documents.  
• Improve efficiency of routing documents. | • Ability to import electronic and scanned hardcopy documents.  
• Ability to locally scan and index documents (versus centrally) via multiple scanning stations.  
• Scan documents quickly.  
• Ability to index and cross-index documents by various things such as Banner | • Grant files  
• Budget Transfer forms  
• Personnel Action Sheets  
• Pcard information  
• Invoices  
• Proposals  
• Amendments,
<table>
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| number, SAMAS number, Project Title, Project Director.  
Scanned images are clear and legible regardless of colors, font types, graphics, pictures and document size of the original.  
Ability to sort documents.  
Ability to do keyword searches on documents.  
Ability to review imaged document prior to uploading into the database.  
Ability to seamlessly integrate with Banner. | Agreements, Contracts  
Purchase Orders  
Scope of Work  
Reports  
Temporary Authorizations  
SCAT documents  
IRB documents  
Journal Entries  
Purchase Requisitions  
Checks | Approximately 300 types of items come through the office per month or 3,600 per year. One item could be 100 pages. |
| Office of the Provost | Reduce the amount of physical space required to store documents.  
Additional security and safety of unique and sensitive materials and information. | System should be simple to use.  
Search capabilities down to the text within a document.  
Should easily interface with current and future management information systems. | Faculty records  
University and program history records  
Articulations and agreements  
SACS documents  
Academic program reviews  
Student evaluation of instruction records |
| Office of Student Affairs | Streamline operational functions.  
More efficient use of time and better organization within Student Affairs offices.  
Eliminate the need to keep documentation of disabilities on hand.  
Provide a running commentary on contracts with students.  
Be able to retrieve both active and closed records on line. | Ability to view documents in different modes such as by organization name, category, status (active or inactive).  
Ability to cross tab documents currently stored in different files (for example link contract files stored in Student Affairs with event planning files stored in University Commons and Student Activities (UCSA)).  
Ability to search by student name and pull up (Registered Student Organization (RSO)) | Registered Student Organization (RSO) files  
Contract files  
Event planning activities  
Participant waivers  
Service learning and Volunteer records  
Athletic records (student files, sport program |
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| • Expedite responses to requests from faculty and staff.  
• Reduction in the use of natural resources.  
• Process and manage Greek Affairs files. | files, discipline files, and service learning files. | files, clippings, etc.)  
• Documentation of Disabilities  
• Greek Affairs files. |
| **General Counsel Office** | • Ability to store both PDF and Word documents.  
• Ability to convert PDF to Word with minimal edits.  
• Uniform filing and numbering system.  
• Automated retention and notification when a document can be destroyed.  
• Ability to store storage location in document record.  
• Security to restrict access to confidential documents to General Counsel office personnel, as well as provide read access to UWF to public documents.  
• Ability to track requests for records.  
• Ability to search by document number or keywords, person's name, department, contract type.  
• Ability to track deadlines and due dates and be notified of upcoming required actions.  
• Ability to store multiple versions of the same document. | • Contracts  
• Litigation cases  
• Subpoenas  
• Other legal documents and confidential material. |
| **Office of the President** | • User-friendly interface to name, index and retrieve documents.  
• Network accessible.  
• Ability to scan double-sided documents without human intervention.  
• Ability to manipulate a scanned document.  
• Ability to do OCR.  
• Ability to search by keyword and by text within entire document content.  
• Ability to add notes to documents. | |
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<tr>
<td></td>
<td>• Minimum 300dpi resolution.</td>
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<td>• 50-sheet feed minimums.</td>
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<td>• Ability to scan multiple size formats (8.5 x 11, invitations, note cards).</td>
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<td>• Small scanner footprint.</td>
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<td>• Automatic backup of system.</td>
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<td>• Conforms to state regulations for methods of storage, retention and archival.</td>
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<td>• Stored data is in a standard/universal format (PDF preferred).</td>
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IV. Attachments

A. Affidavit Form – Attachment A
B. Functional and Technical Requirements – Attachment B
C. Price Schedule – Attachment C
D. Contract Sample – Attachment D

V. Contract Administrator

The Director of Information Technology Services will serve as the University’s representative and administrator of the fully executed contract. The contract administrator shall manage all aspects of the contractual relationship to ensure that the contractor’s total performance is in accordance with the contractual commitments and that the obligations of the contractor under the terms and conditions of the contract are being fulfilled.

The Contract Administrator shall work with the contractor throughout the term of the contract and all instructions and/or questions in connection to the contract shall be transmitted through the contract administrator. Other University personnel may be designated by the Contract Administrator to assist in the administration of the contract.
VI. Proposal Preparation and Submission Requirements

A. General Requirements

1. RFP Response

   a. Proposals must include all applicable requested information and meet all specification requirements. If significant errors are found in the proposal, or if the proposal fails materially to conform to the requirements of the Request for Proposal, the proposal may be rejected. Proposals must be signed to be considered.

   b. Submit one (1) original, seven (7) copies and one (1) electronic copy of your complete RFP response. Respondents shall make no other distribution of the proposals.

   c. Respondents are fully responsible for obtaining the complete RFP, Addenda (if applicable), information concerning the RFP tabulations, award, and public meetings, by visiting the UWF web site: http://www.uwf.edu/procurement/Bids_Open/OpenBidsProposals.html. It is recommended that you bookmark this web site and visit it frequently.

2. Submission of Proposals

   a. All of the responses (original and copies) and the separate sealed Financial Offer envelope (Section VIII) shall all be placed in a container and sealed. The sealed container must be received at the address provided on page 1 no later than the due date and time.

   b. Late or incomplete responses will not be accepted.

   c. The outside of the container shall be marked with the RFP number, RFP name, and due date.

   d. Hand-carried proposals must be received at the UWF Procurement Services address ONLY between the hours of 8:00 A.M. to 5:00 p.m. local time (CST), Mondays through Fridays, excluding holidays. If delivered on the due date of the RFP, the Proposal must be received in the UWF Procurement and Contracts department before the deadline date and time, (CST). It is advised that you consider the time to obtain a map, Visitor’s pass, and parking space in order for you to deliver your RFP at the required location.

3. Proposal Preparation

   a. Your RFP response must contain the following: Affidavit Form (Attachment “A”) with an original manual signature, all Tab information in the requested format, and if applicable, all signed Addenda.
b. The executed Affidavit Form (Attachment “A”) must be signed and submitted as part of the response. Failure to do so will automatically disqualify your response. The response shall be signed by an authorized representative with signature authorization for the Respondent.

c. Contractors mailing proposals should allow a sufficient mail delivery period to insure timely receipt of their proposals.

d. Each RFP response should be placed in a 3-ring binder with the appropriate tab identification as outlined within this RFP.

e. Do not insert the Financial Offer (Section VIII) document in the 3-ring binder.

f. Submit only one (1) original hard copy for the Tab labeled “Financial Offer Document”. The Financial Offer document shall be placed in a separate sealed envelope. It shall not be inserted in any of the 3-ring binders. The Financial Document envelope shall be identified with the Respondent’s company name, the RFP name and the RFP number.

g. If applicable, all Addenda shall be signed and enclosed in all of the 3-ring binders.

h. The signed “Attachment A, Affidavit Form” and Addenda should be the first pages in all of the 3-ring binders.

i. Responses should be prepared simply and economically, providing a straightforward, concise description of the Respondent’s ability and capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

j. Respondent's are cautioned that the University is not obligated to ask for or accept, after the closing date for receipt of proposals, data which is essential for a complete and thorough evaluation of the proposal. The University may award a contract based on initial offers received without the discussion of such offers. Accordingly, each initial offer should be submitted on the most favorable and complete price and technical terms possible.

k. Responses should be organized in the order in which the requirements are presented in the RFP. All pages of the response should be numbered.

l. Each paragraph in the proposals should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The response should contain a table of contents that cross references the RFP requirements.

m. Responses that are not organized in the manner requested in this RFP risk elimination from consideration if the selection team is unable to find the required information.
n. Information, which the Respondent desires to present, that does not fall within any of the requirements of the RFP should be inserted at the end of the responses and designated as additional material.

o. Ownership of all data, material, and documentation originated and prepared for the University pursuant to the RFP shall belong exclusively to the University and be subject to public inspection in accordance with Florida Statute. Trade secrets or proprietary information must be specifically identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or propriety information. Labeling the entire contents of the response is not acceptable and may result in disqualification.

p. The University reserves the right, but is under no obligation, to contact and review the programs of the accounts/clients referenced including the scheduling of site visits to these accounts.

4. Oral Presentation/Written Clarification

a. As part of the evaluation process, the University reserves the right to request the Respondent to provide written clarification or make a formal, oral presentation. The UWF point of contract as identified within this RFP shall request the written clarification or schedule any presentations required. Each Respondent should be prepared to discuss and substantiate all areas of its proposal. This is a fact finding and explanation session only and does not include negotiation. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Respondents. The Respondent shall be responsible for all of its costs associated with the presentation. Oral presentations are an option of the University and may or may not be conducted with none, some or all of the respondents.

B. Specific Requirements

1. Certificate of Insurance

a. The Contractor must provide within five (5) calendar days of RFP award notification from the University, an original ACORD Certificate of Insurance evidencing the insurances provided by the Contractor, and signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the University as the Certificate holder and additional insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expirations with a further certification from the insurance companies that their policies will not be materially modified, amended, changed, canceled or terminated without thirty (30) days business days prior written notice to the University. Certificate must be accompanied by a separate written additional insured endorsement.

b. See Appendix 1 for minimum insurance requirements. The required minimum insurance coverage is summarized as follows:
General Liability $2,000,000
VII. Response Format

Respondents shall format the response utilizing the following Tab, Topics, Lettering, and Numbering system with requested information contained in each. Failure to comply may result in a negative review of your response and may place your response in jeopardy. Each response is to be submitted in a three-ring binder with the appropriate tab identification and the requested information specially addressed following each tab.

Tab A. Table of Contents

Tab B. Experience of Respondent

B1. Respondent’s Organization

Respondents must provide:
   a. A brief description and history of Respondent’s company.
   b. A list of client markets.
   c. Description of ability to provide software, hardware, training, and consulting services.
   d. Organizational structure of the company including any subsidiaries, partnerships, parent firms or other organizational affiliations relative to responsiveness to this proposal.
   e. Financial information—A complete financial statement for the most recent reporting period. Financial statement shall be prepared in conformity with generally accepted accounting principles.
   f. Bankruptcy—Please disclose if the vendor’s company, or any company the vendor has had a controlling interest in, has ever declared bankruptcy. If yes, attach a statement indicating the bankruptcy date, court jurisdiction, trustees’ name, telephone number, amount of liabilities, amount of assets, and current status of the bankruptcy.
   g. Pending Litigation—Attach detailed information regarding any litigation, liens, or claims for more than $5,000.
   h. A description of the standard services offered by the company.
   i. A listing of professional organizations of which the firm is a member.
   j. Include copies of the two most recent audited annual reports for the company.

B2. References

a. Description of successful implementations and references. Respondents must furnish a representative client listing of up to five (5) current clients that the University may contact (include the name, phone, and fax number of the current primary contract representative and the date the account was acquired). The University prefers that the client references be universities located in the Southeastern U.S, with student populations similar to UWF’s.
Tab C.  Management and Staffing Plan & Training

C1.  Organizational Information

a.  Respondents are to provide an organizational chart for the proposed program at the University of West Florida, including management and staff positions.

b.  Provide position descriptions and résumés for the individuals who are proposed for the provider’s on-site implementation team at the University. Résumés should include education, experience, background, specific professional accomplishments, and any special qualifications. If specific résumés are not yet available, a general position description for each position and an explanation of particular qualities desired for the UWF account may be provided.

c.  Provide the proposed methods for assuring that Contractor’s employees maintain satisfactory performance levels. Include methods of hiring, promotion, termination and other personnel policies should be addressed, especially the procedures and capacity for replacing local personnel at the management level.

Tab D.  Services

a.  Detailed description of turn-key solution that includes all software, hardware, training for all levels of users, consulting services and follow-up support to successfully implement its solution for phase one described above. Implementation must include integration with the Student Information System.

b.  Description of support levels, hours and procedures.

c.  Description of the vendor’s process of providing major releases, minor releases and patches to its software.

Tab E.  Functional Requirements

a.  Respond to all requirements outlined in the Department Objectives and Desired Functionality on pages 6 – 11 and the Functional and Technical Requirements Section, Attachment B, of this document.

Tab F.  Contract

a.  Review “Attachment C” for the University’s sample contract to be issued to the awarded Respondent.

b.  If applicable, list any objections to specific contract terms and provide requested replacement contract language. The University reserves the right to accept or reject requested replacement language. Although subject to minor revision, the successful firms will be required to execute the University’s agreement.
VIII. Financial Offer

Respondents are to submit the price schedule including all associated costs for software, hardware, training for all levels of users, consulting services and follow-up support in one, separate, sealed envelope identified as “Financial Offer” and with your firm’s name, the RFP name, and the RFP number. Do not include in the 3-ring binders.

IX. Evaluation and Award of Contract

Proposals received will be reviewed first by the University Contracts Manager in Procurement Services to determine if each Respondent has submitted the required information. Those proposals found to be non-responsive to the basic submittal requirements shall be rejected from further consideration. Those proposals fulfilling the basic submittal requirements shall be referred to the Evaluation Committee for review and further consideration. The PSA may retain, review and assign the points to a separate sealed pricing proposal when called for in the RFP.

Each Evaluation Committee member shall review and ultimately score each proposal against the criteria and weights published in the RFP document. Points will be totaled in order to assign a ranking to each proposal. The rankings shall be the result of each Evaluation Committee member scoring each Respondent against the criteria. In those RFP’s where points assigned for the price/cost have been left to Procurement Services, the pricing points will assigned and provided to the Evaluation Committee by the PSA at the appropriate time and will be incorporated into the scores for each Respondent. Each Respondent will be assigned a ranking based on their scoring totals. The PSA will facilitate and record the rank order assigned by each evaluator and then an overall Committee ranking will be established for each Respondent. Total scores will be used to break a tie in ranking.

All Respondents are hereby advised that the University may determine that oral interviews, additional written information, internal staff analysis and presentations, outside consultants, and/or any other information may be requested at any time during the Evaluation process in order to assist with the selection of the Proposal(s) that provide the Best Value to the University. The Evaluation Committee may determine as a result of additional information that the impact of this information is significant and shall be accorded as such and may be incorporated into the scoring and/or ranking as a revision of the same and at the discretion of the Committee.

After the Evaluation Committee has developed an overall ranking for each Respondent, the Committee and appropriate senior level management shall determine which Respondent(s) potentially offer the Best Value for UWF.

UWF may immediately award or commence negotiations with the Respondent or Respondents selected in the process above. If a satisfactory contract agreement cannot be reached, the University reserves the right to make the determination to; award without negotiation, terminate the negotiations without attempting to negotiate with all responding companies, or may hold negotiations with multiple companies simultaneously until the Best and Final offers have been solicited and compared. The award recommendation will then be made to the most advantageous BAFO as determined solely by the University. This process may continue until such time as UWF has determined the negotiations to be successful or a determination is made to stop and cancel the solicitation.

UWF may reject offers that are determined by the University to not be reasonably supportable.
The following two Selection Scoring System charts: Criteria and Weight, and the Definition of Grade will be used by the Evaluation Committee to determine and assign the ranking for each Respondent.

A. **SELECTION SCORING SYSTEM**

1. **Criteria and Weight**

   **Total Possible Score Each Evaluator 100% Weight/400 Points Max**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Weight</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Ability of product to meet the functional and technical requirements stated in this solicitation.</td>
<td>25%</td>
<td>100</td>
</tr>
<tr>
<td>b. Total Cost of proposed solution.</td>
<td>25%</td>
<td>100</td>
</tr>
<tr>
<td>c. Quality of the proposal in its description of deliverables (products and services), implementation process, recommended resource requirements for a successful implementation, and a project plan/timeline based on those resource requirements.</td>
<td>20%</td>
<td>80</td>
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<tr>
<td>d. Vendor’s background, strength and reputation as evidenced by reference responses.</td>
<td>20%</td>
<td>80</td>
</tr>
<tr>
<td>e. Vendor’s ability to understand UWF’s goals and objectives for this project and articulate a recommended solution and implantation plan.</td>
<td>10%</td>
<td>40</td>
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</table>

**Definition of Grade**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Definition</th>
<th>Definition Relative to Content/Pertinent Information</th>
<th>Definition Relative to Capability/Plans of Offer</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>Unacceptable</td>
<td>Not provided or ambiguous</td>
<td>Unacceptable due to serious shortfalls</td>
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<tr>
<td>1</td>
<td>Poor/Marginal</td>
<td>Not complete/marginal, Poor in detail, Poor in clarity, Somewhat ambiguous, Poorly presented</td>
<td>Shortfalls in capability exists in critical areas, widespread shortfalls exist, plans are poor, ill-conceived</td>
</tr>
<tr>
<td>2</td>
<td>Average/Good</td>
<td>Complete and meets requirements, unambiguous, adequate in detail, clarity and/or presentation</td>
<td>Acceptable in general, May be shortfalls in some non-critical areas, Plans are acceptable but do not stand out</td>
</tr>
<tr>
<td>3</td>
<td>Very Good</td>
<td>Complete, Sufficiently detailed, Clear, Unambiguous, Well presented (All of the above)</td>
<td>Exceeds desired quality, Plans are above satisfactory and stand out</td>
</tr>
<tr>
<td>4</td>
<td>Superior</td>
<td>Same as above</td>
<td>Response indicates excellent capability and provides superior support</td>
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</tbody>
</table>
ATTACHMENT A

AFFIDAVIT FORM
THE UNIVERSITY OF WEST FLORIDA
REQUEST FOR PROPOSAL
#06/RFP-02/ES
PROPOSAL DUE DATE: October 5, 2006, 2:00 p.m. CST

I understand that the Proposal is due no later than the due date and time as stated above, and that it is my responsibility for the Proposal and all required documents to be received by the University of West Florida Procurement Services Department prior to this date and time. I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Respondent and that the Respondent is in compliance with all requirements of the Request for Proposal (RFP), including but not limited to certification requirements. In submitting a proposal to the University of West Florida, the Respondent offers and agrees that if the proposal is accepted, the Respondent will convey, sell, assign or transfer to the University of West Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-Trust Laws of the U.S. and the State of Florida for price fixing relating to the particular commodities purchased or acquired by the University of West Florida. At UWF’s discretion, such assignment shall be made and become effective at the time UWF tenders final payment to the Respondent.

Manual Authorized Signature: __________________________________________________

Printed Authorized Name & Title: _________________________________________________

Company Name: ____________________________________________

Federal Employer ID #: (9 digits) ______________________________

Address: ___________________________________________________

City, State, Zip: ________________________________________________

Phone: ___________________ Toll Free #__________________________

Fax #: ______________________________________________________

Email Address: _______________________________________________

Is your firm a Florida Certified Minority Business? _____ YES _____ NO

This section to be filled out only if your response is a “No Bid”. Return this page via fax # 850-474-2090. Reason for NO BID:
FUNCTIONAL AND TECHNICAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Functional Requirements</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1. User Interface</td>
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<td>1.1. User-friendly, intuitive interface</td>
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<td>1.2. Web-based, capable of running in any browser</td>
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<td>2. Scanning</td>
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<td>2.1. Ability to support scanning of hard-copy documents into electronic form for storage and retrieval</td>
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<td>2.2. Ability to scan in documents in a centralized or decentralized manner</td>
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<td>2.3. Support dual-sided scanning without needing duplex scanners</td>
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<td>2.4. Support de-skew, de-speckle and blank page detection</td>
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<td>2.5. Supports OCR and full-text editing</td>
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<td>2.6. Ability for user to select which pages of a document to OCR and index</td>
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<td>2.7. Ability to automatically sense document orientation during scanning</td>
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<td>2.8. Support batch-process scanning as well as individual document scanning</td>
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<td>2.9. Ability to scan additional pages into an existing document without having to export or rescan the entire document.</td>
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<td>2.10. Ability to automatically name document during scanning using defined criteria such as date, username, and incremental counter.</td>
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<td>2.11. Scanned images are clear and legible regardless of colors, font types, graphics, pictures and document size of the original</td>
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</table>
### Functional Requirements

1=Software/Vendor meets or exceeds all of the requirement  
2=Software/Vendor meets or exceeds some of the requirement  
(describe the discrepancy)  
3=Software/Vendor will meet the requirement in a later release  
(Indicate the date of this release)  
4= Software/Vendor does not meet the requirement

<table>
<thead>
<tr>
<th>Function and Specification</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Comments</th>
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<tbody>
<tr>
<td><strong>3. Import and Export of Files</strong></td>
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<tr>
<td>3.1. Capable of importing all types of electronic documents (particularly PDF and documents created by Microsoft applications such as Word, Excel)</td>
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<td>3.2. Capable of loading in multiple scanned or electronic documents at a time</td>
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<td>3.3. Capable of loading in documents electronically</td>
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<td>3.4. Capable of importing documents into a batch queue for indexing as well as direct import of images and associated indexes into the application</td>
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<td>3.5. Ability to review documents after importing but before saving to database</td>
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<td>3.6. Capable of accepting all kinds of documents (paper, electronic, fax, audio, video, picture, etc.)</td>
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<td>3.7. Capable of batch-processing incoming documents</td>
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<td>3.8. Capable of reading bar-codes for easy separating and indexing</td>
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<td>3.9. Capable of drawing documents out of the repository and process them automatically without the user having to perform a manual export</td>
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<td>3.10. Capable of importing files from a contracted service bureau automatically into the proper folders and templates</td>
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<td>3.11. Capable of importing admissions applications from UWF’s web-based Application for Admissions Form.</td>
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<td>3.12. Capable of instantly electronically notifying reviewers who are waiting for documents that the documents have arrived.</td>
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<td>3.13. Ability to import/convert files already scanned into other systems (PDF format)</td>
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<td>Functional Requirements</td>
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<td>Comments</td>
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<td><strong>4. Indexing</strong></td>
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<td>4.1. Capable of auto-indexing based on some criteria on the document</td>
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<td>4.2. Capable of doing full-text indexing so users can search by any word or phrase within the documents</td>
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<td>4.3. Capable of indexing on multiple key fields</td>
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<td>4.4. Supports user-definable index templates</td>
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<td>4.5. Validates date fields</td>
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<td>4.6. Ability to store and retrieve multiple documents as a unit; ability to link documents together</td>
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<td>4.7. Ability to store storage location in document record</td>
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<tr>
<td><strong>5. Accessing documents</strong></td>
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<tr>
<td>5.1. Ability to have instant, simultaneous access to document records from anywhere on the network by multiple users.</td>
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<td>5.2. Ability to attach documents to emails.</td>
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<td><strong>6. Annotations</strong></td>
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<td>6.1. Capable of inserting electronic stamps</td>
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<td>6.2. Capable of inserting “post-it” notes</td>
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<td>6.3. Capable of blacking out areas on an image or text</td>
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<td>6.4. Capable of highlighting areas on an image or text</td>
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<td>6.5. Capable of red-lining</td>
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<td>6.6. Ability to capture comments on a document (for example, for faculty to put comments on electronic applications for admissions)</td>
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<tr>
<td>6.7. Ability to capture comments from several users on the same document.</td>
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<td><strong>7. Document Management</strong></td>
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<tr>
<td>7.1. Support storage and retrieval of any electronic file object</td>
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<tr>
<td><strong>Functional Requirements</strong></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td><strong>Comments</strong></td>
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<tr>
<td><strong>1=Software/Vendor meets or exceeds all of the requirement</strong></td>
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<tr>
<td><strong>2=Software/Vendor meets or exceeds some of the requirement</strong></td>
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<td><strong>(describe the discrepancy)</strong></td>
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<td><strong>3=Software/Vendor will meet the requirement in a later release</strong></td>
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<td><strong>(Indicate the date of this release)</strong></td>
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<td><strong>4= Software/Vendor does not meet the requirement</strong></td>
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<tr>
<td>7.2. Ability to file electronic documents directly without printing and scanning</td>
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<tr>
<td>7.3. Provide explicit check-in and check-out capability</td>
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<td>7.4. Ability to store, retrieve, mail route, print and fax objects over any TCP/IP-based network</td>
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<td>7.5. Support viewing of documents without requiring native applications</td>
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<td>7.6. Ability to link documents together</td>
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<tr>
<td>7.7. Ability to maintain version and revision history on objects</td>
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<td>7.8. Ability to dispose or retire documents</td>
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<td>7.9. Support standard document manipulation such as zooming in and out, cut, copy, paste, etc.)</td>
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<tr>
<td>7.10. Provides methods of storing and archiving documents that allow for growth and change</td>
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<td>7.11. Ability to revise documents already scanned.</td>
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<td>7.12. Ability to set up automated document retention schedules that can be different for different document types</td>
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<td>7.13. Ability to automatically archive (remove or move) objectives based on set of defined criteria</td>
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<td>7.14. Ability to dispose or retire documents</td>
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<td>7.15. Ability to automatically receive notifications when documents can be archived, retired, destroyed</td>
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<td>7.16. Ability to maintain version and revision history on objects</td>
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<td>7.17. Ability to track requests made for documents.</td>
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<td>7.18. Capable of storing multiple versions of the same document</td>
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<td>Functional Requirements</td>
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<td>7.19. Capable of meeting FL regulations for storage, retention and archiving of documents.</td>
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<td>8. Printing</td>
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<td>8.1. Capable of printing objects with or without annotations</td>
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<td>9. Sharing Objects</td>
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<td>9.1. Ability to email documents</td>
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<td>9.2. Capability for users to drag and drop objects into their “briefcase” and transfer to their laptop</td>
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<td>10. Searching and Sorting</td>
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<td>10.1. Ability to search without a concern for case sensitivity.</td>
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<td>10.2. By any index field or combination of index fields</td>
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<td>10.3. By keywords</td>
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<td>10.4. By any word or phrase within the document</td>
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<td>10.5. By any annotation on the object</td>
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<td>10.6. By any record properties (owner, department, contract type, etc.)</td>
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<td>10.7. By retention properties</td>
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<td>10.8. By disposition properties</td>
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<td>10.9. By browsing through a folder-like structure</td>
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<td>10.10. By fuzzy logic</td>
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<td>10.11. Search on document or folder name</td>
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<td>10.12. Using wildcards</td>
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<td>10.13. Using boolean operators</td>
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<td>10.14. Using proximity searches</td>
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<td>10.15. Prior to viewing the image, the search screen should display documents in descending order of “hits” of the search word with lines of context for the search</td>
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<td>1=Software/Vendor meets or exceeds all of the requirement</td>
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<td>2=Software/Vendor meets or exceeds some of the requirement (describe the discrepancy)</td>
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<td>4=Software/Vendor does not meet the requirement</td>
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<td>10.16. Search word should be highlighted on both text and image</td>
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<td>10.17. Capability to restrict search results by location</td>
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<td>10.18. Ability to export search results for ad-hoc reporting (into something like Excel for example)</td>
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<td>10.19. Ability to save queries for public or private reuse</td>
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<td>10.20. Ability to display multiple images from one query result set</td>
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<td>10.21. Support querying directly from Banner</td>
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<td>10.22. Support querying directly from UWF’s legacy student information system</td>
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<td>10.23. For Procurement, ability to search by Purchase Order Number, Solicitation Number and Name, Contract Number and Name, Vendor Name, Date Ranges, Commodity/Service/Subject Name, Pcard Approver Name, Pcard Holder Name, Department Name, Fund or Index Number, FEI Number or Banner ID Number</td>
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<td>10.24. For University Police, ability to search by keyword, data element, specific criteria, year, case #, incident, arrest file</td>
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<td>10.25. For Human Resources, ability to search by employee name</td>
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<td>10.26. Ability to search by student name or number and pull up all a categorized list of pertinent documents for that student</td>
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<td>10.27. Ability to sort documents by various criteria</td>
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<td>11. Workflow</td>
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<td>11.1. Capable of automatic notifications of tasks to be performed</td>
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<td>11.2. Capable of launching workflow process upon receipt of document</td>
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<td>11.3. Capable of launching workflow process upon database changes</td>
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<td>11.4. Capable of automatically emailing specified documents based on business rules</td>
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<td>11.5. Capable of tracking elapsed time in workflow steps</td>
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<td>11.6. Capable of issuing reminders if task is not acted upon</td>
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<td>11.7. Capable of performing actions on objects (move, copy, delete, etc.)</td>
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<td>11.8. Intuitive user-friendly interface with drag and drop capabilities</td>
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<td>11.9. Ability to add file attachments within a workflow</td>
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<td>11.10. Ability to support serial and parallel processes in the workflow</td>
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<td>11.11. Ability to link form fields to external databases to do real-time data look-up and validation</td>
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<td>11.12. Ability to pre-populate forms from an external database or application</td>
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<td>11.13. APIs for simple integration of developed applications with the Workflow application</td>
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<td>11.14. Provide web-based administration of workflows</td>
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<td>11.15. Ability for workflow to query and update database data</td>
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<td>11.16. Allow for proxy set up in workflow task responsibility</td>
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<td>11.17. Capable of interfacing with Banner ERP system</td>
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<td>11.18. Capable of interfacing with UWF Legacy Student Information System</td>
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### Functional Requirements

1. 1.9. Capable of interfacing with UWF Microsoft Exchange Email and Calendaring system.
2. 1.20. Ability to automatically send electronic notifications of upcoming events or required actions (for example in procurement, notification of contract renewals or expiration dates, or in General Counsel office of upcoming due dates)
3. 1.21. Ability to automatically send electronic notification when an action has been taken (for example in Graduate Studies, notify the Admissions office)

#### Other

1. 12.1. Support standard document manipulation such as zooming in and out, cut, copy, paste, etc.)
2. 12.2. Provide standard reports
3. 12.3. Provide simple reporting tool or reporting tool interface for developing customized reports

### Technical Requirements

1. 1.1. Runs on Unix or Windows platforms
2. 1.2. Capable of running across multiple servers for load balancing

2. Storage

1. 2.1. Stores objects in non-proprietary formats
2. 2.2. Ability to store images in standard TIFF format
<table>
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<tr>
<th>Technical Requirements</th>
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<tr>
<td><strong>2.3. Ability to store images in PDF format</strong></td>
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<td><strong>2.4. Centralized storage of objects</strong></td>
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<td><strong>2.5. Capable of using Storage Area Networks for storage of objects</strong></td>
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<td><strong>2.6. Supports Oracle and SQLServer as storage database systems</strong></td>
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<td><strong>3. Scanners</strong></td>
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<td><strong>3.1. Ability to quickly scan very large document (for example, 300 pages within 5 to 10 minutes)</strong></td>
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<td><strong>3.2. Ability to feed large quantity of pages in at one time (at least 50)</strong></td>
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<td><strong>3.3. Ability to scan legal size documents</strong></td>
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<td><strong>3.4. Ability to scan 24inch by 36inch documents ranging from 1 to 50 pages</strong></td>
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<td><strong>3.5. Ability to scan double-sided documents without human intervention</strong></td>
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<td><strong>3.6. Ability to scan documents smaller than 8.5 x 11 inches</strong></td>
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<td><strong>3.7. Scanners provide images that are clear and legible regardless of colors, font types, graphics, pictures and document size of original</strong></td>
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<td><strong>3.8. Some areas will require scanners with small footprints</strong></td>
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<td><strong>4. Scalability</strong></td>
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<td><strong>4.1. Capable of supporting high volumes of users and objects</strong></td>
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<td><strong>5. Access</strong></td>
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<td><strong>5.1. Web-based, capable of running in any browser</strong></td>
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<td><strong>5.2. Multiple users can access the same document concurrently</strong></td>
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<td><strong>5.3. Ability to easily provide access to documents via an intranet or internet web page</strong></td>
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### Technical Requirements

1. Software/Vendor meets or exceeds all of the requirement
2. Software/Vendor meets or exceeds some of the requirement (describe the discrepancy)
3. Software/Vendor will meet the requirement in a later release (Indicate the date of this release)
4. Software/Vendor does not meet the requirement

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<td>5.4. Runs over TCP/IP and accessible from LAN or WAN</td>
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<td>6. Security</td>
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<td>6.1. Capable of using single-sign-on via LDAP</td>
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<td>6.2. Ability to assign rights to users or groups</td>
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<td>6.3. Ability to assign different levels of access: read-only access, read-write access, delete access.</td>
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<td>6.4. Ability to restrict access</td>
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<td>6.4.1. By folder</td>
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<td>6.4.2. By object</td>
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<td>6.4.3. By access rights</td>
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<td>6.4.4. By feature or annotation (redact, blackout, highlight, stamp, stick note, etc.)</td>
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<td>6.5. Ability to generate and view audit trails and generate audit reports by user, by date/time, by object</td>
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<td>6.6. Ability to generate lists of objects viewed, actions performed</td>
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<td>6.7. Ability to generate lists of unsuccessful attempts to view an object</td>
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<td>6.8. Capable of backing up database using enterprise backup solution</td>
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<td>7. Integration</td>
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<td>7.1. Capable of running within UWF’s Luminis web portal using single-signon</td>
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<td>7.2. Integrates with Microsoft applications for automatic conversion of document into Imaging software</td>
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<td>7.3. Standard APIs for easy integration</td>
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<td>7.4. Interfaces tightly with Banner (for example so that users do not need to hand-key data into object record that can be retrieved from Banner database, and documents can be retrieved directly from the application)</td>
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<td>7.5. Interfaces tightly with UWF’s legacy Student Information System housed on an IBM mainframe running on a DB2 database to query data and automatically fill in and validate indexing data (so that users do not have to hand-key available information and can retrieve documents from within the application)</td>
<td></td>
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</tr>
<tr>
<td>7.6. Capable of interfacing with Banner Workflow engine</td>
<td></td>
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</tbody>
</table>
ATTACHMENT D

Consultant/Contractor Contract
Between the University of West Florida Board of Trustees,
A public body corporate (“University”) and
__________________________ (“Consultant”)

This Contract is made as of the ________________, between the University of West Florida
doents (“University” or “University”) Board of Trustees, a public body corporate (the “University”), and Emerald Coast
Waste & Utility Consulting, Inc. (the “Consultant”) Federal I.D. No ____________________.

This Agreement shall consist of this Master Agreement, the RFP # _____________ (the “RFP”),
and the Consultant, (_____________________), response to RFP ________________ (the “Response”) which all are hereby incorporated by reference.

In consideration of the mutual promises contained herein, the University and the Consultant/Contractor
agree as follows:

ARTICLE 1 – GOVERNING LAW

This Contract is governed by the laws of the state of Florida and any provisions herein, in conflict
therewith, shall be void and of no effect. Venue for all actions or proceedings arising in connection with this
Contract shall be tried and litigated exclusively in the state or federal (if permitted by law and a party elects to
file an action in federal court) courts located in Escambia County, Florida. This choice of venue is intended by
the parties to be mandatory. Each party waives any right it may have to assert the doctrine of forum non
conveniens or similar doctrine or to object to venue with respect to any proceeding brought in accordance with
this Section. The federal or state courts of the State of Florida shall have exclusive jurisdiction of any claims
arising out of this Contract.

ARTICLE 2 – SERVICES & TERM

The Consultant/Contractor’s responsibility under this Contract is to provide professional/consultation
services in the area of :

• X
• X
• X
• X
• X
• X

as more specifically set forth in the “RFP”, and the “Response”, and the Scope of Services detailed in
“Exhibit A”.

Services of the Consultant/Contractor shall be under the general direction of name,
__________________________ who shall act as the University’s representative during the performance of this Contract.

The Consultant/Contractor shall commence services on the latest date signed below and continue for
an initial contract period of X (X) year with the University having the option of renewing for XX (X) additional X
(X) year periods. This agreement may be renewed under the same terms and conditions as the original
contract, at the sole and exclusive discretion of the University. The University and Consultant/Contractor will
agree upon renewals in writing.

ARTICLE 3 - PAYMENTS TO CONSULTANT/CONTRACTOR

A. The total amount to be paid by the University under this Contract for services, materials, and “out of
pocket” expenses shall not exceed $ _________________________________. The Consultant/Contractor shall notify
the University in writing when 90% of the “not to exceed amount” has been reached. The
Consultant/Contractor will bill the University on a monthly basis, or as otherwise provided, at the amounts set
forth in Exhibit “B” for services rendered toward the completion of the Scope of Work. Where incremental
billings for partially completed items are permitted, the total incremented billings shall not exceed the
percentage of estimated completion as of the billing date.

B. Invoices received from the Consultant/Contractor pursuant to this Contract will be reviewed and
approved by the initiating University department, indicating that services have been rendered in conformity with
the Contract and then will be sent to the Financial Services Department for payment. Invoices must reference the current purchase order number (if applicable). Invoices will normally be paid within thirty (30) days following the using Department’s approval.

C. “Out-of-Pocket” expenses will be reimbursed with written prior approval by the University up to an amount not to exceed $XXX and in accordance with the list of the types of expenditures eligible for reimbursement. If this Contract expressly provides that the University will be responsible for paying for Vendor’s travel expenses, such travel expenses, meals and lodging shall be paid in accordance with Section 112.061, Florida Statutes. Any expenses in excess of the amounts prescribed by law shall be borne by Vendor.

All requests for payment of “out-of-pocket” expenses eligible for reimbursement under the terms of this Contract shall include copies of paid receipts, invoices, or other documentation acceptable to the University Finance and Accounting Services Department. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in this Contract.

D. In order for both parties herein to close their books and records, the Consultant/Contractor will clearly state “final invoice” on the Consultant/Contractor’s final/last billing to the University. This certifies that all services have been properly performed and all charges and costs have been invoiced to University. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the Consultant/Contractor.

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the Consultant/Contractor shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Contract are accurate, complete, and current as of the date of the Contract and no higher that those charged the Consultant/Contractor’s most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the University determine that the rates and costs were increased due to inaccurate, incomplete, or non-current wage rates or due to inaccurate representations of fees paid to outside Consultant/Contractors. The University shall exercise its rights under this “Certificate” within one (1) year following final payment.

ARTICLE 5 - TERMINATION

Termination of Contract without Cause

The University may terminate the contract without cause by giving written notice to the other party within 30, 60, 90, 120 days of any annual contract anniversary date. Each party will continue and fulfill its obligations already underway at the effective date of the cancellation.

Termination of Contract for Cause

The contract may be terminated in the event of a breach in the contract. The aggrieved party will notify the other party in writing and describe the breached provision. The Respondent will have 10 days from receipt of notice to correct the deficiency. If the deficiency is not corrected within the 10 day allotted period, then the University may terminate the contract by providing 10 days written notice of termination to the Consultant/Contractor. Termination for cause shall not relieve either party of the responsibility of discharging its duties already begun.

The University shall be reimbursed by the Consultant/Contractor for paid services that the University did not or will not receive from the Consultant/Contractor. The Consultant/Contractor shall be paid for services rendered to the University’s satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the University the Consultant/Contractor shall:

A. Stop work on the date and to the extent specified.
B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
C. Transfer all work in process, completed work, and other material related to the terminated work to the University.
D. Continue and complete all parts of the work that have not been terminated.
ARTICLE 6 - PERSONNEL
The Consultant/Contractor represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the University.

All of the services required herein under shall be performed by the Consultant/Contractor or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions on the Consultant/Contractor’s key personnel as may be listed herein must be made known to the University’s representative prior to execution, and written approval granted by the University before said change or substitution can become effective.

The Consultant/Contractor warrants that skilled and competent personnel to the highest professional standards in the field shall perform all services.

ARTICLE 7 - SUBCONTRACTING
The University reserves the right to accept in writing the use of a sub Consultant/Contractor or to reject the selection of a particular sub-Consultant/Contractor and to inspect all facilities of any sub-Consultant/Contractor in order to make a determination as to the capability of the sub-Consultant/Contractor to perform properly under this Contract. The Consultant/Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities. If a sub-Consultant/Contractor fails to perform or make progress, as required by this Contract, and it is necessary to replace the sub-Consultant/Contractor to complete the work in a timely fashion, the Consultant/Contractor shall promptly do so, subject to written acceptance of the new sub-Consultant/Contractor by the University.

ARTICLE 8 - TAXES
The University is exempt from the payment of all Federal Tax and State Tax for sales, use or excise taxes. The Consultant/Contractor shall pay all personal property taxes on leased equipment and all taxes based upon net income. The University will furnish an exemption certificate as appropriate to the Consultant/Contractor. The Consultant/Contractor shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the University, nor shall the Consultant/Contractor be authorized to use the University’s Tax Exemption Number in securing such materials. The Consultant/Contractor shall be responsible for payment of its own and its share of FICA and Social Security benefits with respects to this Contract.

ARTICLE 9 - AVAILABILITY OF FUNDS
The University’s performance and obligation to pay under this contract is contingent upon an annual appropriation for its purpose by the State and/or the University. The University shall give notice to Consultant/Contractor of the non-availability of such funds when the University has knowledge thereof. Upon the Consultant/Contractor's receipt of such notice, the Consultant/Contractor is entitled to payment for only those services performed prior to the date notice is received.

ARTICLE 10 - INSURANCE
A. The Consultant/Contractor shall not commence work under this Contract until it has submitted all insurance required and the University has approved such insurance. The Consultant/Contractor is required to maintain the insurance for the life of the project plus one (1) year.

B. The contractor must provide within five calendar days of RFP award notification from the University, an original ACORD Certificate of Insurance evidencing the insurances provided by the Contractor, and signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expirations with a further certification from the insurance companies that their policies will not be materially modified, amended, changed, canceled or terminated without thirty (30) days business days prior written notice to the University. Certificate must list the following entities as certificate holder and additional insured: The State of Florida, Florida Board of Governors, University of West Florida Board of Trustees and The University of West Florida.
C. Compliance with the foregoing requirements shall not relieve the Consultant/Contractor of its liability and obligations under this Contract.

D. The Consultant/Contractor shall maintain, during the term of this Contract, coverages and requirements in accordance with Appendix A.

**ARTICLE 11 - INDEMNIFICATION**

The Consultant/Contractor agrees to indemnify and hold harmless, assume liability for and defend, the University, the State of Florida, the Florida Board of Education, the University of West Florida Board of Trustees and their officers, employees, and agents, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, which in any manner arise or are alleged to have arisen, from the acts, omissions or wrongful conduct of Consultant/Contractor or Consultant/Contractor’s officers, employees, agents, guests, patrons, licensees, invitees or Consultant/Contractor’s in connection with or related to their operations, activities, occupancy or use of the facilities or property of the University in connection with the performance of this Contract.

The Contractor shall construe nothing in this Contract as an indemnification of the Consultant/Contractor. The University warrants and represents that as a sovereign entity, it is self-insured. Consultant/Contractor and University agree that nothing contained herein shall be construed or interpreted as (a) the consent of the University or the State of Florida or its agents and agencies to be sued; or (b) a waiver of sovereign immunity of the University or the State of Florida.

**ARTICLE 12- SUCCESSORS AND ASSIGNS**

The University and the Consultant/Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the University nor the Consultant/Contractor shall assign any right or delegate any duties hereunder nor may it transfer, pledge, surrender, or otherwise encumber or dispose of its interest in any portion of this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the University, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the University and the Consultant/Contractor.

**ARTICLE 13- AFFIRMATIVE ACTION & ADA**

As a condition of this Contract, the Consultant/Contractor agrees to comply with Section 202, Executive Order 11246, as amended by Executive Order 11375, and regulations published by the U.S. Department of Labor implementing Section 503 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, which are incorporated herein by reference.

The Consultant/Contractor agrees to comply with the Americans with Disability Act (ADA) of 1990.

**ARTICLE 14- UNIFORM COMMERCIAL CODE**

The Uniform Commercial Code in accordance with Chapter 672, Florida Statutes, shall prevail as the basis for contractual obligations between the Consultant/Contractor and the University for any terms and conditions not specifically stated in this Contract.

**ARTICLE 15- CONFLICT OF INTEREST**

In accordance with Section 112.3185, Florida Statutes, the Consultant/Contractor hereby certifies that to the best of his knowledge and belief no individual employed by him or subcontracted by him has an immediate relation to any employee of the University who was directly or indirectly involved in the procurement of said services and would conflict in any manner with the performance of services required hereunder. Violation of this section by Consultant/Contractor shall be grounds for cancellation of this Contract by the University.

The Consultant/Contractor shall promptly notify the University in writing of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Consultant/Contractor’s judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Consultant/Contractor may undertake and request an opinion of the University as to
whether the association, interest or circumstance would, in the opinion of the University, constitute a conflict of interest if entered into by the Consultant/Contractor. The University agrees to notify the Consultant/Contractor of its opinion in writing within 30 days of receipt of notification by the Consultant/Contractor. If, in the opinion of the University, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Consultant/Contractor, the University shall so state in the notification and the Consultant/Contractor shall, at his/her option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the University by the Consultant/Contractor under the terms of this Contract.

ARTICLE 16- FORCE MAJEURE/EXCUSABLE DELAYS

The Consultant/Contractor shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the Consultant/Contractor's control and without its fault or negligence. Such causes may include, but are not limited to: acts of God; the University’s failures; natural or public health emergencies; labor disputes; freight embargoes; and severe weather conditions.

Upon the Consultant/Contractor’s request, the University shall consider the facts and extent of any failure to perform the work and, if the Consultant/Contractor’s failure to perform was without it or its sub-Consultant/Contractor's fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly; subject to the University’s rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 17 - ARREARS

The Consultant/Contractor shall not pledge the University’s credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Consultant/Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 18- DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The Consultant/Contractor shall deliver to the University for approval and acceptance, and before eligible for final payment of any amounts due, all documents and materials prepared by and for the University under this Contract.

All written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the University or at its expense will be kept confidential by the Consultant/Contractor and will not be disclosed to any other party, directly or indirectly, without the University’s prior written consent unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased, under this Contract or at the University’s expense shall be and remain its property and may be reproduced and reused at the discretion of the University.

If and as requested, the University shall comply with the provisions of Chapter 119, Florida Statutes (Public Record Law). The University may unilaterally cancel this Contract for refusal by Consultant/Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Contract.

All covenants, agreements, representations, and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

ARTICLE 19- INDEPENDENT CONSULTANT/CONTRACTOR RELATIONSHIP

The Consultant/Contractor is, and shall be, in the performance of all work services and activities under this Contract, an Independent Consultant/Contractor, and not an employee, agent, or representative of the University. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the Consultant/Contractor’s sole direction, supervision, and control. The Consultant/Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Consultant/Contractor’s relationship and the relationship of its employees to the University shall be that of an Independent Consultant/Contractor and not as employees or agents of the University.

The Consultant/Contractor does not have the power or authority to bind the University in any promise, agreement, or representation other than specifically provided for in this agreement.
ARTICLE 20 - CONTINGENT FEES

The Consultant/Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant/Contractor to solicit or secure this Contract and than it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant/Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 21 - ACCESS AND AUDITS

The Consultant/Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Contract. The University shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the Consultant/Contractor’s place of business.

ARTICLE 22 - EQUAL OPPORTUNITY IN EMPLOYMENT

Consultant/Contractor affirms, without reservation, the principles of equal opportunity employment. Consultant/Contractor will not discriminate against qualified candidates for any unlawful reasons, including race, religion, gender, national origin, age or disability.

ARTICLE 23 - ENTIRETY OF CONTRACTUAL AGREEMENT

The University and the Consultant/Contractor agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

Any amendments, alterations or modifications to this Contract must be in writing, signed or initialed and approved by all signatories of this Contract to be effective.

ARTICLE 24 - ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney’s fees, court costs, and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 25 - AUTHORITY TO PRACTICE

The Consultant/Contractor hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the University upon request.

ARTICLE 26 - SEVERABILITY

In the event any provision of this Contract is held invalid or unenforceable by any court of competent jurisdiction, or by an Administrative Law Judge in accordance with Chapter 120, Florida Statutes, such holding shall not invalidate or render unenforceable any other provision hereof. However, where a breach of this Contract goes to the whole of this Contract, this Contract is unenforceable.

ARTICLE 27 - MODIFICATIONS OF WORK

The University reserves the right to make changes in the Work, including alterations, reductions therein or additions thereto. Upon receipt by the Consultant/Contractor of the University’s notification of a contemplated change, the Consultant/Contractor shall (1) if requested by the University, provide an estimate for the increase or decrease in cost due to the contemplated change, (2) notify the University of any estimated change in the completion date, and (3) advise the University in writing if the contemplated change shall effect the Consultant/Contractor’s ability to meet the completion dates or schedules of this Contract.

If the University so instructs in writing, the Consultant/Contractor shall suspend work on that portion of the Work affected by a contemplated change, pending the University’s decision to proceed with the change.

If the University elects to make the change, the University shall issue a Contract Amendment or Change Order and the Consultant/Contractor shall not commence work on any such change until such written amendment or change order has been issued and signed by each of the parties.
ARTICLE 28 - NOTICE

All notices required in this Contract shall be sent in writing by FAX or a delivery service requiring evidence of receipt of delivery and if sent to the University shall be mailed to:

University of West Florida
Elaine Smith, C.P.M.
Manager, Procurement Services
11000 University Parkway
Bldg 8 Room 106
Pensacola, FL 32514
Fax # 850-474-2090

Notices sent to the Consultant/Contractor shall be mailed to:

ARTICLE 29 – PUBLIC ENTITY CRIME

In accordance with Fla. Stat. §287.133(2) (a), any person or affiliate who has been placed on the Convicted Contractor List following a conviction for a Public Entity Crime, may not participate in bids or proposals, and may not perform work or transact business with any public entity in excess of the threshold amount stated in Fla. Stat. §287.017 (Category Two) for thirty-six months from the date first placed on the list.

IN WITNESS WHEREOF, the Assistant Vice President for Administrative Affairs has made and executed this Contract on behalf of the University and Consultant/Contractor as of the latest date signed below.

University of West Florida
Board of Trustees, a Public Body Corporate
By:

David O’Brien, C.P.M.
Asst. Vice President, Administrative Affairs

(Contractor/Consultant Name)

By:

Authorized Signature

Date

Name (please print)

Title

As Witnessed By,

As Witnessed By,
September 13, 2006

ADDENDUM NUMBER 1

Solicitation No. & Name: 06/PQS-02/ES Document Imaging and Management System

Submittals Due: October 5, 2006, 2:00 p.m.

All respondents must acknowledge receipt of Addendum by signing in the space provided below and returning the signed document to the Procurement Services Office no later than the bid opening date and time. Failure to do so may result in your submittal being disqualified.

1. See attached questions and responses.

2. Attached Appendix 1, Rules governing electronic records is made a part hereof.

All other criteria remain without change.

Respectfully,

Elaine T. Smith
Elaine T. Smith, C.P.M.
Contracts Manager
Procurement Services

RESPONDENT'S SIGNATURE

COMPANY NAME

Phone 850–474–2627    Fax 850–474–2090
http://uwf.edu/Procurement
An equal opportunity/equal access institution.
Answers to questions:

1. Please expand on the desired functionality to be able to revise documents that have already been scanned into the imaging system (page 7 of the RFP and Item#7.11 of the Functional Requirements). Are you looking to modify the indexes for the scanned documents?

The Administrative Affairs Office documents specific incidents in the division from time to time. Incidents are typically documented with a Narrative/History Report in Word. We would like the ability to go into these scanned Word documents and update them with supporting data (update the narrative/history) as more information comes to light on incidents over time or as corrective actions continue to take place – instead of having to retype the entire document. The ability to make updates to these files is critical. Once revised, it can be saved as a new version.

2. Please expound on the desired functionality to be able to manipulate a scanned document (page 10 of the RFP). What type of manipulation are you looking for?

The department which requested this functionality explained that this functionality is needed to be able to save it using OCR in Word or some format where the document can be manipulated if needed. In other words we need more than just pdf saving capability. Once manipulated it can be saved as a new version of the document.

3. Please provide additional information on your Functional Requirement #3.9: Capability to draw documents out of the repository and process them automatically without the user having to perform a manual export. How would the user “process” the document?

We were unable to identify the source of this requirement. However, we believe that it refers to updating index information.

4. How many scanners are needed with the ability to scan 24” by 36” documents (Technical Requirement 3.4)?

A minimum of 1 and probably no more than 2.

5. What is UWF’s budget for Phase I?

UWF does not wish to skew vendor responses by disclosing its budget for the project.
6. How many total users of the imaging/workflow system are anticipated in Phase I?

**Enrollment Services:**
- Admissions: 22
- Financial Aid: 11
- Records and Registration: 12

**Finance:** 28

*Note: The decision has not been made as to whether Finance will be included in Phase I.*

How many users are anticipated when the system is fully implemented?

There are many decisions which the University will need to make before it can determine how many total users will access the system. Furthermore, it will depend to some extent on what a “user” is in the vendor’s mind. Does it include only those who store and manipulate documents or does it include those that view them through some web interface? For purposes of this proposal, UWF estimates less than 250 users will store and manipulate documents when fully implemented.

7. How many concurrent users of the imaging/workflow system are anticipated in Phase I?

During peak times of the year, we expect that approximately three-fourths of the Enrollment Services users outlined in question 6 will access the system concurrently, and probably no more than one-half of the Finance users will access the system concurrently.

How many concurrent users are anticipated when the system is fully implemented?

For purposes of this proposal, UWF estimates that one-half the total users will access the system concurrently.

8. Does UWF have computer generated reports that need to be captured in the content management system for archival or distribution (ERM)? If so, what are the print spool formats? How many different reports will be stored? Describe each report to be captured. Include number of pages, how often the report is produced, how many copies are created and size in KB.

UWF already has a web-based reporting repository tool and has no plans to transfer that functionality to the Document Imaging system.
9. What desktop computers are in use at UWF?

UWF uses PCs and Macs.

10. Can UWF please provide the Volumetric Information specified on the attached pages for each Functional Area in Phase I (Admissions, Financial Aid, Registration)?

Volumetric Information

Fill out the appropriate sections below for each functional area (Admissions, Financial Aid and Registration). If you do not plan to use ERM/COLD you can skip that section.

Admissions

1) Imaging

<table>
<thead>
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<th>Scanning &amp; Storage</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Average pages scanned per month</td>
<td>7,200</td>
</tr>
<tr>
<td>Average number of documents per month</td>
<td>2,400</td>
</tr>
<tr>
<td>Average number of pages per document</td>
<td>3</td>
</tr>
<tr>
<td>Maximum (peak) pages to be scanned in a day</td>
<td>600</td>
</tr>
<tr>
<td>Scanning hours per day (include all shifts)</td>
<td>8</td>
</tr>
<tr>
<td>Growth pattern for scanned pages?</td>
<td>3%</td>
</tr>
<tr>
<td>Minimum size document to be scanned</td>
<td>5½&quot; X 4&quot;</td>
</tr>
<tr>
<td>Maximum size document to be scanned</td>
<td>14&quot; X 8½&quot;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Documents</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>How many physical locations will need to perform scanning?</td>
<td>3</td>
</tr>
<tr>
<td>Scan volumes at each remote site per day?</td>
<td>200</td>
</tr>
<tr>
<td>Estimated number of scan profiles</td>
<td>3,000 +</td>
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</table>
### Universal Documents

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average number of universal documents per month?</td>
<td>800</td>
</tr>
<tr>
<td>Types (Excel Spreadsheets, Word Documents, etc.)?</td>
<td>Excel, Word, etc</td>
</tr>
<tr>
<td>Average size in KB of each universal document?</td>
<td></td>
</tr>
<tr>
<td>Growth pattern for universal documents?</td>
<td>3%</td>
</tr>
</tbody>
</table>

2) ERM / COLD (If applicable) – **not applicable**

3) Workflow

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of processes?</td>
<td>5</td>
</tr>
<tr>
<td>Work packages added per month/process?</td>
<td>1,360</td>
</tr>
<tr>
<td>Average number of pages per package attachment?</td>
<td>22</td>
</tr>
<tr>
<td>Attach images only? ERM/COLD documents? Universal Documents?</td>
<td>18</td>
</tr>
<tr>
<td>Life span of package (i.e.: 90 days)?</td>
<td>45</td>
</tr>
</tbody>
</table>

### Financial Aid

1) Imaging

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average pages scanned per month</td>
<td>5000</td>
</tr>
<tr>
<td>Average number of documents per month</td>
<td>2500</td>
</tr>
<tr>
<td>Average number of pages per document</td>
<td>2</td>
</tr>
<tr>
<td>Maximum (peak) pages to be scanned in a day</td>
<td>500</td>
</tr>
<tr>
<td>Scanning hours per day (include all shifts)</td>
<td>8</td>
</tr>
<tr>
<td>Growth pattern for scanned pages?</td>
<td>5% annually</td>
</tr>
<tr>
<td>Minimum size document to be scanned</td>
<td>81/2 X 11</td>
</tr>
<tr>
<td>Maximum size document to be scanned</td>
<td>81/2 x 14</td>
</tr>
<tr>
<td>Documents</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>How many physical locations will need to perform scanning?</td>
<td>2</td>
</tr>
<tr>
<td>Scan volumes at each remote site per day?</td>
<td>0</td>
</tr>
<tr>
<td>Estimated number of scan profiles</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Universal Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average number of universal documents per month?</td>
</tr>
<tr>
<td>Types (Excel Spreadsheets, Word Documents, etc.)?</td>
</tr>
<tr>
<td>Average size in KB of each universal document?</td>
</tr>
<tr>
<td>Growth pattern for universal documents?</td>
</tr>
</tbody>
</table>

2) ERM / COLD (If applicable) – not applicable

3) Workflow

<table>
<thead>
<tr>
<th>Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of processes?</td>
</tr>
<tr>
<td>Work packages added per month/process?</td>
</tr>
<tr>
<td>Average number of pages per package attachment?</td>
</tr>
<tr>
<td>Attach images only? ERM/COLD documents? Universal Documents?</td>
</tr>
<tr>
<td>Life span of package (i.e.: 90 days)?</td>
</tr>
</tbody>
</table>
**Registration**

1) Imaging

<table>
<thead>
<tr>
<th>Scanning &amp; Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average pages scanned per month</td>
</tr>
<tr>
<td>Average number of documents per month</td>
</tr>
<tr>
<td>Average number of pages per document</td>
</tr>
<tr>
<td>Maximum (peak) pages to be scanned in a day</td>
</tr>
<tr>
<td>Scanning hours per day (include all shifts)</td>
</tr>
<tr>
<td>Growth pattern for scanned pages?</td>
</tr>
<tr>
<td>Minimum size document to be scanned</td>
</tr>
<tr>
<td>Maximum size document to be scanned</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many physical locations will need to perform scanning?</td>
</tr>
<tr>
<td>Scan volumes at each remote site per day?</td>
</tr>
<tr>
<td>Estimated number of scan profiles</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Universal Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average number of universal documents per month?</td>
</tr>
<tr>
<td>Types (Excel Spreadsheets, Word Documents, etc.)?</td>
</tr>
<tr>
<td>Average size in KB of each universal document?</td>
</tr>
<tr>
<td>Growth pattern for universal documents?</td>
</tr>
</tbody>
</table>

2) ERM / COLD (If applicable) – not applicable
3) Workflow

<table>
<thead>
<tr>
<th>Workflow</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of processes?</td>
<td>2</td>
</tr>
<tr>
<td>Work packages added per month/process?</td>
<td>1</td>
</tr>
<tr>
<td>Average number of pages per package attachment?</td>
<td>3</td>
</tr>
<tr>
<td>Attach images only? ERM/COLD documents? Universal Documents?</td>
<td>Images and Universal documents</td>
</tr>
<tr>
<td>Life span of package (i.e.: 90 days)?</td>
<td>7 days (depending on package)</td>
</tr>
</tbody>
</table>

11. How many scanners/scanstations per department?

   For Phase I:

   Admissions: 3
   Financial Aid: 2
   Records and Registration: 2
   Emerald Coast Campus: 1

   Finance (if it’s included in Phase I): 4

12. Please expand on what you mean by "Seamless integration with UWF’s IBM CICS/DB2 Student Information System and SungardHE Banner Student. Are you asking to simply retrieve documents directly from a SIS and/or Banner screen by clicking on an icon (or some keyboard function) or are you also asking for the ability to pass data between the imaging system and SIS?"

   It should be able to retrieve documents directly from the SIS and/or Banner screens by clicking on an icon (on web-based forms) or entering a command (in the case of CICS). It should also be able to import data for document indexing purposes of imported documents. The ability to import a document into the imaging system by way of the SIS and/or Banner by the click of an icon is desired. Any interfaces should be in the form of an API for easy integration.

13. How many expected documents will be scanned or imaged when the system is fully implemented?

   Hundreds of thousands, possibly millions.
14. What is desired time-frame for implementation? The RFP indicates that the project will be implemented in phases. Can you specify the desired time-frame for the phases?

   UWF is flexible and looking for the vendors to recommend a feasible time frame.

15. Do you want the vendor to provide the scanning hardware?

   Preferably.

16. Can you provide an estimate of how many documents will need to be run through OCR when the system is fully implemented?

   Probably no more than 30%.

17. Will the Vendor's Proposal to the University of West Florida be considered for contract?

   The Vendor’s proposal will be made a part of the contract documents. However, if there is any conflict between the proposal and the University’s contract and solicitation, the University’s documents will take precedence. The vendor may list any objections or request replacement language to eht contract document for the University’s consideration. The University reserves the right to accept or reject requested replacement language.

18. Does the University of West Florida expect the Vendor to demonstrate the integration requirements for Banner and the student legacy system in this RFP response as well as in a demo?

   Yes.

19. Will the vendor be disqualified if we do not provide a fixed price for integration to the University of West Florida’s:

   - IBM CICS/DB2 Student Information System
   - SunGard Higher Education's Banner ERP System
   - Luminis Portal
   - Microsoft Office Suite
   - Exchange

   Yes

20. How does the University of West Florida expect the Vendor to respond to pp.6 through 11, Department Objectives and Desired Functionality?

   Although many “Desired Functionality” are duplicated in the Functional Requirements section, it would be helpful if the vendor could respond
similarly to each section so that each area within the University can easily whether its desired functionality is met or not.

The vendor may respond with a narrative to the Department Objectives to help the department understand how the software will help it meet its objectives.

21. What portions of these populations will be at a dedicated workstation/scan station?

100% with dedicated workstations. See Question 11. for number of scan stations. Enrollment services predicts that it will have a dedicated person at each scan station.

22. What portions of these populations will be dedicated resources that will be scanning and managing the process of digitizing records or maintaining digital records?

See answer to previous question.

23. What portions of these populations need only the web-based access to tools and records?

Approximately 75%

24. How many dedicated large volume scan stations are planned?

This depends on the vendor’s definition of “large volume”. Enrollment Services expects that all of its scan stations (except perhaps the one at the Emerald Coast Campus) will need to scan a lot of documents and therefore should probably be “large volume”.

25. Does our inability to re-sell Hardware and respond to Part C, Hardware, and Part D, Hardware Maintenance, of Attachment C, Financial Offer Requirements, disqualify the Vendor as a vendor?

It will not disqualify the vendor. However, the vendor must be able to provide specifications for hardware to support their proposed software solution.

26. Does the University have a preferred list of vendors for providing training that the Document Image/Management System vendor has to partner with?

No
27. Has the University evaluated any COTS softwares for document imaging and management. For example, Documentum, FileNet or Onbase?

No

28. Could UWF provide Respondents with the Word (.doc) version of the “06RFP-02ES RequestForProposal_DocumentImagingSystem” document?

Yes, UWF will forward the document to all attendees at the mandatory presolicitation meeting.

29. Will UWF issue a document to the Respondents with the questions and answers to those questions submitted for the 9/5/06 deadline and reviewed at the 9/14/06 Mandatory Conference?

Yes

30. Does UWF currently have any scanners? If so, please specify, make, model and the department owning the scanner.

Not that would be used for this implementation. There are a few HP 9100C Digital Sender scanners scattered around the university.

31. On page 6 of the RFP under Desired Functionality for Enrollment Services, UWF wants the ability to automate the import and indexing of web-based Admissions applications into the Document Management System. Could UWF clarify if they are asking for the ability to load the application data into their SIS and create applicant records or simply create and store an image of the application in the imaging system?

Just create and store an image of the application in the imaging system. UWF already has the interface to load the data into the SIS.

32. Can UWF identify the specific FL regulations for storage, retention and archiving of documents referred to in this RFP?

This will be provided to all vendors as a separate appendix. See Appendix 1.

33. Could UWF specify the release of DB2 and the type of IBM mainframe?

DB2 V7. They will upgrade to V8 in 9-12 months. The IBM mainframe is a z900 2064-105 zSeries eServer with z/OS operating system.
34. In Attachment C, there is no specific time period (e.g., 2-5 years, etc.) identified for "subsequent years". We recommend that UWF require each of the vendors to specify costs 5 years out to avoid hidden price escalation and to get consistent timelines from the Respondents.

Vendors can use 5 years in their proposals.

35. Could UWF specify a number of licenses required for Phase I (either concurrent or named user or both) as well as the number of licenses required to incorporate other areas of UWF for future phases.

See answers to Questions 6 and 7.

36. To accurately reflect consulting costs can UWF provide a breakdown of the business systems (current and future) associated with each office?

Primary business system in Enrollment Services is the legacy student system that runs on the IBM mainframe using DB2.

Primary business system in the Finance Office is Banner. They use Evisions FormFusion to produce their invoices and checks.

They all also use the Luminis portal, and it is expected that the Document Imaging system will be accessible via the portal using passthrough security so that id and password is not necessary when accessing the system through the portal.

Microsoft Exchange and Microsoft’s Office Suite – it is desired that users can import documents into the Document Imaging system directly from these products.
Excerpt from Florida Administrative Code 1B-26.003 Electronic Recordkeeping –

(8) CREATION AND USE OF ELECTRONIC RECORDS AS RECORD (MASTER) COPIES. Electronic recordkeeping systems that maintain record (master) copies of public records on electronic media shall meet the following minimum requirements:

(a)1. Provide a method for all authorized users of the system to retrieve desired records;

2. Provide an appropriate level of security to ensure the integrity of the records, in accordance with the requirements of Chapter 282, F.S. Security controls should include, at a minimum, physical and logical access controls, backup and recovery procedures, and training for custodians and users. Automated methods for integrity checking should be incorporated in all systems that generate and use official file copies of records. Hashing algorithms and digital signatures should be considered for all official file copies of electronic records. The use of automated integrity controls, such as hashing algorithms and digital signatures, can reduce the need for other security controls. Hashing algorithms used to protect the integrity of official file copies of records should meet the requirements of US Federal Information Processing Standard Publication 180-1 (FIPS-PUB 180-1) (April 17, 1995) entitled "Secure Hash Standard," which is hereby incorporated by reference, and made a part of this rule. This publication is available from the National Technical Information Service (NTIS), 5285 Port Royal Road, U.S. Department of Commerce, Springfield, VA 22161, and at the Internet Uniform Resource Locator: http://www.itl.nist.gov/fipspubs/fip180-1.htm. Agencies should also consider using only validated implementations of hashing algorithms in cases where the data being protected are of great intrinsic value or where the content and authenticity of the records are likely to be at issue in litigation.

3. Identify the open format or standard interchange format when necessary to permit the exchange of records on electronic media between agency electronic recordkeeping systems using different software/operating systems and the conversion or migration of records on electronic media from one system to another. For text records in the absence of other conversion capabilities, the word processing or text creation system should be able to import and export files in the ASCII format as prescribed by Federal Information Processing Standard Publication (FIPS PUB) Number 1-2; entitled Coded Character Sets - 7-Bit American National Standard Code for Information Exchange (7-Bit ASCII) (1986, R2002), which is hereby incorporated by reference, and made a part of this rule. This publication is available from the National Technical Information Service (NTIS), 5285 Port Royal Road, U.S. Department of Commerce, Springfield, VA 22161; and

4. Provide for the disposition of the records including, when appropriate, transfer to the Florida State Archives.
(b) STANDARD. Before a record (master) copy is created on an electronic recordkeeping system, the record shall be uniquely identified to enable authorized personnel to retrieve, protect, and carry out the disposition of records in the system. Agencies shall ensure that records maintained in such systems can be correlated with any existing related records on paper, microfilm, or other media.

(d) STANDARD. A scanning density with a minimum of 300 dots per inch is required for recording electronic records.

(e) STANDARD. Record (master) copies of digital images must be stored in accordance with the TIFF 6.0 specification (June 3, 1992), which is hereby incorporated by reference and made a part of this rule. This specification is available from the Aldus Corporation, 411 First Avenue South, Seattle, WA 98104-2871. If use of a proprietary image format is unavoidable, the agency must provide a gateway to lossless conversion to the TIFF 6.0 specification.

 Entire regulation available at:  http://fac.dos.state.fl.us/faonline/chapter01.pdf
September 18, 2006

**ADDENDUM NUMBER 2**

Solicitation No. & Name: 06/PQS-02/ES Document Imaging and Management System

**Submittals Due:** October 5, 2006, 2:00 p.m.

All respondents must acknowledge receipt of Addendum by signing in the space provided below and returning the signed document to the Procurement Services Office no later than the bid opening date and time. Failure to do so may result in your submittal being disqualified.

1. Page 15, B. j. – change to read “Include copies of any and all financial information that will support your firm’s financial position and demonstrate your ability to support a project of this size.”


3. Florida Administrative Code 1B-26 and its requirements is made a part hereof.

All other requirements, terms & conditions and criteria of this Request for Proposal remain the same and without change.

Respectfully,

*Elaine T. Smith*
Elaine T. Smith, C.P.M.
Contracts Manager
Procurement Services

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RESPONDENT’S SIGNATURE

COMPANY NAME

Phone 850-474-2627    Fax 850-474-2090
http://uwf.edu/Procurement
An equal opportunity/equal access institution.
Financial Offer Requirements – Revision #1

A. Software
   1. Firm Fixed cost for all software required for Phase I, with details of how many licenses are provided and the per-license costs.
   2. Firm Fixed cost for all software required for the Finance portion, with details of how many licenses are provided and the per-license costs.
   3. Unit pricing for additional software as system is expanded to incorporate other areas of the University.

B. Software Maintenance
   1. Annual maintenance cost for first five years for software listed in A1.
   2. Annual maintenance cost for the first five years for software listed in A2.
   3. Annual maintenance cost for the first five years for software listed in A3.
   4. If there are different levels of maintenance offered (e.g., standard, premium, etc.), the pricing for each level of support.

C. Hardware
   1. Complete technical specifications and lump sum cost for all hardware required for Phase I.
   2. Complete technical specifications and lump sum cost for all hardware required for the Finance portion.
   3. Complete technical specifications and unit pricing for additional hardware as system is expanded to incorporate other areas of the University.

D. Hardware Maintenance
   1. Annual maintenance cost for first five years for hardware listed in C1.
   2. Annual maintenance cost for first five years for hardware listed in C2.
   3. Annual maintenance cost for first five years for hardware listed in C3.

Continued –
E. Implementation & Training
   1. Turn-key Document Imaging and Management Implementation
   2. Fixed Cost for total Integration of system with Banner.
   3. Fixed Cost for total Integration of system with UWF legacy system.

F. Post-implementation Consulting Services and Follow-up Support
   1. Hourly rate for on-site consulting services.
   2. Hourly rate for remote consulting services.
   3. Hourly rate for follow-up support.

G. Licensing Model
   1. Cost for users who store and manipulate documents.
   2. Cost for users who only view documents through some type of web interface.
CHAPTER 1B-26.003 RECORDS MANAGEMENT - STANDARDS AND REQUIREMENTS – ELECTRONIC RECORDKEEPING

(1) PURPOSE. These rules provide standards for record (master) copies of public records which reside in electronic recordkeeping systems. Recordkeeping requirements must be incorporated in the design and implementation of new systems and enhancements to existing systems. Public records are those as defined by Section 119.011(11), F.S.

(2) AUTHORITY. The authority for the establishment of these rules is Sections 257.36(1) and (6)(e), F.S.

(3) SCOPE.
   (a) These rules are applicable to all agencies as defined by Section 119.011(2), F.S.
   2. These rules establish minimum requirements for the creation, utilization, maintenance, retention, preservation, storage and disposition of record (master) copies, regardless of the media.
   3. Electronic records include numeric, graphic, sound, video, and textual information which is recorded or transmitted in analog or digital form.
   4. These rules apply to all electronic recordkeeping systems, including, but not limited to, microcomputers, minicomputers, main-frame computers, and image recording systems (regardless of storage media) in network or stand-alone configurations.
   (b) Before existing records are committed to an electronic recordkeeping system, the agency shall conduct a cost benefit analysis to insure that the project or system contemplated is cost effective.
   (c) Any electronic recordkeeping system not meeting the provisions of these rules may be utilized for long-term or permanent records provided the record (master) copy is maintained or microfilmed in accordance with the provisions of Rule 1B-26.0021, F.A.C., prior to disposition.

(4) INTENT. Electronic recordkeeping systems in use at the effective date of this rule, that are not in compliance with the requirements of this rule, may be used until the systems are replaced or upgraded. New and upgraded electronic recordkeeping systems created after the effective date of this rule shall comply with the requirements contained herein. The Department is aware that it may not be possible to implement this rule in its entirety immediately upon its enactment, and it is not the intent by this rule to disrupt existing recordkeeping practices provided that agencies make no further disposition of public records without approval of the Division of Library and Information Services of the Department of State.

(5) DEFINITIONS. For the purpose of these rules:
   (a) “Database” means an organized collection of automated information.
   (b) “Database management system” means a set of software programs that controls the organization, storage and retrieval of data (fields, records and files) in a database. It also controls the security and integrity of the database.
   (c) “Data file” means related numeric, textual, sound, video, or graphic information that is organized in a prescribed form and format.
   (d) “Electronic record” means any information that is recorded in machine readable form.
   (e) “Electronic recordkeeping system” means an automated information system for the organized collection, processing, transmission, and dissemination of information in accordance with defined procedures.
   (f) “System design” means the design of the nature and content of input, files, procedures, and output and their interrelationships.
   (g) “Permanent or Long-term records” means any public records which have an established retention period of more than 10 years. See Section 119.011(11), F.S., for the definition of a public record.
   (h) “Record (master) copy” means public records specifically designated by the custodian as the official record.
   (i) “Geographic information system” means a computer system for capturing, storing, checking, integrating, manipulating, analyzing and displaying data related to positions on the Earth’s surface.
   (j) “Open format” means a data format that is defined in complete detail and that allows transformation of the data to other formats without loss of information. An open format may be either standards-based or proprietary.

(6) AGENCY DUTIES AND RESPONSIBILITIES. The head of each agency shall:
   (a) Develop and implement a program for the management of electronic records.
   (b) Ensure that all records are included within records retention schedules, either by being included within an applicable General Records Schedule, or by developing and obtaining approval for a
specific records retention schedule. Each record series shall be considered on an individual basis by the Division of Library and Information Services in establishing this retention period. See subsection 1B-24.001(3), F.A.C., for the definition of a record series.

(c) Integrate the management of electronic records with other records and information resources management programs of the agency.

(d) Incorporate electronic records management objectives, responsibilities, and authorities in pertinent agency directives, or rules, as applicable.

(e) Establish procedures for addressing records management requirements, including recordkeeping requirements and disposition, before approving, recommending, adopting, or implementing new electronic recordkeeping systems or enhancements to existing systems.

(f) Provide training for users of electronic recordkeeping systems in the operation, care, and handling of the equipment, software, and media used in the system.

(g) Ensure that electronic recordkeeping systems meet state requirements for public access to records.

1. STANDARD. Each agency which maintains public records in an electronic recordkeeping system shall provide, to any person making a request pursuant to Chapter 119, F.S., a copy of any data in such records which is not specifically exempt. Said copy shall be on paper, disk, tape, optical disk, or any other electronic storage device or media requested by the person, if the agency currently maintains the record in that form, or as otherwise required by Chapter 119, F.S. Except as otherwise provided by state statute, the cost for providing a copy of such data shall be in accordance with the provisions of Sections 119.07(4), F.S.

2. STANDARD. Except as otherwise provided by law, no agency shall enter into a contract with, or otherwise obligate itself to, any person or entity if such contract or obligation impairs the right of the public under state law to inspect or copy the agency’s nonexempt public records existing on-line in, or stored on a device or media used in connection with, a computer system or optical imaging system owned, leased or otherwise used by an agency in the course of its governmental functions.

3. STANDARD. Each agency shall ensure that current and proposed electronic recordkeeping systems adequately provide for the rights of the public to access public records under Chapter 119, F.S.

4. STANDARD. In addition to ensuring that electronic recordkeeping systems meet requirements for public access to public records, agencies shall ensure that procedures and controls maintain confidentiality for information which is exempt from public disclosure.

(h) Develop and maintain documentation about electronic recordkeeping systems used by the agency to specify technical characteristics necessary for reading or processing the records. Documentation for electronic records systems shall meet the following standards:

1. STANDARD. Each agency shall identify all inputs and outputs of the system; define the organization and contents of the files and records; define policies on access and use; define the purpose and function of the system; define update cycles or conditions and rules for adding information to the system, changing information in it, or deleting information; and ensure the timely, authorized disposition of the records in accordance with Chapter 1B-24, F.A.C.

2. STANDARD. Each agency shall specify the location and media in which electronic records are maintained to meet retention requirements, establish and document security controls for the protection of the records, and maintain inventories of electronic recordkeeping systems to facilitate disposition.

7) DOCUMENTATION STANDARDS.

(a) STANDARD. Agencies shall maintain adequate and up-to-date technical documentation for each electronic recordkeeping system. Documentation for electronic records systems shall be maintained in printed form, and should also be maintained in computer-readable form to facilitate access to the records. The minimum documentation required is:

1. A narrative description of the system;

2. The physical and technical characteristics of the records, including a record layout or markup language that describes each file or field including its name, size, starting or relative position, and description of the form of the data (such as alphabetic, decimal, or numeric), or a data dictionary or the equivalent information associated with a database management system including a description of the relationship between data elements in databases;

3. For information coming from geographic information systems, the physical and technical characteristics of the records must be described including a data dictionary, a quality and accuracy report
and a description of the graphic data structure, such as recommended by the federal Spatial Data Transfer Standards; and

4. Any other technical information needed to read or process the records.

(8) CREATION AND USE OF ELECTRONIC RECORDS AS RECORD (MASTER) COPIES.
Electronic recordkeeping systems that maintain record (master) copies of public records on electronic media shall meet the following minimum requirements:

(a) 1. Provide a method for all authorized users of the system to retrieve desired records;

2. Provide an appropriate level of security to ensure the integrity of the records, in accordance with the requirements of Chapter 282, F.S. Security controls should include, at a minimum, physical and logical access controls, backup and recovery procedures, and training for custodians and users. Automated methods for integrity checking should be incorporated in all systems that generate and use official file copies of records. Hashing algorithms and digital signatures should be considered for all official file copies of electronic records. The use of automated integrity controls, such as hashing algorithms and digital signatures, can reduce the need for other security controls. Hashing algorithms used to protect the integrity of official file copies of records should meet the requirements of US Federal Information Processing Standard Publication 180-1 (FIPS-PUB 180-1) (April 17, 1995) entitled “Secure Hash Standard,” which is hereby incorporated by reference, and made a part of this rule. This publication is available from the National Technical Information Service (NTIS), 5285 Port Royal Road, U.S. Department of Commerce, Springfield, VA 22161, and at the Internet Uniform Resource Locator: http://www.itl.nist.gov/fipspubs/fip180-1.htm. Agencies should also consider using only validated implementations of hashing algorithms in cases where the data being protected are of great intrinsic value or where the content and authenticity of the records are likely to be at issue in litigation.

3. Identify the open format or standard interchange format when necessary to permit the exchange of records on electronic media between agency electronic recordkeeping systems using different software/operating systems and the conversion or migration of records on electronic media from one system to another. For text records in the absence of other conversion capabilities, the word processing or text creation system should be able to import and export files in the ASCII format as prescribed by Federal Information Processing Standard Publication (FIPS PUB) Number 1-2; entitled Coded Character Sets – 7-Bit American National Standard Code for Information Exchange (7-Bit ASCII) (1986, R2002), which is hereby incorporated by reference, and made a part of this rule. This publication is available from the National Technical Information Service (NTIS), 5285 Port Royal Road, U.S. Department of Commerce, Springfield, VA 22161; and

4. Provide for the disposition of the records including, when appropriate, transfer to the Florida State Archives.

(b) STANDARD. Before a record (master) copy is created on an electronic recordkeeping system, the record shall be uniquely identified to enable authorized personnel to retrieve, protect, and carry out the disposition of records in the system. Agencies shall ensure that records maintained in such systems can be correlated with any existing related records on paper, microfilm, or other media.

(9) LEGAL AUTHENTICATION. Agencies shall implement the following procedures to enhance the legal admissibility of electronic records:

(a) Document that similar kinds of records generated and stored electronically are created by the same processes each time and have a standardized retrieval approach.

(b) Substantiate that security procedures prevent unauthorized addition, modification, or deletion of a record and ensure systems protection against such problems as power interruptions.

(c) Identify the electronic media on which records are stored throughout their life cycle, the maximum time span that records remain on each storage media, and the official retention requirements as approved by the Division of Library and Information Services.

(d) State agencies shall, and other agencies are encouraged to, establish and maintain integrity controls for record (master)
copies of electronic records in accordance with the requirements of Chapter 282, F.S.

(10) SELECTION OF ELECTRONIC RECORDS STORAGE MEDIA. For storing record (master) copies of electronic public records throughout their life cycle, agencies shall select appropriate media and systems which meet the following requirements:

(a) Permit easy and accurate retrieval in a timely fashion;

(b) Retain the records in a usable format until their authorized disposition and, when appropriate, meet the requirements necessary for transfer to the Florida State Archives.
(c) Obtain recording media only from vendors whose guarantee of 10 years or more of readability is based upon documented accelerated aging tests which are linked to specific locations on the media.

(d) STANDARD. A scanning density with a minimum of 300 dots per inch is required for recording electronic records.

(e) STANDARD. Record (master) copies of digital images must be stored in accordance with the TIFF 6.0 specification (June 3, 1992), which is hereby incorporated by reference and made a part of this rule. This specification is available from the Aldus Corporation, 411 First Avenue South, Seattle, WA 98104-2871. If use of a proprietary image format is unavoidable, the agency must provide a gateway to lossless conversion to the TIFF 6.0 specification.

(f) The following factors are to be considered before selecting a storage media or converting from one media to another:

1. The authorized retention of the records as determined during the scheduling process;
2. The maintenance necessary to retain the records;
3. The cost of storing and retrieving the records;
4. The access time to retrieve stored records;
5. The portability of the medium (that is, selecting a medium that can be read by equipment offered by multiple manufacturers); and
6. The ability to transfer the information from one medium to another, such as from optical disk to magnetic tape.

(11) MAINTENANCE OF ELECTRONIC RECORDS.

(a) STANDARD. Agencies shall maintain all long-term and permanent backup/security electronic recording media in a storage facility, either on-site or off-site, with constant temperature (below 68 degrees Fahrenheit) and relative humidity (20 to 30 percent) controls. Storage and handling of long-term and permanent records on magnetic tape shall conform to the standards contained in Standard AES22-1997 “AES recommended practice for audio preservation and restoration – Storage and handling – Storage of polyester-base magnetic tape,” (1997) which is hereby incorporated by reference and made a part of this rule. This publication is available from the Audio Engineering Society, Incorporated, 60 East 42nd Street, Room 2520, New York, New York, 10165-2520.

(b) STANDARD. Agencies shall annually read a statistical sample of all electronic media containing long-term or permanent records to identify any loss of information and to discover and correct the cause of data loss.

(c) STANDARD. Agencies shall test all long-term or permanent electronic records at least every 10 years and verify that the media are free of permanent errors.

(d) STANDARD. Agencies shall only rewind tapes immediately before use to restore proper tension. When tapes with extreme cases of degradation are discovered, they should be rewound to avoid more permanent damage. Tapes shall be played continuously from end to end to ensure even packing. Tapes shall be stored so that the tape is all on one reel or hub.

(e) STANDARD. Agencies shall prohibit smoking, eating, and drinking in areas where electronic records are created, stored, used, or tested.

(f) STANDARD. External labels (or the equivalent automated management system) for electronic recording media used to store long-term or permanent records shall provide unique identification for each storage media, including:

1. The name of the organizational unit responsible for the data;
2. System title, including the version number of the application;
3. Special security requirements or restrictions on access, if any; and
4. Software in use at the time of creation.

(g) STANDARD. For each electronic records series, agencies shall maintain human readable information specifying the metadata associated with the series, and technical documentation specifying recording methods, formats, languages, dependencies, and schema sufficient to ensure continued access to, and intellectual control over, the series. Additionally, the following information shall be maintained for each media used to store long-term or permanent electronic records:

1. File title;
2. Dates of creation;
3. Dates of coverage; and
(h) STANDARD. Electronic records shall not be stored closer than 2 meters from sources of magnetic fields, including generators, elevators, transformers, loudspeakers, microphones, headphones, magnetic cabinet latches and magnetized tools.

(i) STANDARD. Electronic records on magnetic tape or disk shall not be stored in metal containers unless the metal is non-magnetic. Storage containers shall be resistant to impact, dust intrusion and moisture. Compact disks shall be stored in hard cases, and not in cardboard, paper or flimsy sleeves.

(j) STANDARD. Agencies shall ensure that record (master) copies of electronic records are maintained by personnel properly trained in the use and handling of the records and associated equipment.

(k) STANDARD. Agencies shall not use floppy disks, audio cassettes, or VHS-format video cassettes for the storage of record (master) copies of long-term or permanent records. Long-term and permanent records on magnetic tape shall be stored on polyester-based media. Agencies shall use only previously unrecorded videotape for original record (master) copies of long-term or permanent video recordings. For long-term or permanent audio recordings of record (master) copies, agencies shall use only one quarter inch open-reel tapes at three and three-quarters or seven and one half inches per second, full track, using professional unrecorded polyester splice-free tape stock. For long term or permanent digital recordings of record (master) copies, agencies may use open reel one-half inch tape reels recorded at 1600 or more bits-per-inch; 3480, 3490, or 3590-type tape cartridges; or compact disk read-only-memory (CD-ROM) media.

(l) Agencies shall establish and adopt procedures for external labeling of the contents of diskettes, disks, tapes, or optical disks so that all authorized users can identify and retrieve the stored information.

(m) Agencies shall convert storage media to provide compatibility with the agency’s current hardware and software to ensure that information is not lost due to changing technology or deterioration of storage media. Before conversion of information to different media, agencies must determine that authorized disposition of the electronic records can be implemented after conversion. Long-term or permanent electronic records stored on magnetic tape shall be transferred to new media as needed to prevent loss of information due to changing technology or deterioration of storage media.

(n) Agencies shall back up electronic records on a regular basis to safeguard against the loss of information due to equipment malfunctions or human error. Duplicate copies of long-term or permanent records shall be maintained in storage areas located in buildings separate from the location of the records that have been copied.

(12) RETENTION OF ELECTRONIC RECORDS. Agencies shall establish policies and procedures to ensure that electronic records and their documentation are retained as long as needed. These retention procedures shall include provisions for:

   (a) STANDARD. Scheduling the retention and disposition of all electronic records, as well as related access documentation and indexes, in accordance with the provisions of Chapter 1B-24, F.A.C.

   (b) STANDARD. Transferring a copy of the electronic records and any related documentation and indexes to the Florida State Archives at the time specified in the records retention schedule, if applicable. Transfer may take place at an earlier date if convenient for both the agency and the Archives.

   (c) STANDARD. Establishing procedures for regular recopying, reformatting, and other necessary maintenance to ensure the retention and usability of the electronic records throughout their authorized life cycle.

(13) DESTRUCTION OF ELECTRONIC RECORDS. Electronic records may be destroyed only in accordance with the provision of Chapter 1B-24, F.A.C. At a minimum each agency should ensure that:

   (a) Electronic records scheduled for destruction must be disposed of in a manner that ensures protection of any sensitive, proprietary, or security information, and;

   (b) Recording media previously used for electronic records containing sensitive, proprietary, or security information are not reused if the previously recorded information can be compromised in any way by reuse.

Specific Authority 257.14, 257.36(7) FS. Law Implemented 257.36(1)(a) FS. History–New 8-16-92, Amended 5-13-03.
Chapter 1B-24, Florida Administrative Code

PUBLIC RECORDS SCHEDULING AND DISPOSITIONING

1B-24.001 General.

(1) This chapter establishes standards and procedures for the scheduling and dispositioning of public records to promote economical and efficient management of records and to ensure that records of archival value under an agency’s control are so designated and ultimately transferred to the Florida State Archives.

(2) Each agency in the State of Florida is responsible for complying with the provisions of this chapter.

(3) For the purpose of this chapter:

(a) “Agency” means any state, county, or municipal officer, department, district, division, board, bureau, commission or other separate unit of government created or established by law.

(b) “Custodian” means the elected or appointed state, county, district, or municipal officer charged with the responsibility of maintaining the office having public records, or his or her designee.

(c) “Database Management System” means a set of software programs that controls the organization, storage, and retrieval of data (fields, records and files) in a database. The system also controls the security and integrity of the database.

(d) “Division” means the Division of Library and Information Services of the Department of State.

(e) “Florida State Archives” means the program maintained by the Division for the preservation of those public records and other papers that have been determined by the Division to have sufficient historical or other value to warrant their continued preservation by the State and which have been accepted by the Division for deposit in its custody.

(f) “General Records Schedules” means retention requirements issued by the Division to establish disposition standards for public records common to specified agencies within the State of Florida which state the minimum time such records are to be kept.

(g) “Electronic Records” means any information that is recorded in machine readable form.

(h) “Public Records” are those as defined in section 119.011, Florida Statutes.

(i) “Record (Master) Copy” means public records specifically designated by the custodian as the official record.

(j) “Duplicate (or Convenience) Records” means reproductions of record (master) copies, prepared simultaneously or separately, which are designated as not being the official copy.

(k) “Record Series” means a group of related documents arranged under a single filing arrangement or kept together as a unit because they consist of the same form, relate to the same subject, result from the same activity, or have certain common characteristics.

(l) “Records Retention Schedule” means a standard approved by the Division for the agency’s orderly retention, transfer, or disposition of public records taking into consideration their legal, fiscal, historical, and administrative values.

(m) “Records Management Liaison Officer” means an individual designated by the agency that serves as a contact person to the Division and is assigned responsibilities by the Custodian.

(n) “Intermediate Records” (Processing Files) are temporary records used to create, correct, reorganize, update, or derive output from master data files. Intermediate records are precursors of public records, and are not, in themselves, public records which must be retained. Intermediate records only
exist provided a final product is subsequently generated which perpetuates, communicates, or formalizes knowledge of some type. In the absence of such a final product, processing files constitute final evidence of the knowledge to be recorded and shall not be construed as intermediate files for the purposes of this chapter.

(o) “Supporting Documents” means public records assembled or created to be used in the preparation of other records which are needed to trace actions, steps, and decisions covered in the final or master record.

(p) “Drafts” are materials, which constitute precursors of governmental “records” and are not, in themselves, intended as final evidence of the knowledge to be recorded. Information in a form which is not intended to perpetuate, communicate, or formalize knowledge of some type and which is fully represented in the final product is a “draft” and not a “public record.”

Specific Authority 257.14, 257.36(6), FS. Law Implemented 257.36 FS. History—New 1-8-80, Formerly 1A-24.01, 1A-24.001, Repromulgated 3-23-93, amended 2-20-01.

1B-24.003 Records Retention Scheduling and Dispositioning.

(1) Each agency shall submit to the Division a request for records retention on Department of State Form LS5E 105REff.1-01, “Records Retention Schedule” which is hereby incorporated by reference and made part of this rule, for all records series. A copy of Form LS5E 105REff.1-01, effective, January 2001, may be obtained from the Bureau of Archives and Records Management, Department of State, Mail Station 9A, The Capitol, Tallahassee, Florida 32399-0250. This schedule shall be developed to reflect the legal, fiscal, historical and administrative requirements of the agency for each record series. The schedule shall designate whether the series constitutes a record (master) copy or duplicate. Form LS5E 105REff.1-01 is to be signed by the custodian of the records, or his or her designee, and submitted to the Division for determination of official retention requirements.

(2) Retention and scheduling of intermediate files are not feasible due to their transitory nature, and do not require submission of Form LS5E 105REff.1-01 “Records Retention Schedule”.

(3) Each Records Retention Schedule is analyzed by the Division in the context of an agency’s statutory functions and authorities. Florida Statutes, administrative rules, operating procedures, applicable federal regulations and other such sources shall be researched to assist in the determination of a record’s value.

(4) In addition, the Records Retention Schedule is reviewed to determine whether the records merit further retention by the State in the Florida State Archives. This determination is based upon whether the records have significant legal, fiscal, administrative or historical information value to merit such further retention. The main objectives of this determination are to preserve those records pertaining to the operation of government and to protect the rights and interests of the citizens of the state.

(5) In the event that records are of archival value, an indication is made on the Records Retention Schedule that such historical records are to be transferred to the Florida State Archives as part of the retention requirements.

(6) Local government records having archival value may be loaned to local historical records repositories for preservation provided they are maintained under the provisions of Chapter 119, Florida Statutes.

(7) The Division, with information submitted on Form LS5E 105REff.1-01, “Records Retention Schedule” and its own research into the legal, fiscal, historical and administrative value of the record series, shall create an official “Records Retention Schedule”. Once approved by the Division, the Records Retention Schedule becomes the official retention for the record series of the submitting agency.
(8) After an agency has established an approved Records Retention Schedule in accordance with the foregoing procedures, it may become apparent that the schedule needs to be revised. When changes are necessary, the specific record series of the approved schedule shall be resubmitted by the agency, with an appropriate explanation for the revision. The approved Records Retention Schedule shall receive the next consecutive number.

(9) General Records Schedules are originated by the Division and are used by agencies designated by the Division. Utilization of General Records Schedules eliminates the need to comply with the provisions of Rule 1B-24.003(1) F.A.C. of this chapter.

(10) Prior to records disposition, an agency must ensure that retention requirements have been satisfied. The minimum requirements for each records disposition is the identification and documentation of the following:
   (a) Schedule number;
   (b) Item number;
   (c) Record series title;
   (d) The inclusive dates; and
   (e) The volume in cubic feet.

A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the Division. Photographic reproductions or reproductions through electronic recordkeeping systems may substitute for the original or paper copy, per section 92.29, F.S. Minimum standards for image reproduction shall be in accordance with rules 1B-26.0021 and 1B-26.003, Florida Administrative Code.

(11) Each agency shall submit to the Division, once a year, a signed statement attesting to the agency’s compliance with records disposition laws, rules, and procedures.

(12) Any record series identified, by either a General Records Schedule or approved Records Retention Schedule, indicating archival value cannot be destroyed without the approval of the Florida State Archives.

(13) The Division shall compile an annual summary of agency records scheduling and disposition activities to inform the Governor and the Legislature on statewide records management practices and program compliance.

Specific Authority 257.36, F.S. Law Implemented 257.36, F.S. History – New 2-20-01.
September 29, 2006

ADDENDUM NUMBER 3

Solicitation No. & Name: 06/PQS-02/ES Document Imaging and Management System

Submittals Due: October 5, 2006, 2:00 p.m.

All respondents must acknowledge receipt of Addendum by signing in the space provided below and returning the signed document to the Procurement Services Office no later than the bid opening date and time. Failure to do so may result in your submittal being disqualified.

1. See attached questions and responses.

All other requirements, terms & conditions and criteria of this Request for Proposal remain the same and without change.

Respectfully,

Elaine T. Smith
Elaine T. Smith, C.P.M.
Contracts Manager
Procurement Services

RESPONDENT'S SIGNATURE

COMPANY NAME
Answers to questions:

1. With regard to maintenance pricing (hardware & software), are you looking for the annual cost for maintenance for a 5-year period or are you looking for a lump sum cost for 5 years of maintenance?

Annual maintenance cost is to be provided on a per year basis for the first five years. This is not a lump sum cost for 5 years of maintenance.

2. Can you please provide more information on how you would like the system to integrate with Exchange’s Calendaring?

Our reference to Exchange refers to email rather than calendaring. A user should easily be able to store a copy of an email into the document imaging system. Also, with workflow, messages should be able to be routed via Microsoft’s Exchange email.

3. When the system is fully implemented (not just Phase 1), how many web access “view only” users does UWF estimate will be accessing the system at any one time (concurrent users)?

This is difficult to answer but feasibly all faculty and staff might have a need to view documents. Currently we have about 1800 faculty and staff. For purposes of this proposal, UWF estimates that 50% of the total users will access the system concurrently.

4. In Addendum 1 (Q&A’s) under item #10, under registration, imaging, scanning & storage, 50 is shown as the average number of documents scanned per month.

Average number of documents scanned per month should have been shown as 500.

5. Do you envision the people at the dedicated scan station(s) performing scanning AND any indexing functions that may be required to file the documents into the imaging system?

Yes, the dedicated people should be able to do indexing too.

6. How many users will be utilizing WorkFlow concurrently?

As stated in Addendum 1, during peak times of the year, we expect approximately 75% of Enrollment Services users to access the system concurrently – approximately 34 users. Probably no more than 50% of the Finance users will access the system concurrently – approximately 14 users.