



CAMERON COUNTY PURCHASING

1100 E. Monroe St,
Brownsville, Texas 78520
(956) 544-0871 Fax: (956) 550-7219

ADDENDUM # 2 - PAGE 1 of 5

Date out : 10- 8 - 13

RFP # 1455 CC

RFP TITLE: RECORDS MANAGEMENT & IMAGING SYSTEM (COUNTY CLERK'S DEPT.)

DEADLINE: OCTOBER 22, 2013

(IN ORDER TO AVOID DISQUALIFICATION – ALL ADDENDUMS MUST BE SIGNED AND RETURNED BY DEADLINE AND INCLUDED IN THE SEALED RFP PACKAGE SUBMITTED)

Pg 7

SUBMITTAL: **SEE PAGE 17 update below which replaces this section (of page 7) in strike thru**

For proper comparison and evaluation, Cameron County requests that proposals address, at a minimum, the following format.

1. ~~**Cover Letter**~~ – A brief introductory letter of representation.
2. ~~**Executive Summary**~~ – A brief summary highlighting the most important points of the proposal. If used, the Summary should not exceed three pages.
3. ~~**Degree of Compliance**~~ – A statement that all products and services quoted in proposal are in full accord with the specifications or a brief listing of all those specification sections to which the offerer takes exception. All comments shall be listed and numbered in order of the respective article of the specification.
4. ~~**Proposal Pricing/Delivery**~~ – Pricing shall be itemized for all items requested in this proposal on forms provided. Brief notes referencing specific line items may be included, if necessary, for explanation.
5. ~~**Explanations and Exceptions**~~ – Explanations, exceptions, comments, etc., pertaining to the specific sections of the specifications. All comments shall be listed and numbered in order of the respective article of the specification and as required in Attachment A.
6. ~~**Descriptive Literature**~~ – Illustrative or descriptive literature, brochures, specifications, drawings, diagrams, etc., that provide additional Offerer/product information with regard to issues addressed in other areas of the Offerer's proposal.

Company Name _____ Phone # _____
Vendor Signature _____ Date _____

Must include and return with RFP package



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7. ~~**Contractor Background Information**~~ – This section should include a description of the offerer experience with other services similar to the one described herein. This information should include: scope of several similar jobs including magnitude and cost, customer contacts and other information that Cameron County can use as a basis for performance evaluation. This section should also include information on your organization and staff assigned to the project.
8. ~~**References**~~ Offerer shall submit with this proposal a list of at least five (5) references preferably with Texas counties where like services or similar projects have been performed by their firm. Include name of firm, address, telephone number and name of representative.
9. ~~**Affidavit**~~ as required herein.
10. ~~**Bid Bond**~~ as required herein.
11. ~~**Optional**~~ – Offerer may submit proposal on CD Rom in addition to required copiers for ease of evaluation.

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see pg 17 update below in yellow , ***italics, and underlined***

Proposal Format

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposals in accordance with the instructions outlined in this section. Each vendor is required to submit the proposal in a sealed package. Vendors whose proposals deviate from these instructions may be considered non-responsive.

Proposals must be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. All parts, pages, figures, and tables must be numbered and clearly labeled. The vendor must provide one (1) original and seven (7) copies **plus one (1) electronic version on CD (Microsoft Word or PDF format) of the proposal.** Please organize the proposal into the following major sections:

| <u>Section</u> | <u>Title</u> |
|----------------|--|
| 1.0 | Transmittal / <i><u>Cover Letter - A brief introductory letter of representation.</u></i> |
| 2.0 | Executive Summary - <i><u>A brief summary highlighting the most important points of the proposal. If used, the Summary should not exceed three pages.</u></i> |

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| <u>Section</u> | <u>Title</u> |
|----------------|---|
| 3.0 | Company Background - <u>This section should include a description of the offerer experience with other services similar to the one described herein. This information should include: scope of several similar jobs including magnitude and cost, customer contacts and other information that Cameron County can use as a basis for performance evaluation. This section should also include information on your organization and staff assigned to the project.</u> |
| 4.0 | Operating Model Analysis |
| 5.0 | Proposed Application Software |
| 6.0 | System Environments |
| 7.0 | Graphical User Interface |
| 8.0 | Document Imaging |
| 9.0 | Database Software |
| 10.0 | Optional Software |
| 11.0 | System Security |
| 12.0 | Hardware Environments |
| 13.0 | Responses to Requirements Sections <u>also including:</u> <u>a. Degree of Compliance - A statement that all products and services quoted in proposal are in full accord with the specifications or a brief listing of all those specification sections to which the offerer takes exception. All comments shall be listed and numbered in order of the respective article of the specification.</u> <u>b. Explanations and Exceptions - Explanations, exceptions, comments, etc., pertaining to the specific sections of the specifications. All comments shall be listed and numbered in order of the respective article of the specification and as required in RFP.</u> |

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| <u>Section</u> | <u>Title</u> |
|----------------|--|
| 14.0 | Implementation Support and Training |
| 15.0 | Maintenance Program |
| 16.0 | Project Schedule |
| 17.0 | Client References - <u>Offerer shall submit with this proposal a list of at least five (5) references preferably with Texas counties where like services or similar projects have been performed by their firm. Include name of firm, address, telephone number and name of representative.</u> |
| 18.0 | Vendor Information/Diagram Attachments <u>& Descriptive Literature - Illustrative or descriptive literature, brochures, specifications, drawings, diagrams, etc., that provide additional Offerer/product information with regard to issues addressed in other areas of the Offerer's proposal.</u> |
| 19.0 | Cost Quotations - <u>Proposal Pricing/Delivery - Pricing shall be itemized for all items requested in this proposal on forms provided. Brief notes referencing specific line items may be included, if necessary, for explanation.</u> |
| 20.0 | Other Documentation Required - <u>Including Attachments AA thru HH</u> |
| 21.0 | Payment Options |
| 22.0 | Sample Contract |

Company Name _____ Phone # _____
Vendor Signature _____ Date _____

Must include and return with RFP package