COUNTY OF FRESNO

ADDENDUM NUMBER: TWO (2)

RFP NUMBER: 962-5267

LASERFICHE DOCUMENT MANAGEMENT SUPPORT AND MAINTENANCE

June 24, 2014

IMPORTANT: SUBMIT PROPOSAL IN SEALED PACKAGE WITH PROPOSAL NUMBER, CLOSING DATE AND BUYER'S NAME MARKED CLEARLY ON THE OUTSIDE TO:

COUNTY OF FRESNO, Purchasing
4525 EAST HAMILTON AVENUE, 2nd Floor
FRESNO, CA 93702-4599

CLOSING DATE OF PROPOSAL WILL BE AT 2:00 P.M., ON JULY 10, 2014.

PROPOSALS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.

All proposal information will be available for review after contract award.

Clarification of specifications is to be directed to: **Gary E. Cornuelle, phone (559) 600-7114,**
e-mail gcornuelle@co.fresno.ca.us**.**

NOTE THE ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS OF REQUEST FOR PROPOSAL NUMBER: 962-5267 AND INCLUDE THEM IN YOUR RESPONSE. PLEASE SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.

ACKNOWLEDGMENT OF ADDENDUM NUMBER TWO (2) TO RFP 962-5267

COMPANY NAME: _____
(PRINT)

SIGNATURE: _____

NAME & TITLE: _____
(PRINT)

QUESTIONS AND ANSWERS

Q1. Based on the 3rd FileNet related question, please confirm that the Sherriff is the only system on a separate network.

A1. Correct, the Sheriff's department currently has their own network and their servers reside on that network with the exception of the Licensing server. The Rio Licensing server resides on the network maintained by the Internal Services Department, Information Technology Division, along with the other Laserfiche servers being hosted for the various departments.

Q2. (Re: Probation) Does the conversion tool for word metadata run at the time of import, on a trigger like a button being clicked while the document is highlighted, or automatically on a schedule? What are the current metadata field names for word documents? How often do these metadata field names change?

A2. The application that imports the Word documents is manually started by the users. The application attaches the metadata to the Word document, then inserts it into FileNet.

As stated previously, the fields are as follows: "date created, author and date modified. Additional properties such as "Offender Name" may be created for later use."

Once the metadata has been entered, it is static and will only be changed on extremely rare occasions. Many times a need will arise to add additional fields such as Offender Name to the metadata.