

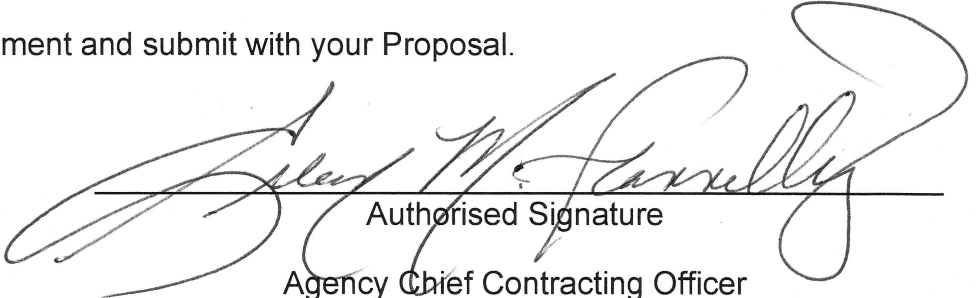


New York City Department of Records
31 Chambers Street, Room 305
New York, NY 10007
(212) 788-8610
Fax (212) 788-8614
Eileen M. Flannelly, Deputy Commissioner
eflannelly@records.nyc.gov

To: Vendors
From: Frederic J. Grevin
Deputy Commissioner, Chief Information Officer
Date: 24 August, 2010
Subject: RFP for Records Management Software and Related Services—Addendum No. 1

Attached please find Addendum No. 1 for "RFP for Records Management Software and Related Services" (PIN: 86011P00001001).

Please sign in acknowledgement and submit with your Proposal.



Authorised Signature

Agency Chief Contracting Officer

Title

RFP for Records Management Software and Related Services

Procurement Identification Number (PIN) 86011P00001001

Addendum No. 1

24 August, 2010

Amendments:

1. **Correction to Section III B (“Assumptions Regarding Contractor Approach”), item 3, last bullet (p. 13):**

The text “A sample printout of the text file is appended to this RFP” shall be replaced by the following:

“A sample printout of the text file shall be posted in Portable Document Format (PDF) to the Department of Records and Information Services Web site at the URL <http://www.nyc.gov/html/records/html/about/procurement.shtml>.”

2. **Correction to Section III B (“Assumptions Regarding Contractor Approach”), item 8, second bullet (p. 15):**

The text “Printouts of sample database records are included in an appendix to this RFP” shall be replaced by the following:

“Samples of database records and reports shall be posted in Portable Document Format (PDF) to the Department of Records and Information Services Web site at the URL <http://www.nyc.gov/html/records/html/about/procurement.shtml>.”

Questions and Answers:

Question 1: For the initial 5-agency deployment, will all data be housed in a single database and accessed through a single application server, or will each agency have its own data and servers? Or perhaps some combination of shared and individual systems?

Answer: The Department of Records and Information Services anticipates that all data in the initial 5-agency deployment will be housed in a single database and accessed through a single application server running VMWare, and that this server shall be located at the New York City Department of Information Technology and Telecommunications data center.

Subsequent deployments will vary.

Question 2: Do you require any formal acknowledgement of our intent to respond?

Answer: No. However, any vendor that wishes to be removed from the vendor list for this solicitation may request it. Send the request by email to fgrevin@records.nyc.gov.

Question 3: Could we please get a Word.doc version of your RFP?

Answer: No. the City’s policy is to distribute copies of its solicitations only in Portable Document Format. The posted PDF files are not protected.

Attachments:

None.