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**ELECTRONIC DOCUMENT
MANAGEMENT SYSTEM #2022-016**

ADDENDUM 2

Addendum Issue Date: Friday, August 26th, 2022
Addendum Subject: Questions and Answers
Addendum Page Numbers: 1

Proposers must take due notice and be governed accordingly. The addendum must be acknowledged as indicated in the Request for Proposal or your Proposal may not be considered.

Questions and Answers

1. The answer to several questions concerning the workflow to be implemented kept being we don't have workflow. I believe the what question really was trying to ask is: What is your two business processes that you want implemented. Apparently there is multi step process that a document whether paper or electronic has to go thru to be approved and then signed. All the vendors are asking is for a diagram of this process which handles the straight forward and the exceptions that may occur. Without this either textual or diagram it is impossible to give you an accurate price for implementing this, and you will get padded pricing to cover the unknown design. We all understand that you do not have any workflow software at this time. We just need to know what the business process is.

The idea of the workflow for documents is different for each department. The goal is simple:

A document is created via an agreement or council vote and sent via DocuSign for everyone to sign. The original will be moved from DocuSign to Contract Safe for the appropriate time and is ready to move to our Record retention software per our record retention schedule. DocuSign connects to Contract Safe, so the move is seamless. We will have documents that may not be in Contract Safe that will be kept in a file cabinet or box and then be moved to record retention via a scan into the program.

2. It still has not been defined what the largest drawing or plan size is. Questions were asked but not answered totally. Also is it desired that you keep/purchase this scanner so you can scan ongoing drawings/plans that may be produced in the future. *The largest size of plans is 36X48. We do not need the scanner. The large format may have to be in the future if funds are not sufficient to cover the expense.*
3. It was indicated in the questions that you do want a scanning conversion of existing documents. Is that true? *Yes, there are older documents that need to be scanned and converted.*