



Memorandum

To: Dr. V. Sue Cleveland, Superintendent
CC: File
From: Tom Weeks, Chief Procurement Officer 
Date: November 14, 2016
Re: Award of RFP#2016-012-IS; "Records Management System"

Dr. Cleveland,

Please be advised that RRPS has received eight (8) proposal offers for the purchase of a turnkey Records Management System, RFP#2016-012-IS. The Offerors are as follow:

Abba Technologies
Matrix Imaging (two offers)
Ricoh
Future Net Group
Networx
Yellow Folder
PDS

The offers that were received were evaluated by a team consisting of representatives from Human Resources, Information Services, and Special Services evaluated the offers received and together with the Procurement department recommend to the Board, approval of the following vendor for the purchase of the Records Management System:


Yellow Folder

Attachment: Scoresheet

Cc: Randy Evans, Executive Director, Finance
Richard Bruce, Chief Operating Officer
Marilyn Lake-DeAngelo,

RFP#2016-012-Is Records Mgt. System

| CRITERIA | | PDS | ABBA TECH | MATRIX IMAGING Opt#2 | NETWORK | YELLOW FOLDER |
|--|-----|--------|-----------|----------------------------|---------|------------------|
| Technical Requirements 33 MAX PTS | CM1 | 26 | 28 | 29 | 27.5 | 32 |
| | CM2 | 30 | 30 | 29 | 29 | 30 |
| | CM3 | 28 | 29 | 28 | 29 | 32 |
| | CM4 | 30 | 10 | 25 | 29 | 32 |
| Indexing 32 MAX PTS | CM1 | 30 | 31 | 28 | 28 | 30 |
| | CM2 | 30 | 26 | 27 | 25 | 30 |
| | CM3 | 30 | 30 | 25 | 29 | 31 |
| | CM4 | 25 | 15 | 25 | 29 | 30 |
| Search and Retrieval 28 MAX PTS | CM1 | 24 | 26 | 24 | 26 | 28 |
| | CM2 | 28 | 25 | 23 | 25 | 28 |
| | CM3 | 26 | 26 | 25 | 25 | 27 |
| | CM4 | 25 | 15 | 24 | 20 | 28 |
| Distribution 15 MAX PTS | CM1 | 14 | 14 | 12 | 11 | 15 |
| | CM2 | 13 | 13 | 11 | 9 | 14 |
| | CM3 | 12 | 13 | 14 | 10 | 14 |
| | CM4 | 10 | 5 | 10 | 12 | 14 |
| Document Management 50 MAX PTS | CM1 | 45 | 48 | 40 | 38 | 47.5 |
| | CM2 | 48 | 47 | 45 | 40 | 48 |
| | CM3 | 48 | 44 | 45 | 40 | 50 |
| | CM4 | 40 | 15 | 25 | 41 | 46 |
| Records Management 56 MAX PTS | CM1 | 50 | 56 | 54 | 56 | 54 |
| | CM2 | 53 | 53 | 52 | 54 | 54 |
| | CM3 | 50 | 50 | 50 | 48 | 54 |
| | CM4 | 40 | 25 | 25 | 50 | 54 |
| Integration 06 MAX PTS | CM1 | 4.5 | 6 | 4.5 | 3.5 | 6 |
| | CM2 | 5 | 5 | 4 | 4 | 5 |
| | CM3 | 5 | 5 | 4 | 4 | 5 |
| | CM4 | 4 | 3 | 2 | 5 | 6 |
| Administration 18 MAX PTS | CM1 | 17 | 18 | 15 | 15 | 18 |
| | CM2 | 15 | 16 | 14 | 15 | 15 |
| | CM3 | 14 | 15 | 12 | 12 | 16 |
| | CM4 | 13 | 10 | 12 | 15 | 16 |
| Storage 11 MAX PTS | CM1 | 7 | 9 | 11 | 7 | 11 |
| | CM2 | 9 | 9 | 11 | 7 | 10 |
| | CM3 | 8 | 9 | 8 | 8 | 10 |
| | CM4 | 9 | 10 | 8 | 9 | 10 |
| Security 46 MAX PTS | CM1 | 44 | 40 | 32 | 40 | 40 |
| | CM2 | 40 | 39 | 41 | 40 | 41 |
| | CM3 | 42 | 38 | 40 | 36 | 44 |
| | CM4 | 35 | 30 | 34 | 40 | 42 |
| Services Required for the Project 36 MAX PTS | CM1 | 36 | 34 | 36 | 33 | 30 |
| | CM2 | 32 | 32 | 32 | 30 | 32 |
| | CM3 | 32 | 32 | 30 | 25 | 32 |
| | CM4 | 30 | 25 | 30 | 30 | 33 |
| Cost Proposal 14 MAX PTS | CM1 | 7 | 6 | 10 | 10 | 14 |
| | CM2 | 7 | 7 | 10 | 10 | 14 |
| | CM3 | 5 | 5 | 10 | 8 | 14 |
| | CM4 | 7 | 10 | 10 | 12 | 14 |
| References 05 MAX PTS | CM1 | 2 | 5 | 5 | 3 | 5 |
| | CM2 | 5 | 4 | 5 | 3 | 5 |
| | CM3 | 5 | 5 | 5 | 4 | 5 |
| | CM4 | 3 | 2 | 3 | 3 | 3 |
| Subtotal | | 299.38 | 275.75 | 283.38 | 290.50 | 329.63 |
| NM Preference | | 1.05 | 1.05 | 1 | 1 | 1 |
| Veteran Preference | | 1 | 1 | 1 | 1 | 1 |
| TOTAL | | 314.34 | 289.54 | 283.38 | 290.50 | 329.63 |



Valerie Rice
 MRP
 Ar S...
 Maria Lolo - Dell Angelo

| CRITERIA | | PDS | ABBA TECH | MATRIX IMAGINING Opt#1 | MATRIX IMAGINING Opt#2 | RICOH | FUTURE NET GRP | NETWORK | YELLOW FOLDER |
|--|-----|--------|-----------|------------------------|------------------------|--------|----------------|---------|---------------|
| Technical Requirements 33 MAX PTS | CM1 | 33 | 28 | 31 | 29 | 30 | 30 | 27.5 | 21 |
| | CM2 | 30 | 10 | 25 | 30 | 10 | 10 | 33 | 28 |
| | CM3 | 30.5 | 29 | 30 | 30 | 30 | 30 | 29 | 30 |
| | CM4 | 31 | 30 | 30 | 29 | 24 | 31 | 29 | 27 |
| Indexing 32 MAX PTS | CM1 | 30 | 31 | 28 | 28 | 26 | 32 | 28 | 26 |
| | CM2 | 28 | 20 | 25 | 30 | 25 | 23 | 30 | 28 |
| | CM3 | 30 | 30 | 29 | 29 | 29 | 28 | 30 | 30 |
| | CM4 | 30 | 26 | 29 | 27 | 20 | 28 | 28 | 24 |
| Search and Retrieval 28 MAX PTS | CM1 | 27 | 26 | 24 | 24 | 26 | 28 | 26 | 28 |
| | CM2 | 25 | 20 | 25 | 28 | 18 | 20 | 24 | 25 |
| | CM3 | 27 | 25 | 25 | 25 | 25 | 20 | 26 | 27 |
| | CM4 | 28 | 25 | 24 | 23 | 24 | 27 | 27 | 27 |
| Distribution 15 MAX PTS | CM1 | 14.5 | 14 | 13 | 12 | 12 | 15 | 11 | 15 |
| | CM2 | 10 | 5 | 10 | 10 | 10 | 8 | 12 | 12 |
| | CM3 | 14 | 13 | 14 | 14 | 12 | 10 | 10 | 14 |
| | CM4 | 15 | 14 | 11 | 11 | 10 | 15 | 9 | 14 |
| Document Management 50 MAX PTS | CM1 | 50 | 48 | 40 | 40 | 38 | 50 | 38 | 40 |
| | CM2 | 45 | 20 | 25 | 30 | 20 | 20 | 45 | 43 |
| | CM3 | 48 | 43 | 45 | 45 | 45.5 | 40 | 40 | 48 |
| | CM4 | 50 | 49 | 49 | 45 | 40 | 46 | 40 | 40 |
| Records Management 56 MAX PTS | CM1 | 54 | 56 | 54 | 54 | 39 | 54 | 56 | 54 |
| | CM2 | 48 | 25 | 25 | 30 | 35 | 30 | 50 | 48 |
| | CM3 | 52 | 50 | 50 | 50 | 48 | 46 | 48 | 54 |
| | CM4 | 53 | 56 | 52 | 52 | 40 | 53 | 54 | 52 |
| Integration 06 MAX PTS | CM1 | 4.5 | 6 | 4.5 | 4.5 | 6 | 6 | 3.5 | 3 |
| | CM2 | 4 | 3 | 3 | 6 | 3 | 2 | 5 | 4 |
| | CM3 | 5 | 5 | 4 | 4 | 4 | 3 | 4 | 4 |
| | CM4 | 5 | 5 | 4 | 4 | 6 | 6 | 4 | 3 |
| Administration 18 MAX PTS | CM1 | 17.5 | 18 | 16 | 15 | 15 | 16 | 15 | 18 |
| | CM2 | 13 | 10 | 12 | 15 | 10 | 8 | 15 | 15 |
| | CM3 | 15 | 15 | 14 | 14 | 15 | 10 | 12 | 16 |
| | CM4 | 15 | 16 | 15 | 14 | 16 | 16 | 15 | 14 |
| Storage 11 MAX PTS | CM1 | 11 | 9 | 11 | 11 | 10 | 10 | 7 | 10 |
| | CM2 | 9 | 6 | 8 | 11 | 8 | 9 | 10 | 10 |
| | CM3 | 9 | 9 | 9 | 9 | 9 | 7 | 8 | 10 |
| | CM4 | 11 | 9 | 11 | 11 | 9 | 10 | 7 | 9 |
| Security 46 MAX PTS | CM1 | 45 | 40 | 32 | 32 | 39 | 46 | 40 | 40 |
| | CM2 | 40 | 30 | 35 | 45 | 30 | 28 | 42 | 42 |
| | CM3 | 43 | 40 | 43 | 43 | 42 | 35 | 35 | 44 |
| | CM4 | 46 | 39 | 41 | 41 | 38 | 44 | 40 | 41 |
| Services Required for the Project 36 MAX PTS | CM1 | 36 | 34 | 36 | 36 | 35 | 35 | 33 | 30 |
| | CM2 | 30 | 25 | 30 | 35 | 25 | 24 | 31 | 31 |
| | CM3 | 33 | 32 | 30 | 30 | 33 | 25 | 25 | 32 |
| | CM4 | 34 | 32 | 32 | 32 | 31 | 33 | 30 | 30 |
| Cost Proposal 14 MAX PTS | CM1 | 14 | 6 | 10 | 10 | 10 | 10 | 10 | 10 |
| | CM2 | 11 | 10 | 10 | 14 | 10 | 8 | 13 | 12 |
| | CM3 | 12 | 6 | 11 | 10 | 9 | 8 | 10 | 12 |
| | CM4 | 10 | 7 | 12 | 11 | 11 | 12 | 11 | 10 |
| References 05 MAX PTS | CM1 | 2 | 5 | 5 | 5 | 5 | 1 | 3 | 5 |
| | CM2 | 3 | 2 | 3 | 5 | 3 | 2 | 4 | 3 |
| | CM3 | 5 | 5 | 5 | 5 | 5 | 1 | 3 | 5 |
| | CM4 | 5 | 4 | 5 | 5 | 5 | 3 | 3 | 5 |
| <i>Subtotal</i> | | 322.75 | 280.25 | 291.13 | 300.63 | 269.63 | 278.00 | 297.25 | 305.75 |
| <i>NM Preference</i> | | 1.05 | 1.05 | 1 | 1 | 1 | 1 | 1 | 1 |
| <i>Veteran Preference</i> | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| TOTAL | | 338.89 | 294.26 | 291.13 | 300.63 | 269.63 | 278.00 | 297.25 | 305.75 |