AMENDMENT # 2

DATE: November 6, 2007

TO: All Bidders of Record

FROM: David Martinez, Buyer

SUBJECT: Amendment #2 to RFP-260 “Document & Record Mgmt System”

This amendment becomes part of the Contract Documents and modifies the original bidding documents as noted below:

1. **Question**: How many users will need to scan and index files?
2. **Answer**: This question is hard to answer now until a system is selected. I would say 5 users initially from our department for the star of the project.
3. **Question**: Is there a requirement for a start date after award?
4. **Answer**: The start date will be negotiated after an award has been made and we understand the IT requirements of the system.
5. **Question**: What is meant by “Integrates with CNM’s SungardHE Banner System?”
6. **Answer**: Scanned objects can be associated with Banner records and retrieved by that association from Banner forms.
7. **Question**: What is the scanning volume of forms that would need to be processed via the forms recognition software?
8. **Answer**: This number would be based on the record type that is selected to be scanned into the system.
9. **Question**: Do you require conversion of hard writing and marks to text data?
10. **Answer**: Probably so
11. **Question**: What is meant by integrates with web browsers?
12. **Answer**: The web pages render identically within multiple browsers (IE, Mozilla, Safari, etc).
13. **Question**: Where is the source for tracking regulatory changes pertaining to management of records? What is meant by Citations management?

14. **Answer**: The source for tracking regulatory changes pertains to the New Mexico State Retention Schedules. The software should allow for the Records Manager to enter the retention schedules into the software system which should automatically calculate the destruction date of the paper and electronic records. Citation Management is additional information or laws that can be referenced with the each retention schedule.

15. **Question**: Are there specific requirements in the spec that are absolute?

16. **Answer**: Yes, the absolute requirements are listed under “Minimum Requirements.

17. **Question**: Is the contract type firm-fixed price, T & M, or other?

18. **Answer**: Price is negotiable

19. **Question**: Is the high volume hardware currently in place and if so what are its specifications?

20. **Answer**: No

21. **Question**: Can we get the RFP in word so we can respond?

22. **Answer**: It is against CNM policy to send the original document electronically to vendors.

23. RFP and time remains the same through November 27, 2007 3:00PM Local time.

All other specifications, terms and conditions remain unchanged. **Bidders are required to acknowledge receipt of this Amendment in the space provided on page 33, Section D.**