AMENDMENT # 3

DATE: November 13, 2007

TO: All Bidders of Record

FROM: David Martinez, Buyer

SUBJECT: Amendment #3 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 fast do you want a document to go from scanner to records repository? Does it have to be 24 hours or can it be longer?

   Answer: I’m not sure how to answer this question but it is my understanding with today’s technology, the documents should go from the scanner to the records repository instantly. It should be within the same day or 24 hours. Again, this depends on the software selected because the Records Manager may have to review the records first and apply the retention schedules and then it is sent to the records repository.

2. Question: What type of electronic files are you using?

   Answer: The Records Management department is not using any electronic files. The current process for maintaining CNM records is on paper and on microfilm.

3. Question: Do you need to scan forms or bring in electronic forms and upload data to Banner? Or do you just want to auto index into XtenderSolutions/Document Imaging solution?

   Answer: It is my understanding at this point that we would need to do both functions.

4. 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.