DATE: November 14, 2007

TO: All Bidders of Record

FROM: David Martinez, Buyer

SUBJECT: Amendment #4 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: What is the total population of concurrent users (simultaneously active connections) that need to access the images and documents that would be present in the solution?

2. Answer: At this time I would say 100 concurrent users over time would need to access the images and documents. This number can probably grow over time.

3. Question: What portions of these populations will be dedicated resources that will be scanning and managing the process of digitizing records or maintaining digital records?

4. Answer: At this time 3 personnel from the Records Retention department will be responsible for scanning and managing the process of digitizing records.

5. Question: What portions of these populations need only the web-based access to tools and records?

6. Answer: At this time I would estimate 100.

7. Question: How many high volume scan stations are planned?

8. Answer: At this time I estimate at least 2.

9. Question: How many departments or areas will be using the solution?

10. Answer: At this time I have 52 departments set up in Gain. This number can increase as the project is implemented.

11. 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.