

ADDENDUM NO. ONE  
February 9, 2015

This Addendum forms a part of the contract Documents and modifies the original RFP dated January 12, 2015

Acknowledge receipt of this Addendum on the Proposal Form. Failure to do so may subject Proposer to disqualification. Reference made to Specifications And Drawings shall be used as a guide only. When Specification Sections or drawings are issued, changes made in Specifications or on Drawings will take precedence over narrative explanation below. Proposer shall determine for themselves the work affected by Addendum items.

This Addendum consists of 11 pages.

QUESTIONS AND ANSWERS:

QUESTION #1:

Can the RFP, or the sections of the RFP that you are requesting responses on, be provided in MS Word so that it is easier to formulate our response?

ANSWER #1:

Yes, if you have a license to an updated version of Adobe, you should be able to reformat the PDF into a Word document. If you do not have that capability please send an e-mail request to Steven C. Maki, PE, Sr. Stadium Director at [steve.maki@msfa.com](mailto:steve.maki@msfa.com) and we will provide a Word document.

QUESTION #2:

Do you have a feel for the number of scanning stations you will need going forward?

ANSWER #2:

One additional higher volume scanning station will be required. Unit pricing should be provided for any proposed options of scanners.

QUESTION #3:

Do you envision needing the ability to call up images stored in the new document management system from within an existing application?

ANSWER #3:

Yes. If this feature is only available as a premium feature and carries an additional cost, please specify cost.

QUESTION #4:

How many different workflows do you think you will require, and can you provide an example of one that is more complex?

ANSWER #4:

MSFA engages in numerous design and development, management, communications, financial, legal, reporting and other workflows. They range from the simple to quite complex. Specific workflow documentation will be shared with finalists.

QUESTION #5:

Is it fair to expect that outside users will only need to search the document management system, and not to require other functionality?

ANSWER #5:

Yes, that is a good working assumption.

QUESTION #6:

Are there external database systems available that contain index information that can be used to automate the indexing process, or will most all of the index information need to be keyed from images?

ANSWER #6:

There are no external database systems available that contain index information that can be used to automate the indexing process.

QUESTION #7:

Do you envision the need to search for documents using full text searching techniques?

ANSWER #7:

Yes.

QUESTION #8:

It looks like most of your immediate needs are focused on basic document management requirements along with a capture solution that includes digitizing boxes of paper documents and some basic workflow requirements. It also sounds like your preference is for a SaaS solution (although not required). However, it sounds like many of the requirements listed in the technical section of the RFP are centered on a complete and integrated enterprise level content management solution. With that in mind, are you looking at a phased approach, starting with document management, capture and basic workflow; adding in additional modules in the future for COLD, Records Management, eDiscovery, and Case Management?

If a phased approach is desired, can we respond with starting with basic content management, workflow, and capture capabilities; utilizing the functionality of these products to assist you with meeting a large portion of your requirements, pricing out the rest as optional components?

ANSWER #8:

Please submit a response that fully complies with specifications contained in the RFP. Alternative ideas are welcome as an additional element of your response.

QUESTION #9:

For many of the more advanced ECM components such as Records Management, eDiscovery, Case Management, COLD, and data integration, it would be useful to have some specific use cases around these requirements to provide complete answers to your questions. In some cases we may be able to meet these needs with the functionality within the base content management solution.

Do you have any you can provide?

ANSWER #9:

The MSFA desires to transition a significant portion its documentation from a paper-based environment to a digitized environment. The current documentation is stored in paper formats and on MSFA computers and servers. In addition, the current Stadium development, design and construction processes are generating a significant amount of legal, financial, construction, engineering, and architectural documentation; as well as correspondence (e-mail and letter). Much of the engineering, architectural and construction documentation is currently accessed via remote connection to document management systems housed within Law Firm, Construction Company and Architect IT environments. This information will need to be also housed within the MSFA environment concurrent with completion of the new Stadium in July 2016. Additional use cases will need to be developed to facilitate this transition. The MSFA will evaluate

proposer Records Management, eDiscovery, Case Management, Document Storage and data integration capabilities, and determine the most appropriate timing associated with initial and subsequent implementation of these capabilities, based on proposer submissions.

QUESTION #10:

How many internal users are there?

ANSWER #10:

The MSFA will have up to ten internal users.

QUESTION #11:

How many anticipated external users?

ANSWER #11:

It is estimated that as many as twenty external users will have temporary secure access to the MSFA system to facilitate interaction associated with projects, eDiscovery, audits, litigation, design reviews, etc. It is anticipated that access by all remote users will not take place concurrently.

QUESTION #12:

How many electronic documents do you currently have and what is the anticipated growth of these documents over the next 5 years.

ANSWER #12:

The current estimate of electronic documents is as follows:

PDF – 40,273

VST – 23,830

DOC – 18,047

CSV – 6,106

There will be continued growth (and elimination consistent with MSFA document retention schedules) in the volume of these documents. A beginning estimate is that over the next 2 years our volume will increase by 150K~ new documents, and 3years out (after construction) 30k-40K new documents will be added per year.

QUESTION #13:

For records management, do you currently have a records manager and a retention schedule in place?

ANSWER #13:

The MSFA does have a records manager and retention schedule in place. Records management is not a full time position within the MSFA. Outside IT support personnel also provide records management assistance.

QUESTION #14:

For legal holds, do you have a legal group in-house, or do you just need that capability to place certain types of documents on hold to meet litigation and auditing requirements. What number would you anticipate having to place on hold?

ANSWER #14:

The MSFA relies on the legal services of outside Counsel. Legal holds are regularly managed through the collaborative efforts of MSFA staff; outside Counsel, and IT support personnel. The anticipated number of on-hold documents at any given time is estimated to be at or about 100,000.

QUESTION #15:

What solution do you currently have in place (if any) for content management, records management, case management, workflow, and capture?

ANSWER #15:

None. The MSFA currently utilized Microsoft software including: MS Office 2013 Pro and MS Exchange 2010.

QUESTION #16:

Can you describe your current architecture (servers, desktops, OS, databases, Web servers, etc.).

ANSWER #16:

Onsite:

1 File Server/AD W2K3 (in process of retiring)  
2 Accounting Servers (1-2003 and 1-2008) running Dynamics  
Desktops/Laptops – Windows 7 and Windows 8.1

In a remote Data Center:  
1 AD – W2K8  
1 Exchange 2010 – W2K8  
1 Archive One Server – W2K8

QUESTION #17:

What business system(s) do you have in place and wish to integrate with?

ANSWER #17:

Microsoft Dynamics GP

QUESTION #18:

There was a conflict between the Advertisement and the RFP regarding mandatory attendance at the Pre Proposal conference. Which is correct?

ANSWER #18:

As stated in the RFP and at the Pre Proposal Conference, attendance was not mandatory.

QUESTION #19:

How many scanners [do you have] and what types are they (desktop; MFP's, etc.)?

ANSWER #19:

One. MSFA utilizes a Ricoh Aficio MP C4502A multi-purpose scanner, copier printer and fax.

QUESTION #20:

Does the MSFA have any contact information for potential WMVBE contractors?

ANSWER #20:

There are numerous WMVBE contractors available and we encourage each proposer to conduct research regarding available options. Below is a list of contractors who have indicated interest to the MSFA.

BUSINESS NAME	ADDRESS	CITY	STATE	PHONE	EMAIL	CONTACT
PROACT, INC.	3195 Neil Armstrong Blvd.	Eagan	MN	(651) 289-3157	info@proactinc.org	Steven Ditschler
FRANZ REPROGRAPHICS, INC.	2781 Freeway Blvd.	Brooklyn Center	MN	(763) 503-3401	<a href="mailto:pfranz@franzrepro.com">pfranz@franzrepro.com</a>	Patricia Franz
Northstar Imaging & Reprographics Services	1325 Eagandale Court, Ste 130	Eagan	MN	(651) 686-0477	<a href="mailto:janrhody@northstarimaging.com">janrhody@northstarimaging.com</a>	Janice Rhody
AMI Imaging Systems, Inc.	7815 Telegraph Rd.	Bloomington	MN	(952) 828-0080 ext. 45	LeahS@ami-imaging.com	Leah Swatzburgh
ALLY Business Solutions	1885 University Ave. West Suite 190	St. Paul	MN	(651) 288-8936	<a href="mailto:ktthane@allybusinesssolutions.org">ktthane@allybusinesssolutions.org</a>	Karl Thane

QUESTION #21:

What roles, if any, will Atomic Data, the MSFA's managed services provider, play in the rollout and ongoing operations of the chosen document management?

ANSWER #21:

Atomic Data provides IT support personnel and records management assistance, when required, for MSFA. The composition of a project implementation team will be based on specific proposer responses, the selected scope of the document management initiative, required skills and technical capabilities, and the availability of MSFA staff. Any role of resources such as Atomic Data will be determined, based on requirements, during the final contract negotiation process with the selected provider.

QUESTION #22:

Will the MSFA appoint a coordinator/Project Manager to act as an interface with MSFA management and staff during the rollout of the chosen document management solution? If so, will this person or persons have any technical and/or project management training?

ANSWER #22:

The MSFA will appoint a coordinator/Project Manager to act as an interface with MSFA management and staff during the rollout of the chosen document management solution. The selected individual will have the required skills and abilities to fulfill this role. The selected individual may or may not have extensive technical and/or project management training. In any case, a combined provider, MSFA and external resource (if required) high-performance team will be assembled to complete this initiative.

QUESTION #23:

Just to confirm, the core users will include current and any future MSFA staff members, SMSG (sub-contractor who'll manage the facility), Aramark food services, the Vikings organization, other vendors and suppliers, etc. The various levels of access will be provided through secure licensing consisting of a mix of concurrent and named licenses. Does the MSFA have an idea of how many named licenses it will need at the start versus how many concurrent licenses it will need to at first?

ANSWER #23:

This RFP specifically addresses the core needs of MSFA. The selected solution may be, at a later point in the procurement process, extended on a secure, partitioned basis or through a secondary instance to other third parties such as SMG, Aramark and others. The configuration, cost and implementation schedule associated with any expanded use will be negotiated with the selected provider. The key takeaway from this is that a significant upside is possible for the selected provider and all proposers should clearly bear this in mind, as the initial MSFA technical and cost proposal is prepared.

QUESTION #24:

Besides the Microsoft Dynamics/Great Plains ERP solution now in use at the MSFA, are there any other known subsystems that the chosen document management system will need to integrate with?

ANSWER #24:

Not at this time. As documents, currently housed within Law Firm, Construction Company and Architect IT environments, are transitioned to the MSFA Document Management system, certain additional applications (beyond viewers currently in use) may require integration.

QUESTION #25:

Can a visit be scheduled to the MSFA's box storage area in order to better gauge the amount and type of documents to be scanned as well as the manner in which they need to be indexed?

ANSWER #25:

The MSFA will establish a protocol for proposers (most likely as a group) to visit the document storage area as soon as possible to better understand the volume and arrangement of existing documentation. Once this has been determined, it will be communicated via an additional Addendum.

QUESTION #26:

Based on what is reviewed during the box storage visit, can the MSFA determine the retention scheduling of the various types of documents? This will help determine what truly needs to be scanned versus what can stay in interim storage and then be destroyed.

ANSWER #26:

Following the event described above in Question 25, the MSFA will provide an agreed upon calculation for all proposers to utilize in determining necessary work effort estimates.

QUESTION #27:

In Section A - RFP Introduction, 2a. Overall Project Scope – it is stated the document management system will be used enterprise wide.

- a. Please expand on what those potential applications may be.
  - i. Immediate priorities
  - ii. Longer term interests
- b. What are the key business catalysts driving this potential investment?

ANSWER #27:

The immediate priority is to transition selected paper document into an electronic environment to minimize the amount of historical paper documentation to be moved into the new MSFA offices, within the Stadium. In addition, the sheer volume of electronic documentation associated with the development, design, construction and management of the new facility and the day to day operations of the MSFA demands that a reliable, easy to use and full featured system be implemented to simplify the organization, storage, search ability and efficient access to and routing of documentation.

The key business catalysts driving this investment is that we have a huge volume of documentation, a limited number of core staff, significant needs to access, review, relate and share documents and respond to document requests, no electronic document management system in place, and a commitment to serve the people of Minnesota in a professional and efficient manner.

QUESTION #28:

Does MSFA consider Microsoft SharePoint as a potential platform to address the requirements and project scope defined in the RFP?

ANSWER #28:

We would look to a professional distributor and implementer of Microsoft SharePoint to best answer this question. The MSFA is interested in the best technical and cost solution that meets the requirements of the RFP.

QUESTION #29:

Does MSFA utilize Microsoft SharePoint today?  
a. If so, for what applications?

ANSWER #28:

The MSFA does not have a SharePoint server in place. Some limited SharePoint features are utilized in conjunction with our deployment of Dynamics GP.

QUESTION #29:

Does MSFA prefer to invest in an “on-premise” or “hosted” solution?

ANSWER #29:

The MSFA is interested in the best technical and cost solution that meets the requirements of the RFP.

QUESTION #30:

Has MSFA identified a targeted budgetary range for this project?

ANSWER #30:

Planning budgets have been established.

QUESTION #31:

How many vendors does MSFA intend to “short-list” and include in the demonstration process?

- a. Will a demo script or scenario be provided?

ANSWER #31:

The number of short-listed proposers is directly dependent upon the quality of proposals received. We anticipate, but are not limited to reducing that number to three or four proposers. Our expectation is to work with no more than two proposers in the final contract negotiation and selection phase. A demonstration script will be provided.

QUESTION #32:

Regarding Section 3. Detailed Submittal Requirements on page 17. Specifically, services for paper document conversion.

- a. How many different document classes are there?
- b. What are the index values for these document classes?
- c. What is the average number of pages per document for each document class?
- d. What is the condition of the records?
- e. Are there a lot of staples throughout?
- f. Will we be required to recreate the paper files after scanning?
- g. Are the pages inside the document clean? How is the contrast?
- h. What DPI is MSFA looking for these documents to be scanned in?
- i. Can we scan all of the boxes off site or do we have to scan them onsite?
- j. What is the expected time frame for the 450 boxes to be completed?
- k. Are we able to obtain some sample files for each of the document classes?

ANSWER #32:

- a. There may be 50 or more document classes.
- b. The number of index values for each document class ranges widely but generally can be organized in 15-40 index values.
- c. The average number of pages per document for each document class has not been calculated to date.
- d. The records are generally in very good condition.
- e. There are a lot of staples throughout.
- f. Proposers will not be required to recreate the paper files after scanning.
- g. The pages inside the document are generally very clean with good contrast
- h. We would look to the proposer for a recommendation regarding DPI to be used in the scanning process.
- i. Boxes can be scanned off site if the MSFA determines there are adequate security, transport, handling, insurance and management oversight practices in place.

- j. It is not anticipated that all 450 boxes will be converted. The project must be completed before the July 2016 relocation to the new Stadium.
- k. Yes some sample files for each of the document classes can be made available.

QUESTION #33:

How many named users would you like to be included in the quote?

ANSWER #33:

As addressed in Question #10 above, the MSFA will have up to ten internal users. Whether these are named, concurrent or site license users will depend on the most cost effective software licensing methods proposed.

QUESTION #34:

How many guest users either as named users or concurrent users would you like included? Would these users be read-only users?

ANSWER #34:

As addressed in QUESTION #11 above, it is estimated that as many as twenty external users will have temporary secure access to the MSFA system to facilitate interaction associated with projects, eDiscovery, audits, litigation, design reviews, etc. It is anticipated that access by all remote users will not take place concurrently. These users are anticipated to require read-only access.

QUESTION #35:

Scanning – how many boxes and how many characters for indexing each document?

ANSWER #35:

As outlined in the RFP document, there are approximately 450 boxes of paper documents currently being stored on site. The number of characters in each box is unknown. As stated in QUESTION #25 above, the MSFA will establish a protocol for proposers (most likely as a group) to visit the document storage area as soon as possible to better understand the volume and arrangement of existing documentation. Once this has been determined, it will be communicated via an additional Addendum.