



ADDENDUM NUMBER TWO

August 6, 2024

Provision and Implementation of an Electronic Document Management System RFP No. 24-910-36

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED INVITATION FOR BIDS.

Please see below for answers to questions received:

1. Our software employs a named user licensing model tied to two main types of users: Full Users and Participant Users. Full User can be granted ability to do anything within the repository including administering the system, importing document, and editing metadata. Participant Users are read-only users who can also participate (submit/approve) in forms processes. Do you know the number of users between these two licenses? Or would you like us to submit general pricing tiers only?

Please submit general licensing prices along with a detailed description of the capabilities for both Full Users and Participant Users. Additionally, include any costs associated with functionalities described in the RFP, such as document submittals through public-facing web portals to SharePoint.

2. Is Housing Authority of New Orleans's preference more towards Cloud based Document Management System or On-Premises Document Management System?

We are seeking a cloud-based solution.

3. Do you have budget already available for this project? If yes, what is the maximum budget you are planning to spend on this project?

The budget for this project is not being provided at this time.

4. Have Housing Authority of New Orleans seen demonstrations of any Document Management System? If yes, what is the name of the solution and vendor which provided the demonstration?

Although HANO has done its due diligence in exploring the EDMS marketplace it has not settled on a vendor or product.

5. Is there any expected timeframe within which you would like this system to go-live?

To coincide with the scanning project, we are looking at a soft rollout in 2-4 months and a completed project in 12-14 months.

6. Do we need to perform scanning services?

To clarify, scanning services will be handled by another company and are not included within the scope of this RFP.

7. Can you please provide us a pricing format to enable us to give you pricing as per your requirement? or shall we prepare it ourselves?

To ensure pricing consistency, please utilize the pricing format outlined in the REQUEST FOR PROPOSALS (RFP) No. 24-910-36, under the heading Entry of Proposed Fees. This format provides a standardized approach that aligns with our requirements.

Proposals must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 4:00pm, local time on Wednesday, August 21, 2024. All terms and conditions shall remain as stated in the original Request for Proposals. All addenda must be acknowledged.

END OF ADDENDUM NUMBER TWO