



## REQUEST FOR QUOTE

Missouri Housing Development Commission

3435 Broadway

Kansas City, MO 64111

(816) 759-7318

[www.mhdc.com](http://www.mhdc.com)

- Issued:** September 2, 2014
- Items:** Document Management Software
- Due:** September 16, 2014
- Deliver to:** [dgreenbaum@mhdc.com](mailto:dgreenbaum@mhdc.com) (optional hard-copies can be delivered to above address)
- Questions:** Denise Greenbaum, 816-759-6674 or [dgreenbaum@mhdc.com](mailto:dgreenbaum@mhdc.com).

### Summary:

The Missouri Housing Development Commission (MHDC) is planning to acquire document management software to manage the lifecycle of agency documents as well as enhance business processes and efficiencies. MHDC is seeking competitive quotes as summarized below.

### Services Needed:

MHDC would like to have the following services in place by September 30, 2014:

1. A document management software with an appropriate feature set. (See Attached List)
2. Professional Services to support implementation of the Software.
3. Professional Services to "Train the Trainer" to allow MHDC to maintain and configure Software.

### Respondents Please:

#### Pricing:

- Provide total pricing on all or any of the numbered under items under the above "Services Needed" section.
- Provide any additional costs for successful implementation.

Additional Information:

- Licensing should be for at least 16 users.
- Describe the software proposed.
- Include a sample of the User Interface.
- Complete attached Feature Set.
  - Line Item should be marked with “X” if included in Base Price.
  - Line Item should have Cost of Feature if not included in Base Price.

Example: Line Item Included in Base Price	X
Example: Line Item not Included in Base Price	\$1,000.00

- Provide the Service Level Agreements (SLAs).
- State your ability to meet the September 30, 2014, go-live date.
- Provide information as it applies under “Special Notes”, below.
- Feel free to provide any other information about the company, software, or services.

**Special Notes:**

- W/MBE Status

MHDC is committed to supporting small business enterprises, including socially or economically disadvantaged enterprises such as disadvantaged, women-owned, minority-owned, and Section 3 Certified business enterprises in its purchasing programs. Please indicate, if applicable, your participation as any of the small business enterprises listed above.

- Undocumented Workers

Please review the MHDC Requirements for Disclosures Concerning Undocumented Workers at <http://www.mhdc.com/notices/rfdcuw> . If selected, you will need to provide the needed documentation.

Missouri Housing Development Commission  
September 1, 2014  
Document Management Feature Set

<b>Name of Software</b>	
<b>Name of Vendor</b>	
<b>Base Price of Software</b>	
Number of Licenses	
Type of Licenses (Concurrent or Named)	
User Based Security	
Integration with Active Directory	
DOD 5015.2	
document Management Scheduling	
Auto Index (Read from inside ECM or other systems)	
OCR - Index automatically (read from Paper)	
ODBC Integration	
Manual Index	
Create MetaData	
Workflow	
Search	
Fuzzy Search	
Storage/Repository	
Web Client	
PC Client	
Integration within MS Office	
Integration within Other Software	
Import from Network location - Electronic Files	
Barcode document	
Non-Specific Scanning Devices	
Professional Services	
Professional Services Guarantee	
Development/Test Server	
Forms/Templates	
Web/Mobile Access	
Export Tool - Files from Repository	
Cloud Hosting	
Software Development Kit	
<b>Total Solution</b>	
<b>Year 2</b>	
<b>Price per License after Implementation</b>	