Agenda Management Software RFI 19-20-08
Questions #1

1. What is the estimated cost of the Agenda Management System project?

City of Greenville response to question 1:

This is unknown at this time.

2. Has the Department allocated funding for the Agenda Management System yet? If so, through which source (budget, CIP, state/federal grant, etc.)?

City of Greenville response to question 2:

The City is currently in their 2020/2021 budget planning cycle. During that budget process, the City will establish CIP to meet future goals.

3. Would it be possible to name the three greatest challenges the Department is having with their current solution?

City of Greenville response to question 3:

The greatest challenge experienced with the current solution is that of product reliability and support.

4. Should the Department decide to proceed past the RFI process, has a time frame been established in which an RFP may be issued?

City of Greenville response to question 4:

No.

5. Which operating platform does the Department currently use?

City of Greenville response to question 5:

The current NovusAgenda agenda management system is on-premise and uses the Microsoft Server 2012 operating system and the Microsoft SQL Server 2012 database. The clients are using the Microsoft Windows 10 Enterprise operating system.

6. Which operating platform is desired for the Agenda Management System?

City of Greenville response to question 6:

The desired operating platform is Microsoft Server 2016 and Microsoft SQL Server 2017 or 2019 database. The desired clients are Microsoft Windows 10 Enterprise operating system.

7. Which other systems will have to integrate/interface with the Agenda Management System, and will the Department provide incumbent vendors for each system?

City of Greenville response to question 7:

The current NovusAgenda agenda management system interfaces with the OpenText Document Management system. Some of the supporting documents reside in the OpenText Document Management system. NovusAgenda integrates with Outlook for email notifications.

8. Can the Department elaborate on any additional drivers behind this acquisition that may not be addressed in the RFI?

City of Greenville response to question 8:

No. The City has issued an RFI to better understand the various products that may be considered for an acquisition.

9. Have you had any external assistance preparing this RFI?

City of Greenville response to question 9:

No.

10. Does the Department anticipate any professional or consulting services may be needed to accomplish this effort? (project planning/oversight, staff augmentation, implementation services). If so, what services does the Department desire and how do they anticipate procuring?

City of Greenville response to question 10:

If the City was to move forward with procurement of a software system, the project planning/oversight and implementation services are expected to be provided as part of the implementation and would be addressed with the approved project budget.

11. What is the City's fiscal year period?

City of Greenville response to question 11:

The City's fiscal year period is July 1 to June 30.

12. Does the City prefer an on-premise or cloud based solution?

City of Greenville response to question 12:

The City has no preference with respect to on-premise or cloud based solutions. The City would like to see proposals on both types of solutions if the provider has them.

13. How long has the City been using OpenText as their document management system?

City of Greenville response to question 13:

The City implemented document management called SoftSolutions by WordPerfect in 1994, which was then purchased by Novell in 1995. Due to Y2K non-compliance, the City migrated to PC DOCS Group International Inc DOCS Open Enterprise Suite in 1999. Hummingbird Ltd acquired PC DOCS in the fall of 1999 and DOCS Open became DOCSFusion and DM. In 2006, Open Text Corporation purchased Hummingbird and rebranded the product as eDOCS DM. The City has been on this document management platform for approximately 20 years and upgraded to version 10 in the summer of 2015.