

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No.

Contract
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQET1400016
 TERM OF CONTRACT: 3 YEAR(S) WITH 3 YEAR(S) OTR

Requisition /Project Title: Professional Services for Electronic Content Management System.

Description: The Information Technology Department is requesting to solicit a competitive Invitation to Bid to procure professional services for the existing Electronic Content Management System.

Issuing Department: Internal Services
 Contact Person: Dakota Thompson
 Phone: 305-375-2356

Estimate Cost: \$500,000
 Funding Source: GENERAL
FEDERAL
OTHER

Internal Svc

ANALYSIS

Commodity Codes:	918-29	 	 	
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	EXISTING	2ND YEAR	3RD YEAR	
Contractor:	 	 	 	
Small Business Enterprise:	 	 	 	
Contract Value:	\$ 	\$ 	\$ 	
Comments:				

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE	 	 	 	

Basis of recommendation:

Signed: Dakota Thompson, CPPB	Date sent to SBD: 9/10/2014
	Date returned to DPM:

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EMC PROFESSIONAL SERVICES

PURPOSE

The Miami-Dade Information Technology Department desires to procure EMC professional services for new development of applications, post-production support of implemented solutions, and migration of document management solutions from other legacy systems in use throughout the County.

BACKGROUND/ OPERATING ENVIRONMENT

The Miami-Dade Information Technology Department (ITD) manages the Enterprise Content Management (ECM) Solution to provide County departments with an enhanced electronic content repository for documents and public records that includes fully customized complex workflow management functionality. The existing ECM enterprise infrastructure for document and content management consists of components from EMC's Documentum D7.0 and XCP 2.0 platform. Currently, the scanning of documents for converting to electronic format is accomplished through the use of Kofax Capture tools and Captiva software. In addition, County departments integrate document and content management into their vendor and in-house developed applications in an effort to automate processes, reduce paper, enable seamless user interfaces and extract meaningful data using web services developed in Java.

SCOPE OF SERVICES

ITD shall engage EMC professional services for new development of applications, post-production support of implemented solutions, and migration of document management solutions from other legacy systems in use throughout the County. The services to be performed shall be from a certified EMC provider on a time and materials basis as needed.

This request is to procure professional services on an hourly basis for new development of applications using the aforementioned technologies, post-production support of implemented solutions, and Professional services to be provided shall include but not be limited:

1. Migration of document management solutions from other legacy systems including Global 360 (Identitech) platform that County departments still use (as required).
2. Upgrade to Documentum 7.X and XCP 2.X of Finance Accounts Payable section that currently has a Documentum 6.7 and XCP 1.5 production solution that is being rolled out to all County Departments.
3. Upgrade Miami-Dade County Tax Collector's current Documentum interface and migration of historical documents that reside on the County's previous document management platform.
4. Develop new applications for scanning/storing/retrieving documents for the Miami-Dade County Police Department for the following bureaus:
 - a. Warrants
 - b. Central Records
 - c. Criminal History

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EMC PROFESSIONAL SERVICES

- d. Criminal Lab
 - e. Homicide
 - f. Domestic Violence
 - g. Property and Evidence
5. Develop new applications to migrate current production application for the Property Appraiser consisting of folio and value adjustment agendas.

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