

Professional Services for Electronic Content Management Systems

Estimated Cost - \$500,000.00

RQET1400016 - Verification of Availability

September 23, 2014

Find attached the “**Scopes of Work/Background**” and “**Minimum Qualifications**” for an upcoming **contract**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL/MINIMUM**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

Please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

Are you able to satisfy the requirements of the attached document?

YES _ NO _

Do you have prior experience consistent with the requirements of this contract?

YES _ NO _

Are you able to satisfy the “Scope of Services” as described in the attached?

YES _ NO _

Do you have prior experience consistent the scope as described in the attached (1 through 4)?

YES _ NO _

___ I am “NOT” interested in this solicitation.

Name of Firm: _____ SBE Exp. Date: _____

Owner’s Name: _____ Signature: _____

Please respond by **11:00am, Thursday September 25, 2014.**

Any questions, feel free to contact me at the number below.

(Respond to the “**Verification**” whether you are interested or not (choosing “**Yes**” or “**No**”), as this helps SBD in the determination of measures).

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“Delivering Excellence Every

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Please (list any references consistent with the scope of services for this contract):

Project Title:

Client Name

Contact No.:

Scope Description:

Project Title:

Client Name

Contact No.:

Scope Description:

Project Title:

Client Name

Contact No.:

Scope Description:

This document is a draft of a future solicitation and is subject to change without notice.

This is not an advertisement.

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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