



Dear Invited Proposer,

The City of Cleveland, Department of Law is soliciting quotes from qualified vendors to export files (documents) from the document repository system-iManage. The department would like all the documents exported and placed in a directory structured file share in the City's server environment. The repository contains 77,702 documents as of April 2024.

The documents contained within the system includes document profile data. The document profile data is generated when documents are imported within the repository. The document profile information, along with the department of Law and their subject matter experts (SMEs) is expected to collaborate with the vendor to determine the appropriate means to construct the directory structure that all documents will be exported to. The vendor will be afforded the opportunity to share their expertise in providing potential options to generate and populate the new directory structure but the final design must be/will be approved by the department of Law, and the City's IT group.

The vendor is expected to analyze the iManage repository system to determine the number documents and data contained within the system and then collaborate with the City's IT group in helping to establish the size of the data volume needed to house all of the documents and data within the iManage system.

The vendor and their product(s) will be reviewed based on their demonstrated capabilities to provide the City with a qualified solution to meet the City and the department of Law's stated requirements, see below.

Quote for services must include the following:

Company profile:

- Years in the industry
- Company financial soundness
- Full range of services offered
- Experience with government agencies/municipalities
- At least two Customer References
- State why the City of Cleveland should select your firm

Fee Structure (Separate document) – line itemized cost as much as possible.

Include the following completed attachments:

- Attachment A Vendor Evaluation Sheet.docx
- Attachment B 2024 Non-Comp.pdf
- Attachment C 2024 W9_Form.pdf
- Attachment D Northern-Ireland-fair-employment-form.pdf

Pre-proposal Conference & Written Questions

A Microsoft TEAMS pre-proposal conference will be held *Friday, May 03, 2024 10:00 AM(EST)*. Parties interested in responding to this publish request may submit or ask questions pertaining to this Request for Quote (RFQ) and the services desired.

[Join the meeting now](#)

Meeting ID: 276 038 515 422

Passcode: mPFniQ

Dial-in by phone [+1 216-306-2628,,509768784#](#) United States, Cleveland

Phone conference ID: 509 768 784#



Prospective proposers are encouraged to participate in the conference although attendance is not mandatory.

The last day for written questions regarding the RFQ is *Friday, May 10, 2024 3:00 PM (EST)*

Quote

Each firm shall submit an electronic quote to Department of Public Safety no later than *Friday, May 24, 2024 3:00 PM (EST)*. No quotes will be accepted after that time unless Department of Public Safety extends the deadline by a written addendum.

Requirements

1. Vendor is to determine the number of documents, and data files (if need be) to be exported
2. Determine the required data volume size required to house all exported data/documents from within the iManage repository – this information will be shared with the City’s IT department for the creation of the appropriate data volume
3. The vendor working with the department of Law, Law’s iManage SME (subject matter expert(s)), and the City’s IT department will determine the appropriate directory structure creation and document nomenclature to export data/documents contained in the iManage repository. Final design must be approved by Law.
4. Determine if there is a need preserve the document profile data, and determine the best option to use and or store this information
5. Vendor is to work with the department of Law, Law’s iManage SMEs, and the City’s IT to decide on the best means to develop an index that can direct Law to the exported documents into the new directory structure. Simply put, this index should take into account the current profile data for each document exported, and associate the profile data to the exported “named” document and the new directory structure that it was placed.
6. Export all of the documents in the iManage repository into the directory structure.



QUOTES

Are to be itemized as much as possible, and electronically delivered to

Harold Jackson
216-664-3831
HJackson3@clevelandohio.gov
Division of Information Technology & Services, 5th Floor
205 West St. Clair Avenue
Cleveland, Ohio 44113

The City reserves the right to reject any and all quotes or portions of them, to waive irregularities, informalities, and technicalities, to re-issue or to proceed to obtain the service(s).

THE CITY OF CLEVELAND IS AN EQUAL OPPORTUNITY EMPLOYER