

ADDENDUM #4
August 15, 2011,
FOR THE RFP 11-04
Agency Paperless Conversion

TO ALL PROPOSERS:

This Addendum modifies and shall become a part of the original Contract Specifications and is hereby made a part of the Proposal Documents for the referenced project.

All Proposers shall indicate in their proposal that this Addendum has been received and considered in its Cost Proposal.

The Addendum items are intended to supplement, clarify or correct parts of the proposal package. Items in the addendum shall take precedence over items corrected and shall be of equal value with items supplemented or clarified. Any questions in reference to this addendum must be directed, **in writing**, to: DMHA, Attn: **Rod Long, 400 Wayne Avenue, P.O. Box 8750, Dayton, Ohio 45401-8750.**

The following changes should be followed when responding to the RFP 11-04

Item #1 – Clarification to Questions

1. What departments are involved and how many users per department?
Reference question number 3, addendum #3
2. What are the workflow processes involved with each department and can you provide a detailed description of how each type of document is used by the departments?
3. Reference question number 4, addendum #3. A detailed description of how each type of document is used by the departments will be provided to the awarded vendor,
4. What type of indexing requirements are there for each department and each document type? Indexing requirements will be determined by proposer and approved by DMHA
5. How are the documents to be accessed are they digital?
How the documents are accessed will be based on the recommendation of awarded vendor. The majority of documents are digital, but vary according to HUD and DMHA policy.

END OF ADDENDUM #4