



RFQ – Vendor Evaluation Sheet

RFQ - The City of Cleveland-Department of Law – Export all Documents from iManage Repository

Response Code	Definition
Y = Yes	Requirement can be implemented “out of box” without customizations or modifications to existing application
N = No	Requirement will not be implemented
Cu = Customization	Requirement can be met by changing existing solution or through use of solution tools (NOTE: In Comments column, describe the customization and the estimated level of complexity – High, Medium, or Low)
F = Future	Requirement will be met by packaged solution currently under development, in Beta test, or not yet released (NOTE: In Comments column, indicate expected release date and any anticipated additional cost)
3 = 3rd Party	Requirement will be met by 3rd party solution package that is included in this proposal (NOTE: In Comments column, indicate name of proposed 3rd party solution package and proposed interface/integration services)
Co = Configuration	Requirement can be met through changes to setting of tables, switches, and rules without modification to source code (NOTE: In Comments, describe any changes to “out of box” workflow functionality)

Mark an “X” in the appropriate response for your solution

City of Cleveland Department of Public Safety Requirements

	Response to Requirements						Comments / Clarification
	Y	N	CU	F	3	Co	
Vendor is to determine the number of documents, and data files (if need be) to be exported							
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							
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.							