



INVITATION TO BID NO: 10-X-2219536

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

REQ. AGENCY : 019000  
DEPARTMENT OF REVENUE  
AGENCY REQ. NO. :  
T-NUMBER : TA735  
DATE ISSUED : 06/21/10  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1442368  
BUYER NAME : JAERI ELLIS

INVITATION TO BID

FOR: DOCUMENT MGT SOFTWARE - REVENUE

BUYER PHONE NO. : (334) 242-7259-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 07/07/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 07/08/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2219536 PAGE 2  
OPEN DATE : 07/08/10 TIME: 10:00 AM  
T-NUMBER : TA735  
RETURN DATE: 07/07/10 TIME: 5:00 PM

INVITATION TO BID

AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 01/14/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

- BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
- RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
- BID RECEIVED LATE
- BID NOT SIGNED/NOT ORIGINAL SIGNATURE
- BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
- NOTARIZED OWN SIGNATURE
- REQUIRED INFORMATION NOT SUBMITTED WITH BID
- FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2219536  
OPEN DATE : 07/08/10 TIME: 10:00 AM  
T-NUMBER : TA735  
RETURN DATE: 07/07/10 TIME: 5:00 PM

PAGE 3

INVITATION TO BID

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2219536  
OPEN DATE : 07/08/10 TIME: 10:00 AM  
T-NUMBER : TA735  
RETURN DATE: 07/07/10 TIME: 5:00 PM

PAGE 4

INVITATION TO BID

AWARD:

AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

DEFAULT:

WHEN A VENDOR DEFAULTS ON A CONTRACT/PURCHASE ORDER, THE STATE CAN PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR RESPONSIBLE FOR ANY EXCESS IN PRICE/HANDLING. THE VENDOR MAY BE BARRED FROM BIDDING FOR AN INDETERMINATE PERIOD.

FREIGHT:

BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN THE BID PRICES. DO NOT SHOW FREIGHT AS A SEPERATE COST.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

NON-APPROPRIATION OF FUNDS:

CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN TWO (2) DAYS FROM RECEIPT OF REQUEST.

PRICE SHEET

VENDOR NAME :

INVITATION TO BID

VENDOR NUMBER: -  
ITB NO. : 10-X-2219536 PAGE 5  
OPEN DATE : 07/08/10 TIME: 10:00 AM  
T-NUMBER : TA735  
RETURN DATE: 07/07/10 TIME: 5:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: R1 / STATEWIDE					
00001	COMMODITY CODE: 205-56-050477 SOFTWARE, LASERFICHE PER ATTACHED REQUIREMENTS  PLACE TOTAL FROM ATTACHMENT "A" COLUMNS E AND F IN THE "UNIT PRICE" COLUMN AT RIGHT	1	LOT	_____	_____
00002	COMMODITY CODE: 205-56-050473 SOFTWARE, CATALOG, LASERFICHE PER ATTACHED REQUIREMENTS  PLACE PRICING IN ATTACHMENT "B"	1	EA	_____	_____
00003	COMMODITY CODE: 920-56-077020 SERVICES, IMPLEMENTATION OF LASERFICHE PER ATTACHED REQUIREMENTS  PLACE TOTAL FROM ATTACHMENT "A", INITIAL PROJECT IMPLEMENTATION IN "UNIT PRICE" COLUMN AT RIGHT	1	LOT	_____	_____

PAGE TOTAL \_\_\_\_\_  
BID TOTAL \_\_\_\_\_

**STATE of ALABAMA  
DEPARTMENT of REVENUE  
INFORMATION TECHNOLOGY DIVISION**

**INVITATION TO BID**

**FOR**

**LASERFICHE**

**DOCUMENT MANAGEMENT**

**SOFTWARE PRODUCTS AND SERVICES**

**June 15, 2010**

## SECTION – I

### **LASERFICHE DOCUMENT MANAGEMENT SOFTWARE ADMINISTRATIVE AND CONTRACTUAL INFORMATION**

**I.1. OBJECTIVE:** The purpose of this Invitation to Bid (ITB) of the Alabama Department of Revenue (ADOR), State of Alabama (State) is to purchase LASERFICHE Document Management and no other, server and client software products, licensing and support in accordance with the requirements contained herein.

**I.2. CONTRACT PERIOD:** An initial 12-month contract will be established to begin on the date of award with an option to renew for up to four (4) additional 12 month contract periods, or extend the first contract until such time that a new contract can be bid and awarded. Any additional contract or extension will be at the same or lower prices, same terms and conditions. Any successive contract must have the written approval of both the State and the awarded vendor no later than 90 days prior to the expiration of the original contract.

**I.3. VENDOR ELIGIBILITY:** Bidder must be the manufacturer or manufacturer authorized reseller for all software products, licensing, installation services, and consulting services bid in response to this ITB. Bidder must include in their bid response documented manufacturers proof of such authorization. Bidder must have at least twenty (20) installed and current Laserfiche accounts, of which at least ten (10) must be Laserfiche Workflow installations.

**I.4. RESPONSE SUBMISSIONS AND BID FORMAT:** The bidder must submit a minimum of one (1) original and two (2) copies of the bid response and three (3) copies of their catalog/list in addition to all other requested information. At least one copy of the catalog/list must be provided on CD in PDF format. Bid should be in the same format and sequence as presented in this ITB. Bid responses must include a statement of understanding and compliance with all mandatory requirements.

**I.5. SECURITY STATEMENT:** Some data elements and licensed software utilized by the State are of a highly restricted nature. The bidder must ensure that personnel involved with any State project shall be advised of and acknowledge in writing the confidential nature of information contained in State agency files as well as the safeguards required and criminal and civil sanctions of non-compliance in Federal and State statutes. Any software or file data in the custody of the contract vendor must be stored in an area that is physically safe from access or destruction by any unauthorized person(s).

**I.6. INQUIRIES:** Any questions that arise concerning technical specifications must be submitted in writing to:

Gary Graham  
Information Technology Division  
50 North Ripley Street, Room 1116  
Montgomery, Alabama 36132-7123  
Email: [Gary.Graham@revenue.alabama.gov](mailto:Gary.Graham@revenue.alabama.gov)

Procedural questions and copies of all questions should be directed to:

Ms. Jaeri Ellis, Buyer  
Division of Purchasing  
100 North Union Street, Suite 192  
Montgomery, Al 36130-2620  
Email: [Jaeri.Ellis@purchasing.alabama.gov](mailto:Jaeri.Ellis@purchasing.alabama.gov)

**I.7. REFERENCES:** The bidder must provide in their bid response a minimum of three (3) current State or Local Government accounts where they have installed the software products listed in the bid. Bidder must include account name, address, contact person and telephone number. The State may contact any or all references.

**I.8. ACCOUNT REPRESENTATIVE:** Awarded vendor must establish an Account Manager with contact name(s), an 800 phone number and fax number. Bidder must include this information in their bid response.

**I.9. ADDITIONAL INFORMATION:** Bidder should include any additional information that is believed to be pertinent but not explicitly asked for elsewhere in the ITB. Any additional information requested from a vendor must be furnished within five (5) days after receipt of request.

**I.10. AWARD:** Award will be based on the lowest total cost for the Bid Evaluation Initial Project Pricing configurations included with this ITB (See Attachment - A) meeting all specifications.

**I.11. DELIVERY TERMS:** Awarded vendor should deliver all purchase order items within thirty (30) calendar days after receipt of order (ARO). Partial shipments are acceptable if authorized in writing by the ordering agency. Awarded vendor must deliver to the address listed on the purchase order. No handling charges or other fees are to be added to vendor invoices.

**I.12. NON-APPROPRIATION OF FUNDS:** Continuation of any agreement between the State and a vendor beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non-availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidation damages shall accrue to the State as a result. The State will not incur liability beyond the payment of accrued agreement payment.

**I.13. PAYMENT:** No invoice shall be paid until all items have been delivered to the destination shown on the purchase order as ordered and in a satisfactory working order. After merchandise has been received and invoices submitted to the ordering agency, it shall be the responsibility of the ordering agency to make payment. Any questions concerning payment should be addressed to the user agency listed on the first page of the purchase order, not to the Division of Purchasing. The State will not pay in advance for any services or purchases.

## SECTION II

### LASERFICHE DOCUMENT MANAGEMENT SOFTWARE ADDITIONAL TERMS AND CONDITIONS

**II.1. SOFTWARE CATALOG:** Bidder must submit a complete catalog/list with contract pricing that will be in effect during the contract period. The Catalog/list should include every Laserfiche component or module the bidder is authorized to sell and support. The Catalog/list must be in the format specified in ATTACHMENT “B”.

**II.2. PRICING AND FORMAT:** The pricing sheet shown in ATTACHMENT “A” is the format that is to be used for responding to the specific software and services being bid in this ITB.

**II.3. QUANTITY:** The quantity of future purchases for each item requested in this solicitation beyond those identified in the Attachment “A” is not known. The State Division of Purchasing does not guarantee that the State will buy any amount. Orders will be placed as needed and will give complete shipping instructions.

**II.4. PRIME CONTRACTOR RESPONSIBILITIES:** Awarded vendor must assume responsibility for all orders and delivery for all software and support services on contract. The vendor must be the sole point of contact regarding contractual matters, including performance of services and the payment of any and all charges resulting from contract obligations. The vendor cannot subcontract any services offered in the bid.

**II.5. PRICE DECREASES:** The State shall receive the benefit of any price decreases as soon as possible. The discount percent must be applied to the new lower retail price. Contract vendor must invoice the State for the cost of the software at the time of shipment versus price quote or purchase order, if the price is lower.

**II.6. QUANTITY DISCOUNTS:** If volume discounts apply per order, provide in a list format the additional discounts to be applied by quantity.

**II.7. USE WARRANTY:** The contract vendor warrants the software sold on contract shall be new, unopened, and include original manufacturer’s warranty. Vendor shall at its expense correct or replace defective software to the satisfaction of the State.

**II.8. CANCELLATION:** The contract resulting from this solicitation may be cancelled by the State by giving thirty (30) days written notification to the vendor. Failure to provide software products as bid and any upgrades will also be cause for immediate cancellation.

**II.9. NEWS RELEASES:** No news release, press conferences or advertisement pertaining to this ITB will be made without prior written approval of the ADOR Commissioner’s Office.

**II.10. SOFTWARE VERSIONS:** It is understood that the latest fully functional version is being requested. If a later version has been released prior to bid opening, please specify latest version, publisher/manufacturer part number and price. Publisher/manufacturer’s part number must be included on pricing sheet. At time of shipping all software shipped must be the most current version/release.

**II.11. SOFTWARE MEDIA AND DOCUMENTATION:** All items bid are to be supplied with appropriate media and documentation unless otherwise noted.

## SECTION – III

### **LASERFICHE DOCUMENT MANAGEMENT SOFTWARE TECHNICAL SPECIFICATIONS AND REQUIREMENTS**

**III.1. LASERFICHE Document Management Software.** Each item bid is to have an explanation of the purpose and use of the package or module. The Department intends to initially purchase the Laserfiche Document Management software licenses and services listed in Attachment A, Initial Project Pricing, and may purchase additional Laserfiche licenses or components at later dates during the contract period from Attachment B, Catalog Pricing Sheet.

**III.2. Technical Requirements:** The implementation of Laserfiche for the Department of Revenue must support Microsoft .NET technology and utilize SQL databases. Microsoft Active Directory must be used for authentication.

**III.3. Description of Initial Project:** This section outlines the scope of the initial project and the support services to be included in the pricing in Attachment A, Initial Laserfiche Project. The initial project will be a Human Resource personnel file imaging and retrieval application. Several folders for each employee must be set up to organize and store different sections of a typical personnel file, such as medical, payroll, training, personnel, performance appraisals, etc. User security must be set up to limit access to certain folders and documents based on job requirements. Once Laserfiche is installed and the personnel file folders are created, previously scanned images and associated metadata currently stored on two (2) DVD's must be imported into the Laserfiche system. Some translation or combination of document types might be required prior to loading into Laserfiche. The document type is an index field in the metadata. The images are TIFF group 4 and the metadata is in a delimited file.

Once the images from the DVD's are imported, a scanning and indexing function must be created to process the remaining majority of personnel files. Multiple people in the Human Resources section must be able to index scanned documents at the same time. Our intention is to have more than one person scanning personnel files and at a later time, have multiple people paging through the scanned images, identifying the document and manually keying the SSN, Document Type, and the Document Date. As part of the indexing function, a file lookup must be made to find the SSN from data supplied in an employee lookup file (a delimited file supplied from another system twice a month) and populate the remaining index values for that individual in Laserfiche.

Any and all site specific source code or component developed or installed for the purpose of meeting the requirements associated with the initial project will become the property of the Alabama Department of Revenue. In addition to general end-user and technical documentation for the Laserfiche product(s), documentation specific to the Initial Project must be developed indicating the configuration and/or setup of the folder layouts, index and metadata setup, document types, etc.

**III.4. Support Services:** Bidder must provide on-site installation, configuration, training and other services necessary to implement the initial project identified above and train ADOR technical personnel and Human Resources end-users. Training must be sufficient to enable ADOR technical staff to create additional scanning and indexing applications, administer the system, create and update end-user security privileges, create and modify folders, create index searches, import image files and metadata, and provide familiarity with other menu items and functions in the purchased Laserfiche software. The department's goal is to be self-sufficient after the initial project and able to fully utilize the purchased modules and components of Laserfiche without incurring billable vendor services beyond that of standard software maintenance.

**III.5. Maintenance:** Bidder must provide the first years software maintenance at no cost to the department. Bidder must provide a detailed description of what their maintenance fees cover and how they would provide on-going support to the Department. Annual maintenance costs must be included in Attachment A.

## Attachment A – Initial Project Pricing

### Pricing for Laserfiche software:

A. Item Description	B. Qty	C. Manufacturers Suggested Retail Price	D. State Discounted Price	E. Total Price (B x D)	F. Annual Maintenance for quantity listed
MSE30 – Laserfiche Named User Server for MS SQL w/Workflow	1				
MNF05 – User(s) Laserfiche Named Full User w/Snapshot & Email	150				
MCA01 - Laserfiche Import Agent	1				
MCQ01 – Laserfiche Quick Fields	1				
MCS01 – Laserfiche ScanConnect	1				
MCQC3 – Laserfiche Zone OCR & Validation Package (includes Pattern Matching)	1				
MCQC5 – Laserfiche Real Time Lookup & Validation Package (includes Pattern Matching)	1				
MPL01 – Laserfiche Plus Plug-in	1				
<b>TOTAL</b>					

Note: The Department would prefer concurrent user licenses over named user licenses if possible.

### Pricing for Bidder services for Initial Project Implementation:

Description of service or expense	Number of Days	Price per Day *	Total
Software Installation, Initial Project development and implementation (see Section III.3)			
On-site Technical & Administrative Training			
On-site End-User Training (approx. 20 individuals)			
Other (please describe in detail)			
<b>TOTAL</b>			

Note: The Price per Day must include all travel, lodging and other expenses.

Grand Total for Laserfiche software and Bidder services: \_\_\_\_\_

**Attachment B - Catalog Pricing Sheet Format**

Description	Manufacturer Suggested Price	Discount Percentage	Volume Discount Levels (if applicable)	Annual Maintenance	Comments