



REQUEST FOR PROPOSALS FREEDOM OF INFORMATION ACT (FOIA) REQUEST SOFTWARE

QUESTIONS & CLARIFICATIONS

The period to submit questions and clarification ceased at 4 p.m. CST on November 24, 2021.

Below are the list of questions The City of Fargo received and the official responses:

What is the number of open records the City and your PD get on a monthly basis?

- *The City averages approximately 20 open record requests per month.*
- *The Police Department averages approximately 150 open record requests per month.*

How many total city users will utilize the solution? Can you estimate the number of concurrent city users who will be in the solution at the same time?

- *The number of total users (as well as concurrent users) is difficult to estimate at this time, since no current software solution is in place. However, there are 23 departments of varying sizes within the City. At least two people per department will be trained on the solution, with some departments (such as PD) having as many as 30 users.*

Can you share your budget for this project?

- *Appropriate budget exists to purchase a robust solution for The City of Fargo that best meets the needs of the City, as identified by the cross-departmental review team. The exact dollar figure, however, will be allocated within the Communications & Governmental Affairs budget once the final selection has been made.*

Has the City seen demos of prospective solutions for this project?

- *The cross-departmental review team has not undertaken any demonstrations of FOIA software.*

How many internal users do you currently anticipate requiring access to manage FOIA request in the system?

- *The number of total users (as well as concurrent users) is difficult to estimate at this time, since no current solution is in place. However, there are 23 departments of varying sizes in the City. At least two people per department will be trained on the solution, with some departments (such as PD) having as many as 30 users.*

Do you require any data migration into the new system?

- *The City may choose to do so in the future for historical archive purposes, but any responses to already-processed FOIA requests will not need to be migrated/transferred into the system by the vendor as part of the contract.*

Can we request an extension for the submittal due date due to the Thanksgiving holiday and the need to respond to the answers to the questions?

- *Unfortunately, requests to extend the submission deadline will not be granted by The City of Fargo.*

PROJECT TIMETABLE

The City reserves the right to modify the timeline below as necessary.

RFP Release	<i>November 15, 2021</i>
Questions and Clarification Requests Due	<i>November 24, 2021 (4 p.m. CST)</i>
Response to Questions/Clarifications from COF Due Date	<i>December 1, 2021</i>
Proposals Due	<i>December 10, 2021 (4 p.m. CST)</i>
Selection (Virtual interviews conducted, if required)	<i>December 13-17, 2021</i>
City Commission Approval of Contract	<i>December 27, 2021</i>