



OFFICE OF THE STATE ATTORNEY

SIXTEENTH JUDICIAL CIRCUIT
IN AND FOR MONROE COUNTY

DENNIS W. WARD
STATE ATTORNEY



530 Whitehead Street, Suite 201
Key West, FL 33040-6547
(305) 292-3400

SEALED BIDS: DOCUMENT MANAGEMENT SYSTEM

The Office of the State Attorney - 16th Judicial Circuit will receive sealed bids on or before 3:00 PM, Monday, November 1, 2010, for the following described document management system:

A software system to scan any and all types of paper documents. System should have the capability to integrate with Case Management software STAC, produced by CIP, Inc. and Administrative Management software BOMS produced by CIP, Inc. Proposal should include one scanner as recommended by vendor to integrate with their proposed solution.

Software system should have various search capabilities, both dependant upon, and independent from STAC and BOMS. The system should be able to manage, store, secure, and retrieve a variety of data files, including but not limited to; audio, image, document, and video files. The system should be able to reproduce those documents, allowing for redacting and emailing directly from the system.

The system should not require any hardware beyond the recommended scanner, and should be able to integrate with a variety of existing server and network based storage solutions. The system should also have the availability of off site backup and storage.

Proposal should included one year annual licensing and support, twenty concurrent user licenses, and installation and training of IT and administrative staff, as well as end user training.

Proposal should also include company details, any past or present customer references using proposed solution and any information regarding failure to complete or comply with prior State of Florida, or Municipal agency contracts.

Bids will be opened in the Main Lobby of the Office of the State Attorney, 16th Judicial Circuit, located at 530 Whitehead Street, Suite 201, Key West, FL. The Executive Director will reserve the right to reject any and all bids or any portion thereof.

Bids will be opened at 3:00 PM, Monday, November 1, 2010.

Please mail or hand deliver your bid marked "Sealed Bid - Document Management System" to:

The Office of the State Attorney - 16th Judicial Circuit
Attention: Nancy Criswell
530 Whitehead Street - Suite 201
Key West, FL 33040