

## RESPONSES TO QUESTIONS RECEIVED REGARDING RFP

1. On page 2, the due date is 12/29/17 at 4:30 pm but on page 3, the due date is 12/20/17 at 4:30 pm. Which is the correct date?

**The correct due date is 12/29/17 at 4:30 pm EST**

2. Does Grays Harbor County follow the State of Washington retention schedule or are there exceptions for some records series?

**Grays Harbor County follows the State of Washington retention schedules that apply to Local Governments.**

3. What version of Laserfiche do you use?

**Version 9.03**

4. How many documents currently residing in Laserfiche will need to be migrated to the new system?

**This is what is currently in Laserfiche:**

**152,940 folders**

**1,930,904 documents**

**7,835,383 images at 600 gigs**

**784,773 text files for 2.5 gigs**

**616 electronic attachments; pdf's etc for 609 mb**

**No final decisions about migration have been made at this time.**

5. Are there any other sources of record that will need to be migrated, such as from shared drives or cloud-based repositories?

**No final decisions about migration have been made at this time, however, most of the County's documents are stored on shared drives at this time – and are not in Laserfiche. The County has approximately 2.1 TB of documents stored outside of Laserfiche currently.**

6. Is the County unhappy with Laserfiche and looking to replace it, or will Laserfiche also be submitting a response for this portion of the project?

**The County cannot say with any certainty if Laserfiche will be submitting a response. At this time the County is searching for a solution or solutions and will be deciding what is the best fit based on the responses that we receive.**