Questions and Answers

REQUEST FOR PROPOSALS FOR

**PUBLIC RECORDS REQUESTS MANAGEMENT
PLATFORMS**

Request For Proposal (RFP) No. 2025_04_29_PRMP

Issue Date: April 29, 2025
RFP Submission Deadline: May 9, 2025
[MVWSD District Business](#)

Under "3. Proposal Requirements", regarding Document Storage and Access, can you please provide clarification on what information the district needs on file organization and search functionality?

By 'file organization and search functionality,' we mean the platform should provide tools that allow us to efficiently store, label, categorize, and retrieve documents associated with public records requests.

File Organization could mean:
- Ability to group files by request, requester, type of attachment or file, tags or topic.

Search Functionality could mean (ideally, full-text search across all uploaded documents) ability to filter by:

- Date ranges
- File type (PDF, email, Word, etc.)
- Sender/recipient (especially for emails)
- Tags or metadata
- Keyword or phrases
- Boolean search (e.g., AND, OR, NOT) for advanced users.
- Highlighting of search terms within document previews.

Will the decision panel be scheduling in-person/remote presentations to review software as part of the decision-making process?
It is likely that we'd need exploration of a vendor's platform. That could happen in the form of a live demo and/or via a test account on the platform.

Given the short window from questions 5/7 to required submittal 5/9, is it possible to extend submission by one week to 5/13 to give time to complete?
We'd like to stay with the current timeline.

Please describe your internal workflow process for managing public records requests?

Generally, we do a search on our Google docs/email platforms for keywords and time frames. This is where most records live. From there, we download potentially responsive PDFs in a folder and review them by hand. We eliminate duplicates or non-responsive documents by deleting them. We then either print and redact confidential information by hand or redact in Adobe Acrobat. The workflow and responses to the requesters are tracked via a spreadsheet. After the documents are fully prepared and reviewed internally, the requester receives an email and Google Drive link where they can view and download the responsive records.

How is the de-duplication of documents currently being handled?

By hand. We read all of the documents and delete ones that are duplicate, best that we can.

In what format are emails exported from Google vault (i.e. MBOX, .pst, other)?

Files can be exported in either mbox or pst format.