



801 228th Avenue SE ■ Sammamish, WA 98075 ■ phone: 425-295-0500 ■ fax: 295-295-0600 ■ web: www.sammamish.us

Redundant, Obsolete/Outdated, and Trivial (ROT) Analysis Tool Request for Proposal and Demonstration

Respond no later than March 17, 2021 at 6:00 pm PST

I. INVITATION & SUBMITTAL INSTRUCTIONS

Due to unforeseen circumstances, the City of Sammamish is extending this RFP submission period. All dates have been changed accordingly.

The City of Sammamish is seeking proposals and product demonstrations for a Redundant, Obsolete/Outdated, and Trivial (ROT) Analysis Tool to assist the City in meeting its goals of increased organization of records prior to the implementation of the Electronic Records Management System “CollabSpace”.

Proposals and responses to the below questions (not to exceed 20 pages total and 20MB in size) should be submitted no later than March 17, 2021 at 6:00 pm PST to this separate form here:

<https://www.sammamish.us/ROT-RFP-Submissions>

Submissions received after this deadline will not be considered for selection. No fax, telephone, physical mail, or hand-delivered submittals will be accepted.

II. BACKGROUND

The City of Sammamish is currently in the process of organizing its electronic records and is seeking a tool to locate and analyze Redundant, Obsolete/Outdated, and Trivial (ROT) records. These records will be appraised and dispositioned when appropriate. This ROT disposition/clean-up effort is part of a larger ongoing project to implement and add records to its Electronic Records Management System “CollabSpace”. The City’s goal is to crawl records in an organized manner. The records to be analyzed first are stored in file shares, however we may be interested in analyzing records in other systems as well.

The project team seeks a tool to quickly identify and analyze records prior to the implementation of the ERMS “CollabSpace”. The tool should improve searchability where city records are created and maintained, including network file shares, SharePoint, Microsoft 365, and TRAKiT/Central Square.

The ideal ROT Analysis Tool will identify duplicate files, locate obsolete, outdated and trivial files, analyze the file metadata, provide reports on how much ROT data is being stored to reduce the City's records storage costs, track the deletion process and streamline the records crawled into the ERMS.



Objective of the Project

The objectives of the City's Redundant, Obsolete/Outdated, and Trivial content (ROT) Project are to:

- **Connect File Shares**
 - Integration with various City systems where records are created and maintained, including file shares, SharePoint, Microsoft 365, and TRAKiT/Central Square.
 - Our current systems support Windows servers, SQL databases, for on-premise systems as well as cloud services that work with Windows-based systems.
- **Manage & Analyze ROT Data**
 - Ability to search for and locate easily unopened, unmodified, and non-business files.
 - Analyze and provide reports on how much junk data is being stored.
 - Easily identify and quarantine stale and trivial files.
- **Find Duplicate Files**
 - Analyze files based on their size, name, and last modified dates as well as file content.
 - Find duplicate files across all connected file shares and cloud services within the domain.
 - Ability to find near-duplicates – records for which content is nearly identical to better locate versions.
- **Create a Positive End-User (Staff) Experience**
 - Allow records manager and records liaison staff to continue using the software/tools and processes they already use to perform their job duties while still accomplishing the records management and security goals of this project.
 - Have a low learning curve for average users of the ROT analysis tool.
Allow or facilitate usage of categorizing, document routing/approval workflows.
- **Have Access to Product Support**
 - Ability to build additional connectors to other tools/systems in the future.
 - Post-implementation support options available.
Training resources available such as webinars, white papers, community forums, conferences, etc.
- **Competitive Price**
 - Accomplish the project objectives for a competitive price less than a budget of \$20,000 for Data size <10TB.
 - Achieve a return on investment (ROI) in short order after implementation of services and products.
 - Continue to show ROI with continued use of products and services (e.g. locating records duplicate files, unopened, unmodified, etc.).



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Requested Services

The City has a project manager, records manager, and IT project liaison to support this project. The City is looking for a company with a product solution to locate, analyze, and disposition Redundant, Obsolete/Outdated, and Trivial (ROT) records as part of the pre-implementation of its ERMS “Collabspace”. The analysis tool objectives are stated in the above section.

Deliverables

Final deliverables will be worked out through development of the “Scope of Work” with the selected project team. The City anticipates that deliverables would include:

- Project planning documents.
- Recommended product(s) to accomplish the City’s project objectives.
- Recommended configuration of the City’s systems to connect with the recommended product(s).
- Recommended implementation plan for recommended product(s), staff training, and similar documents and services.

III. SOLICITATION PROCESS AND TIMELINE

The solicitation process involves two phases:

1) **Submission:**

Submit your proposal, responses to questions, and any other supporting documentation here (<https://www.sammamish.us/ROT-RFP-Submissions>) by March 17, 2021 at 6:00 PM PST (not to exceed 20 pages total and 20MB in size):

2) **Evaluation:**

- a. Proposals and supporting documentation will be evaluated on how well they meet the stated objectives of this RFP. Up to 3 companies which most fully meet the objectives will be contacted to schedule a product demonstration on or after March 18, 2021.
- b. The project evaluation team will rate the product and services demonstrated to them along with the responses to the questions submitted based on the criteria listed in section IV of this RFP. The product that best meets the City’s project needs will be identified.

Final project team selection and award is contingent on City Manager approval.



Proposed Timeline

The following is a tentative schedule. The City reserves the right to change the dates or eliminate one or more events from the schedule.

Schedule of Events	Date	Comment
Advertise Project	Seattle Times: March 3, 2021	
Submit Proposal and Responses to Questions	March 17, 2021 at 6:00 pm PST	https://www.sammamish.us/ROT-RFP-Submissions
Conduct product and service demonstrations	March 18 - March 25, 2021	
Select successful project team	March 26, 2021	
Complete contract negotiations	April 2, 2021	Finalize scope of work
Review of contract by City Manager	April 6, 2021	
Anticipated project start	April 12, 2021	

IV. EVALUATION CRITERIA

Proposals and supporting documentation will be evaluated on how well they meet the stated objectives of this RFP. Up to 3 companies which most fully meet the objectives will be contacted to schedule a product demonstration on or after March 18, 2021.

Products and services will be evaluated based on information presented during the scheduled demonstration to the evaluation team along with responses to the following questions. Evaluation criteria are as follows:

Criteria	Points
Ability to identify ROT content/records – duplicated, outdated by last modified date, records that are irrelevant and/or unnecessary	30
Ability to connect to primarily Windows-based systems	20
Prior experience with similar projects / Product support and resource availability post-implementation	20
Ability to guarantee security for electronic records	15
Ability to create a positive end-user experience / Allow staff to continue using their software/tools normally	10
Offer competitive product and service costs	5
Total Points	100



Questions

Please provide responses to all questions and submit with the proposal to this form no later than March 17, 2021 at 6:00 pm PST <https://www.sammamish.us/ROT-RFP-Submissions>:

ROT Analysis

1. How does your ROT analysis tool facilitate the analysis of records and content that is redundant, outdated, or trivial in a variety of locations?
 - a. Describe the process and time generally required to analyze records and content to obtain what is duplicated, unopened, unmodified, and non-business files in a variety of locations?
 - b. How does your analysis tool organize what is identified as ROT?
2. Does your product create reports that clearly indicate the duplicated, unopened, unmodified, and non-business records and their location? If yes, please provide the details of those reports.
3. How is disposition (destruction) of records carried out and what (if any) documentation is produced for the process?
4. What products do you connect with (i.e. SharePoint, file shares, etc.)? Are you working to connect with specific, primarily Windows-based systems? Is your product on-prem or online/cloud based?

Duplicates, Unopened, Unmodified/Search

1. Does your product identify the duplicated, unopened, unmodified, and non-business files in multiple repositories at the same time and provide the details? If so, are there limits on the type of documents or file types that can be analyzed? (i.e. spreadsheets, databases, video/audio files, photographs with text, etc.)
2. Does your product check for both metadata and content for duplicates?
 - a. If so, does your analysis tool allow site owners to further analyze the relevance of their content to better make decisions whether to keep, edit or destroy content.
3. Describe how additional connectors might be built (by yourself or City staff) for other City tools such as TRAKiT (our permitting software) so we could use your tool to analyze records in other systems.

Security

1. Describe your product's ability to respect access/permission restrictions on certain files and folders for various search functions and configurations.
 - a. Is there an option to set the access/permission restrictions through your product? Or must it be set in the specific tools/repositories connected (i.e. SharePoint, File Shares, etc.)?
2. What security certifications does your product hold? (i.e. DoD 5015.2, SOC 2, etc.)



3. Do you use Active Directory/Single Sign-On? Describe how if so.
4. How does your product and company guarantee data security?
5. Is your product (and any additional records created by the system, if any) stored on premises or in the cloud?
 - a. If the cloud, which service is used?
 - b. If on premises, will the City need additional servers? Can you anticipate how many?

End-User (Agency Staff) Experience

1. Describe how the records manager/records liaisons among City staff will use your tool to locate and analyze records to identify ROT and duplicates. How much training do you anticipate will be necessary?
2. What is the learning curve for average users of your product?
3. Does your product facilitate or support document routing or approval workflows?
4. What agency technical resources are required during and after implementation to support your product? i.e. City's Network Engineer, System Administrator, Developer, Helpdesk, Trainers, etc.
 - a. What specific support is required from the City's IT Team when setting up and/or connecting your application with our systems?
 - b. Do we need to set up VMs or storage areas for the transition?
 - c. Do we need to upgrade our network bandwidth to handle traffic?
 - d. Can the product run during business hours or does it need to run during off-hours?
5. How much time do you anticipate various staff will need to invest in project preparation, tool implementation, and post-implementation to successfully analyze, organize, clean up, and manage records?
 - a. i.e. Records/Project Manager, IT Team staff, power users/Dept. records liaisons, content creators (all other staff), etc.

Experience & Product Support

1. Describe your prior experience with implementation of ROT analysis tools and services for government agencies or others with similar objectives to City of Sammamish including the outcome of those projects.
2. What support might you offer for building additional connectors in the future?
3. After implementation of your product, what type of resources are available if something isn't working or additional support is requested?
4. What type of training is provided to City staff?
 - a. Are different trainings offered to staff depending on how they will interact with your product?
 - b. Do you have a train-the-trainer model, where 1 person from an agency is fully trained by your team on the product and they are then expected to train others at their agency? Or do you offer training and support to all power users from an agency for your product?



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- c. Are trainings limited by number of hours and/or individuals?
 - d. Are additional trainings available after implementation? Is there a cost to this?
5. What training resources do you offer?
 - a. Do these include a community forum, webinars, or conference options?
6. How does your product handle change in Microsoft 365 or other connecting products?
 - a. Will support be required from agency IT Staff to implement patches, updates, or ensuring your product is still connecting? Or is this something that happens on your end?

Pricing

1. What is your pricing and/or licensing structure for a budget of \$20,000 for up to 10TB?
2. What are your annual or projected costs for ongoing support and maintenance?
3. How often do your annual rates change?
4. What ROI do you project for this project? If there is not yet enough data to calculate this, what ROI do similar agencies see after using your services and products for similar projects to those described here?

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

This material can be made available in an alternate format by emailing **Nyambura Ruhiu-Mboggo "Nyam"** at Nruhiu-mboggo@sammamish.us or calling 425-295-0500.