

**GENERAL MEETING OF THE BOARD OF DIRECTORS  
OF THE  
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

**RESOLUTION NO. 09-47**

**Vendor to Provide  
Enterprise Document Management System**

WHEREAS, the Central Texas Regional Mobility Authority ("CTRMA") was created pursuant to the request of Travis and Williamson Counties and in accordance with provisions of the Transportation Code and the petition and approval process established in 43 Tex. Admin. Code § 26.01, *et seq.* (the "RMA Rules"); and

WHEREAS, the Board of Directors of the CTRMA has been constituted in accordance with the Transportation Code and the RMA Rules; and

WHEREAS, the CTRMA has adopted procurement policies (the "Procurement Policies") that provide for various methods for procurement of goods and services; and

WHEREAS, in Resolution No. 08-48, dated July 30, 2008, the Board of Directors authorized the Executive Director and staff to develop and issue a Request for Proposals ("RFP") in accordance with the Procurement Policies soliciting an entity to develop an enterprise document management system for the CTRMA and provide support and consulting services for the utilization of such a system ("Document Management System"); and

WHEREAS, the RFP was issued and six total responses were received by the CTRMA on or before the submittal deadline; and

WHEREAS, an evaluation committee comprised of CTRMA staff and consultants evaluated all of the responses received utilizing the evaluation criteria set forth in the RFP and subsequently developed a short list of three responders to be interviewed for further evaluation; and

WHEREAS, the evaluation committee conducted interviews with each of the short-listed responders and evaluated the respective proposed systems in accordance with the pre-established evaluation criteria and has developed a recommendation for the vendor to be selected to contract with the CTRMA to provide the Document Management System; and

WHEREAS, the Executive Director and CTRMA staff, pursuant to the evaluation conducted by the evaluation committee, recommend that a contract be negotiated and executed with Visual Data Software Corporation.


NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the CTRMA hereby adopts the recommendation of the Executive Director and CTRMA staff to enter into negotiations and finalize a contract for the Document Management System with Visual Data Software Corporation, and authorizes the Executive Director to negotiate, finalize and execute


the contract on the terms and conditions acceptable to the Executive Director and consistent with this Resolution, the Procurement Policies, the RFP and the response to the RFP received from Visual Data Software Corporation.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 31st day of July, 2009.

Submitted and reviewed by:

Approved:

  
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Tom Nielson  
General Counsel for the Central  
Texas Regional Mobility Authority

  
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Ray A. Wilkerson  
Chairman, Board of Directors  
Resolution Number 09-47  
Date Passed 7/31/09



## Electronic Document Management System (EDMS)

- Computer system or program used to track and store electronic documents and/or images of paper documents
- Digital asset management
- Document imaging
- Workflow systems
- Records management systems



- **CTRMA Board Approval of EDMS Procurement** - July 30, 2008
- **Request for Proposals (RFP)** - issued March 16th, 2009
- **RFP Responses** - received April 20th, 2009
- **Shortlist Notification** - notified May 14th, 2009
- **Shortlist Interviews** - held on May 29th & June 10th, 2009
- **Demo Account Review Sessions** - reviewed by Procurement Team June 18th through July 1st, 2009
- **Recommendation of Vendor to CTRMA Executive Director** - recommended July 6th, 2009



- **Wes Burford - Chair**  
Director of Engineering, CTRMA
- **Gretchen Nagy - Member**  
Executive Assistant, CTRMA
- **Cynthia Harris - Member**  
Administrative Assistant, CTRMA
- **Pete Golde - Member**  
President, TechPeople, Inc.
- **Grant Fisher - Member**  
Technology Analyst, HNTB
- **Carol Fajkus - Facilitator**  
CTRMA Team Program Assistant, GEC Team



## 6 total Responses were received from:

- BRC Digital LLC
- HBMG
- Image X
- SMARTfiles
- Treeno Software
- Visual Data Software Corporation



<b>Firm Organization &amp; Staffing</b>	<b>1.00 Point</b>
<b>Experience of the Team</b>	<b>2.00 Points</b>
<b>HUB/DBE Participation</b>	<b>1.00 Point</b>
<b>Technical Specifications</b>	<b>4.00 Points</b>
<b>Cost</b>	<b>2.00 Points</b>
<b>TOTAL POSSIBLE POINTS</b>	<b>10.00 POINTS</b>



		Ranking	Total Score	EVALUATORS				
				Firm Organization & Staffing	Experience	HUB/DBE Participation	Technical Specification	Cost
<b>Total Possible Points</b>			<b>10.00</b>	1.00	2.00	1.00	4.00	2.00
<b>FIRMS</b>	<b>Visual Data Software Corporation</b>	<b>1</b>	<b>7.99</b>	0.76	1.59	0.14	3.52	2.00
	<b>SMARTiles</b>	<b>2</b>	<b>7.74</b>	0.59	1.51	1.00	2.72	1.91
	<b>Treeno Software</b>	<b>3</b>	<b>7.19</b>	0.59	1.55	0.04	3.09	1.91
	<b>BRC Digital LLC</b>	<b>4</b>	<b>6.48</b>	0.52	1.53	0.04	2.94	1.45
	<b>HBMG</b>	<b>5</b>	<b>5.81</b>	0.59	1.28	0.80	2.18	0.96
	<b>Image X</b>	<b>6</b>	<b>2.73</b>	0.21	0.57	0.04	1.92	0.00



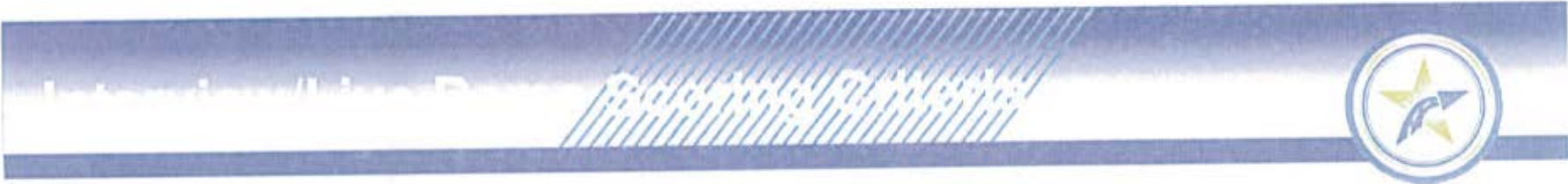


## A total of 3 Respondents were shortlisted:

- SMARTfiles
- Treeno Software
- Visual Data Software Corporation



- Interview format:
  - Question/Answer Session
  - Live Demonstration Session
- Question/Answer Session - allowed for elaboration on technical capabilities, schedule and implementation methodology
- Live Demonstration Session - was designed to give the Procurement Selection Committee a good understanding of how the proposed solution performed in predefined areas



<b>Question &amp; Answer Session</b>	<b>60 Points</b>
<b>Live Demonstration Session</b>	<b>120 Points</b>
<b>TOTAL POSSIBLE POINTS</b>	<b>180 POINTS</b>

		Ranking	Total Score (180 = Total Possible Points)
FIRMS	Visual Data Software Corporation	1	155
	Treeno Software	2	154
	SMARTfiles	3	131



- BAFO was based on areas of the RFP which the Procurement Team refined after reviewing information presented in the interviews and live product demonstrations
- BAFO submissions were requested from Treeno Software and Visual Data Software Corporation on June 15th, 2009
- BAFO Response was received from Treeno Software
- Visual Data Software Corporation did not amend their original Response



- Post-interview, access to Respondent's application via the Internet was requested for a two week trial period from:
  - Treno Software Corporation
  - Visual Data Software Corporation
- Demo Accounts were requested to be preloaded with sample information to further demonstrate the capabilities and features outlined in Respondent's Response to the RFP and as demonstrated in the interviews



## Based on:

- Procurement Process
- Interviews
- Best and Final Offers
- Demo Account Review Sessions



- Recommend the CTRMA enter into service agreement negotiations with **Visual Data Software Corporation**
- Recommend a **'not to exceed'** amount of **\$120,000** to cover any additional costs that may arise during the implementation of the application





**CENTRAL TEXAS**  
**Regional Mobility Authority**