

Records Management Support Services

City of Redmond, WA

Summary of Proposal – Records Management Support Services

Vendor Information	Comment
Company, Contact name, Contact title	
Contact: Address, phone, e-email	
Year founded, Public vs. Private	
Employee Count	
– Worldwide	
– U.S.	
Nearest Regional Office to City of Redmond	
Experience with Records Management	Comment
Washington State retention schedules (writing, understanding, applying)	
Conducting records assessments	
Developing records inventories	
Developing a records “crosswalk” database	
Developing records strategic plan and policies and procedures	
Developing an audit program	
Developing disaster recovery program	
Total Cost	Comment
Proposed cost for work outlined in this RFP	
Other costs (preference is that all, if any, additional costs have been embedded in the support costs)	

