

## Request for Information (RFI)

**Project Name:** Records Management System

**Project Number:** RFI# 298-AFDRMSRFI-FY24

Pursuant to the City of Asheville's Procurement, Purchasing and Contracting Policy, Responses will be received by the City of Asheville for the following:

**Description:**

The City of Asheville is undertaking a review of the records management system supporting the Fire Department. As part of the review this RFI is being used as a vehicle to determine the records management solutions available and how they can support operations, reporting and data analysis.

**RFI Schedule:**

Issuance of RFI	Monday, 04/08/2024
Responses Due	Thursday, April 18, 2024, 4:00pm EDT

**Documents:**

Request for Information documents are posted on the City procurement website at [www.ashevillenc.gov/bids](http://www.ashevillenc.gov/bids). This is *the official source* of this solicitation. All updates to this solicitation shall come in the form of published addenda and shall be published to the same location. **The City will not be responsible for full or partial sets of RFI documents including any addendum obtained from any other source.**

Responses should be emailed to [bbechel@ashevillenc.gov](mailto:bbechel@ashevillenc.gov)

The City of Asheville reserves the right to reject any or all Responses and to waive informalities.

**Information:**

All questions concerning this Invitation to respond to request for information should be submitted via email to:

Beth Bechel <a href="mailto:bbechel@ashevillenc.gov">bbechel@ashevillenc.gov</a>
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Please send a confirmation/test email to [bbechel@ashevillenc.gov](mailto:bbechel@ashevillenc.gov) prior to submitting your questions. Please put Records Management System in the subject line of your email. You will receive a confirmation email or receipt. If you do not receive a confirmation email, please reach out to the City of Asheville at 828-712-1481 before the submission deadline. This number is for email test failures only.

**Asheville Business Inclusion Policy:** The City of Asheville has adopted the Asheville Business Inclusion Policy to encourage women and minority businesses' participation in the public bidding process. The purpose of this outreach effort is to increase the likelihood of availability and utilization of MWBEs in the award of contracts. Bidders are hereby notified that this bid is subject to that Policy's provisions. Questions regarding the Asheville Business Inclusion Policy may be directed to City of Asheville, Post Office Box 7148, Asheville, NC 28802-7148 or by phone at (828) 259-8050 or by email [abi@ashevillenc.gov](mailto:abi@ashevillenc.gov).

Bidders are invited to show proof of MWBE status, to include NC Office of Historically Underutilized Businesses or other MWBE certifications. If not already certified with the ABI Office at the City of Asheville, bidders are further invited to become certified with the City of Asheville as an MWBE vendor. Please use this link: [ABI Certifications](#)

It is the Policy of the City to (1) provide minorities and women an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.

**Drug Free Workplace:** The City of Asheville is a drug-free workplace employer. By submitting this bid, the prospective contractor certifies that if awarded the contract, they and their subcontractors shall comply with the following:

The City requires contractors/vendors entering into a contract with the City to provide a drug-free workplace in the performance of said contract. The contractor, upon execution of the contract, certifies that it will provide a drug-free workplace during the performance of the work on this contract. The contractor agrees to do the following:

Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken for violations of such prohibitions. Responsive actions should be appropriate and sufficient to address and remediate any violations of this requirement.

**Miscellaneous Requirements of the Bids:**

- Prospective Contractors are notified of a City policy that prohibits contracting with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.
- All Responses must be submitted via email

- End