

PUBLIC NOTICE
Workforce Solutions Brazos Valley Board
Request for Quotes
For
Electronic Document Management System Maintenance

On September 13, 2017 the Workforce Solutions Brazos Valley Board (WSBVB) is requesting quotes (RFQ) for maintenance for their electronic document management system through the competitive procurement process for the following counties: Brazos, Grimes, Washington, Burleson, Robertson, Madison, and Leon. The Electronic Document Management System RFQ can be downloaded at www.bvjobs.org on September 13, 2017. If you have problems downloading it, contact B. Clemmons via email at bclemmons@bvcog.org.

The purpose of the RFQ is to solicit quotes for maintenance for the Workforce Solutions electronic document management system. Successful vendor must be a certified Docubase provider

The primary consideration in selecting a vendor shall be reasonableness of cost and the effectiveness of the individual/organization in delivering maintenance for the Electronic Document Management System currently in place for the Workforce Board and demonstrated past performance.

Bidders Conference

Bidders will have the opportunity to ask questions during the bidder's conference. The Bidder's Conference will be held **Tuesday, September 19, 2017, at 10:00 AM CST. The call-in number for the conference call is (979) 595-2802.** Bidders may attend the bidder's conference call at the Center for Regional Services, 3991 East 29th Street – Bryan, Texas 77802.

Deadline for Questions: Bidders can submit questions to B. Clemmons until **4:00 pm CST, September 18, 2017** via email at bclemmons@bvcog.org. These questions will be answered during the bidder's conference or no later than September 22, 2017. Attendance at the bidder's conference is not mandatory. Answers to questions will be posted at www.bvjobs.org by noon on September 22, 2017. Only B. Clemmons is allowed to answer questions about this RFQ.

Due Date

An original and four copies of a written proposal in response to the RFQ are due to the Board's offices no later than **4:00 P.M. CST on Friday, October 13, 2017.** No proposal will be accepted after this deadline. Workforce Solutions is not responsible for late delivery by USPS or private couriers. Proposals may be mailed to the address listed below:

Workforce Solutions Brazos Valley Board
Attn: B. Clemmons
Attention: RFQ Electronic Document Management System
PO Drawer 4128
Bryan, TX 77805

Or hand delivered to:

Workforce Solutions Brazos Valley Board
Attn: B. Clemmons
Attention: RFQ Electronic Document Management System
3991 East 29th Street
Bryan, TX 77802