

**Douglas County Board of Commissioners  
PURCHASING DEPARTMENT**

**Request for Proposals**

**To Provide an Electronic Content Management (ECM) System for the  
Douglas County Records Department**

**Solicitation No. 18-011  
Proposals Due: July 13, 2018, 2:00 PM**

The Douglas County Records Department is looking for a provider for an Electronic Content Management (ECM) system that can provide a suitable replacement solution for their current system PaperFlow and PaperVision. The provider will provide all project management, discovery, migration, installation and training as part of this project.

DOUGLAS COUNTY reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the County.

All questions must be received no later than seven days (7) before the due date of the proposals either by e-mail, mail or fax. No questions by telephone will be accepted. No other County staff or officials associated with this Project should be contacted regarding this proposal.

Questions regarding this Request for Proposals are to be delivered to:

Douglas County Purchasing Department  
Mr. Bill Peacock, Purchasing Director  
8700 Hospital Drive  
Douglasville, Georgia 30134  
Fax: 770.920.7219  
Email: [bpeacock@co.douglas.ga.us](mailto:bpeacock@co.douglas.ga.us)

Sealed proposals in response to this Request are due **no later than 2:00 p.m. ET, Friday, July 13, 2018**. All sealed proposals must be submitted to the Douglas County Purchasing Department, 8700 Hospital Drive, Douglasville, GA 30134. All proposals must be submitted by this date and time and will be publicly opened. You are invited to attend, or submit your proposals prior to the deadline as stated in the attachments. Each response should be marked on the outside of the envelope with: **“Solicitation No. 18-011, “Electronic Content Management (ECM) System” and the words “Proposal”**.

No submittals will be accepted after the time and date set for receipt. Proposals submitted via facsimile or e-mail will be rejected.

Ad Dates 6/7 & 6/9