



**CITY OF SACRAMENTO**  
**Office of the City Clerk**

**REQUEST FOR PROPOSAL**  
**CITYWIDE AUTOMATED**  
**RECORDS MANAGEMENT PROGRAM**

The City of Sacramento has invited written proposals from consultants interested in providing professional consulting services in the planning, design, and implementation of an automated, City-wide Records Management Program. In order to manage budgetary and organizational impacts and to address the effectiveness of the program, it will be coordinated through the City Clerk's Office and developed in phases, possibly extending over several fiscal years. However, the project has been and will continue to be a joint effort between the City Clerk's Office and Information Technology.

A Selection Committee will be assigned the task of reviewing all proposals, conducting interviews with the principals whose proposals are chosen, and making the final decision as to whose proposal will be accepted.

We invite you to be a member of our Selection Committee. Please discuss this with your supervisor and let us know no later than Friday, May 10<sup>th</sup> if you are able to participate.

The following is the calendar of events for this project:

Wednesday, May 22, 2002, 5:00 p.m.	Deadline for submission of proposals
May 23-24, 2002	Proposals copied and distributed to Selection Committee
May 28-29, 2002	Members of Selection Committee to review proposals (individually)
May 30, 2002 1:00 - 4:00 p.m.	Selection Committee review as group
May 31, 2002, 1:30 - 4:30 p.m.	Selection Committee review as group
June 7, 2002, 10:30 - 4:30 p.m.	Interviews with principals

Please note that not all of this time may be needed or necessary, depending on the number of proposals received and the number of principals selected for an interview.