

The County of Presidio is seeking Document Management Services with a Firm/Individual to work with County Departments to develop cloud computing based on departmental needs. Some of the Presidio County departments currently have their own digital imaging for many of their functions. We are looking for a system where all documents can be scanned, stored and backed up in an electronic version that can be restored in case of an unforeseen event (i.e. fire, flood, theft).

- Review Departments current archiving procedures and make recommendations based on requirement and need
- Review Departments past archiving procedures and make recommendations based on requirements and need
- Assist Departments with digitizing past permanent records that are archived in paper form, including equipment and personnel
- Assist in implementing an electronic imaging system that will track, manage and store records for Presidio County, including equipment and training for all county personnel.
- An on-site visit is required before submission of proposal, please call 432-729-1851 to schedule

ALTERNATE: Department preservation of books/documents based on requirement or need

Please provide proposal for each County department on an individual basis.

County Judge  
County/District Clerk  
County Tax Assessor (both locations)  
County Attorney  
Office of Management and Budget  
County Treasurer  
County Auditor  
Justice of the Peace 1 & 2  
Sheriff's Department/Jail

Please provide a list of past government clients including email address, phone numbers and mailing address.

Deadline for Submission-All proposals must be received no later than 2 pm on March 28, 2017 at the following address:

Office of Management and Budget  
Attn: Katie Sanchez  
P.O. Box 1484  
300 N. Highland  
Marfa, Texas 79843  
432-729-1851