



**Ogden City Corporation
Request for Proposal
Ogden Fire Department Policy Management Solution**

Q & A

- How many admins (super user) will need access to the software?
 - 10 super users as part of the Fire Administrative Team
- How many employees (end users) will the software support for policy management?
 - 120 fire fighters
- What are the target audiences for your documents (e.g., by region, by job function)?
 - Fire fighters
- What groups are typically involved in the process of creating and reviewing documents?
 - Fire Administrative Team
- What types of documents will be maintained in the system?
 - Policies, memos, and/or special orders
- Please outline the basic steps you take during the usual lifecycle (Draft, Revise, Approve, Publish) of maintaining documents?
 - i. Officer manager releases a draft for a policy.
 - ii. Updates are created (highlighted) and presented in draft form to the approval group.
 - iii. Approval Group reviews and provides feedback.
 - iv. Policy is finalized.
 - v. Office Administrator publishes and saves documents.

Purchasing Division

- What are the usual frequencies at which your documents are reviewed?
 - Monthly
- Do you typically categorize your documents? If so, can you please indicate them below and provide any optional subcategories for each category?
 - We do categorize documents –
 - Administrative/ Organizational
 - Medical
 - Fire Prevention
 - Operations