

December 11, 2024

Notice to Potential Proposers:

**BULLETIN NUMBER FOUR  
REQUEST FOR PROPOSALS NUMBER 637-SH  
FOR RECORDS MANAGEMENT SYSTEM (RMS)**

This Bulletin Number Four is being issued to notify potential Proposers of revisions to Request for Proposals (RFP) 637-SH for Records Management System (RMS), as follows:

1. Paragraph 7.2 (RFP Timetable) of the RFP is deleted in its entirety and replaced as follows:

**7.2 RFP Timetable**

<b>EVENT</b>	<b>DATE/TIME</b>
Release of RFP	11/06/2024
Request for a Solicitation Requirements Review Due	11/20/2024
Written Questions Due:	
Part 1 – Pre-Virtual Proposer’s Conference	11/27/2024
Part 2 – Post-Virtual Proposer’s Conference	12/20/2024
Deadline to Reserve Attendance at Virtual Mandatory Proposer’s Conference	12/04/2024
Part 1 – Questions and Answers Released	12/06/2024
Virtual Mandatory Proposer’s Conference	12/11/2024
Part 2 – Questions and Answers Released	01/08/2025
Proposals due by 3:00 P.M. (Pacific Time)	01/30/2025

All other terms and conditions of the RFP remain unchanged and in full force and effect.

Should you have any questions, please contact:

Contract Analyst: Steve Lopez  
Email: [s7lopez@lasd.org](mailto:s7lopez@lasd.org)