



King County Public Hospital District No.5 dba Vashon Health Care District (VHCD) Request for Proposals (RFP) Electronic Records Management System (ERMS)

Issue Date: May 30, 2025

Proposal Due Date: June 26, 2025

Contact for Submission: Tim Johnson superintendent@vashonhealthcare.org

1. Introduction

Vashon Health Care District (VHCD) is seeking proposals from qualified vendors to provide a cloud-based Electronic Records Management System (ERMS) to manage, retain, and organize official district records. The system will support public records retention compliance, board document management, and email tracking, with an emphasis on ease of use, cloud accessibility, and scalability for future growth.

VHCD has 5 elected commissioners and 3 staff members, each with a District-issued laptop. Commissioners and staff have Public Records requirements by WA State Statute, which include retention, trackability, and timely dispersal as requested. There are widely varying computer and technology skills among commissioners and staff. The District is in operational expansion mode and anticipates significant growth in record generation and usage. Additionally, a once monthly regular meeting of two-hour length requires recording of video for public records retention.

Initial product demonstrations have been completed for several systems. VHCD invites proposals from these or other qualified vendors meeting the outlined criteria. The evaluation committee may ask for additional demonstrations.

2. Project Goals

- Implement a centralized ERMS for all VHCD records
- Ensure compliance with Washington State public records retention laws
- Improve access to and searchability of board documents and staff records
- Support remote access for board and staff
- Establish secure cloud-based storage with user-based access controls
- Enable tracking and archiving of board email correspondence
- Enable speed, accuracy, tracking, and documentation of Public Record Request compliance

- Enable retention and distribution of video recordings
- Improve ease of public access to documents

3. Scope of Work

The selected vendor shall provide:

- Cloud-based ERMS with user-friendly interface
- Public records retention policy tools (Washington State compliant)
- Secure access and permission management
- Tools for managing board packets, minutes, resolutions, policies, and other documents
- Email archiving or integration with existing systems
- Document tagging, search, and version control
- Audit trails and reporting features
- Tiered storage options to match district growth
- Support and training services for staff and board

4. Proposal Requirements

Proposals should include the following:

- Overview of the ERMS solution and key features
- Description of storage tiers and scalability options
- Pricing, including licensing, setup, storage, support, and training
- Case studies or examples of implementation in small government or health districts
- References
- System requirements (if any)
- Security protocols and data privacy compliance
- Implementation timeline
- Support options and service level agreements (SLAs)

5. Evaluation Criteria

Proposals will be evaluated on:

- Ease of use (especially for revolving board members)
- Quantity and quality of project goals met
- System flexibility and level of in-house adaptability
- Compliance with public records requirements
- Cloud-hosted security and reliability
- Pricing and value
- Scalability for future document/file volume
- References from similar agencies
- Vendor support and responsiveness

6. RFP Timeline (VHCD reserves the right to extend, shorten, or otherwise amend timelines as needed)

Milestone	Date
RFP Released	5/30/25
Vendor Questions Due	6/16/25
Proposal Submission Due	6/26/25
Evaluation & Interviews	6/27/25-7/17/25
Vendor Selected	7/18/25
Contract Execution Begins	August, 2025

7. Submission Instructions

Submit proposals in PDF format to:

Tim Johnson

superintendent@vashonhealthcare.org

Subject line: *VHCD ERMS Proposal Submission*

VHCD Reserves the right to require clarification/revision of and/or reject any or all submissions