



Lower Connecticut River Valley Council of Governments

145 Dennison Road Essex, CT 06426 | +1 860 581 8554 | www.rivercog.org

Questions on RiverCOG RFP for Regional Document Digitization

Questions 01/05/22: How many users would you need for the document management system?

Answer: Town Staff Users would vary by town. Assume 1-2 per department that has scanned documents

Question: Do you need a public portal for each town?

Answer: This is up for debate. We would like each Town to have a similar look and feel for public access. This could be in the form of individual portals linked via a regional webpage or a single online portal with options to select a town.

Question: Would each instance be only for the town constituents or just to the COG?

Answer: With the exception of some redaction that may be needed on older deed documents, all of the information is public record. It will need to be discussed with each town if there are any issues with current processes, such as document fees. This is a service for the Towns. The COG is acting solely as the organizer for a coherent regional solution.