



## **ADDENDUM NO. 1**

**DATE:** October 1, 2014  
**FROM:** City of Grand Junction Purchasing Division  
**TO:** All Offerors  
**RE:** RFI-3915-14-SH County Clerks Recording System

Firms responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

### **EXHIBIT A**

1. Exhibit A is referenced but not included in the RFI document. Should it have been attached? – [Yes. Exhibit A should have been attached to the original RFI document. It is included here.](#)

The original solicitation for the project noted above is amended as noted.

All other conditions of subject remain the same.

Respectfully,

Susan Hyatt  
Senior Buyer  
City of Grand Junction, Colorado

**EXHIBIT A**  
**COLORADO COUNTY CLERKS ASSOCIATION**  
**COUNTY CLERKS RECORDING SYSTEM REQUEST FOR INFORMATION**

1	Capability to have multiple windows (transactions,searches) open at one time.
2	System that works on latest software (client OS, server OS, SQLServer, etc.)
3	Capability to have hosted system (database offsite with backup/recovery options).
4	Self-service print/search kiosk.
5	Capability to have web searchers select & pay for documents via credit card online without clerk interaction (shopping cart functionality).
6	Flexible options to charge online web access customers.
7	Automated index functionality - OCR technology - lasso, grantor/grantee name recognition, etc.
8	Pull indexing data from another document in same transaction (not just previous document in transaction).
9	Pull indexing data from related document.
10	Pull indexing data from document from search result.
11	Capabiltiy to index and verify from remote location.
12	Capability to place a hold on problematic transaction so clerk can continue to progress with items in queues
13	Capabiltiy to back post (edit data and images that have reception numbers but have not been indexed) so we can index, add pages, replace pages, add documents, scan the image and index them using index/verify functionality (without needing vendor to add documents);
14	Duplicated functionality in "back post" as in the current recording including hot key functions; copy & paste
15	Strong search criteria capabilities (combination of grantor,grantee,doc legal, remarks,doc type, document type, record date, sale price, soundex, wildcards etc) [internal & web search].
16	Strong search results capabilities (sorting, additional filters, distinct result per reception number, etc) [internal & web search].
17	Functionality to record (counter/erecords), search without going into separate 'modes'. Minimally add copies to a recording transaction without going into separate transaction type. (i.e. Search)
18	Internal accounting/invoicing system - issues invoices, tracks charges & payments.
19	Functionality to allow clerks to selectively and easily change print properties on documents to be printed (printer, page size, duplex, etc).
20	Functionality to allow clerks to email documents directly from the system (does not require document to first be printed to pdf, then added to email).
21	Redactions & annotations can be added to image (Anticipating trend for this in future).
22	Capability to add/modify reports without vendor assistance.
23	Integration with Assessor's system for transfer of records impacting land ownership
24	Regular scheduled software upgrades from vendor (issue fixes & updated functionality).
25	Support/Ticket system that allows us to check progress of tickets online.
26	Service Level Agreement with guaranteed response/resolution times.
27	Secure Civil Union/Marriage Application Kiosk online application that can be uploaded to complete marriage forms
28	Hosted Server Model

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29	Capability to extract archive images and indexes (or metadata) either on a scheduled or adhoc basis.
30	Capability to authenticate/certify images electronically with verification that specifies document
31	Integration with SIRE for Grantor/Grantee Indices
32	Search by address (as a search function on a document---So we won't have to index the address)
33	Hot key functions in all processes. As many as possible. Limit the mouse.
34	Internal eRecord function to enable County supported divisions (PT, Planning, Clerk to BOCC) to submit eRecording without a per doc fee
35	The ability to create alpha codes for frequently used grantors/grantees and mailing addresses.
36	Organic internal eRecording system-no need for internal county departments to use 3rd party eRecord vendor
37	Ad hoc reporting
38	Import images
39	Auto-pay capability with eCommerce option. (New system would have subscription service without need to bill)
40	Ability to remove items from suspense queue or marriage license queue-drop off after 30 days
41	Customer search including wild card, first name or common spellings search (sounds like)
42	Mark documents confidential or block from public view
43	Doc link to book/page or reception
44	Ability to notify debtor of lien filing through automation- for example email notification