ADDENDUM NO. 3

DATE: **June 22, 2015**
FROM: **City of Grand Junction Purchasing Division**
TO: **All Offerors**
RE: **RFP-4059-15-SH Recording System, Public Record and Document Storage 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to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

1. **Question:** "Will Mesa County consider a highly configurable custom cloud solution for this RFP?" **Answer:** Yes, all solutions will be considered.

2. **Question:** "How many internal users of the system does Mesa County anticipate having?" **Answer:** Mesa County Clerk Staff, less than 35; 6 Public Access Terminals; 5 internal eRecording Departments, plus 1 for Assessor/Treasurer.

3. **Question:** "How many external users of the system does Mesa County anticipate having?" **Answer:** Mesa County currently has less than 300 online subscriber/users who pay for a monthly subscription to access records. In addition, an unknown number of users could use the system occasionally. The number of external users during the life of the system will depend on many factors, including the state of the economy; if the economy improves significantly during the life of the system, the number of external users could increase significantly.

4. **Question:** "Is Mesa County anticipating data migration of all 2.7 million records?" **Answer:** Yes, Mesa County does desire data migration of all records.

5. **Question:** "Is there a date this system must be live?" **Answer:** The desired date to go live is the first quarter 2016.

6. **Question:** "What type of reports do you use today?" **Answer:** Mesa County uses canned and some custom reports from the current vendor, Harris/Aptitude. Most commonly used reports include recordings by number, pages, type, staff member; marriage licenses issued by number and type, reports to track indexing accuracy, and report to measure time allotted per recording. Financial and audit reports, Agent/Customer reports, monthly billing, all reports for any given date or date range. A comprehensive list would be too extensive to detail here.

7. **Question:** "Will this be a direct contract or will there be a procurement vehicle in place? [We] have a master services agreement in place with the Statewide Internet Portal Authority." **Answer:** Mesa County will provide a contract. Each additional government entity who chooses to award will supply its own individual contract.

8. **Question:** "Is there an allocated budget for this project? If so, would you mind sharing?" **Answer:** Mesa County does have an allocated budget for this project, but it will not be disclosed at this time.

9. **Question:** "What resources are available from Mesa County to support the implementation effort?" **Answer:** Mesa County will assign key team members including staff from the Clerk and Recorder's Office as well as Mesa County IT to coordinate with the vendor during the installation. The number of County staff assigned to the project will depend on the needs of the vendor as well as the availability of County resources.

10. **Question:** "What level of involvement will IT have in the project?" **Answer:** IT will be closely involved. The County will provide network, infrastructure, connectivity, systems support, and project management during implementation, data conversion and after go live. The County is expecting the vendor to provide a turnkey solution. IT would assign the following team member roles as needed to the project to participate in what capacity deemed appropriate.
    - Project Manager to help coordinate/direct all involved teams
    - Business System Analysts to support data migration efforts, system buildup, testing, system integration, go live activities, ongoing support, etc.
    - Network administrator to support infrastructure requirements such as servers, databases, image store, file services, database maintenance plans, backups, etc.
    - Web Master to provide infrastructure such as web servers, web services, security certificates, etc.

11. **Question:** "Page 14 of 44, item 4.1 – Does Mesa County require the vendor to provide database support, or will the database be managed by Mesa County staff?" **Answer:** The database will be managed by Mesa County staff if the database is hosted within the Mesa County Information Technology (MC IT) data center and the vendor agrees to allow MC IT to manage it. If the system is cloud based, it is customary that the vendor manage the database as MC IT does not have access to it.

12. **Question:** "Page 14 of 44, item 4.1 – In order to provide cost information for a new system, can the county provide detailed information regarding:
    a) Quantity, manufacturer, model number of laser printers currently in use;
    b) Quantity, manufacturer, model number and date of acquisition of all label printers;
    c) Quantity, manufacturer, model number and date of acquisition of all cash drawers;
    d) Quantity, manufacturer, model number and date of acquisition of all receipt printers;
    e) Quantity, manufacturer, model number, processor speed and model, existing memory, and date of acquisition for all workstations;
    f) Quantity, manufacturer, model number and ate of acquisition workstation monitors.?" **Answer:**

a) 2 HP Laserjet 1022,
   1 HP Laserjet 1022nw;
b) 12 DYMO LabelWriter 400 Turbo,
   2 LabelWriter 450 Turbo, from 2006 to 2014;
c) 2 APG Cash Drawers, 2004;
d) N/A;
e) 8 Dell Optiplex 790, i5-2400 at 3.10 GHz 250 GB HDD 8 GB RAM October 28 2011,
   1 Dell Latitude 5520 i5-2520 at 2.5 GHz 350 GB HDD 8 GB RAM October 3 2011,
   4 Dell WYSE D90D7 thin client G-T48E at 1.4 GHz 4GB Flash 2 GB RAM February 6 2014,
   2 Dell Optiplex 760 Intel Core 2 Duo E7200 at 2.53 GH 160GB HDD 2 GB RAM;
f) 27 Dell P1911t monitors October 28, 2011.

13. **Question:** "Page 14 of 44, item 4.1 – In order to provide cost information for the recording system software, can the County provide information regarding the number of system users within the Clerk's office, the number of "read-only" users in other county offices, and the number of public workstations made available for public research?" **Answer:** Currently, the Clerk's office has a total of twelve system users, approximately twenty read-only users in other county offices and six public workstations made available in the public access terminal for public research.

14. **Question:** "Page 16 of 44, item 4.3.4 – Can Mesa County provide approximate acquisition dates for the Fujitsu 5500C2, Fujitsu 5530C and the Fujitsu 6240Z scanners?" **Answer:** Between 2006 and 2015.

15. **Question:** "Page 16 of 44, item 4.4 – Beyond Gmail, does Mesa County utilize other Google Apps for Government? If so, which ones? Does the Mesa County Recorder currently use Crystal Reports or another 3rd Report Writer?" **Answer:** Crystal Reports and Microsoft SQL Server Reporting Services.

16. **Question:** "Page 17 of 44, item 4.6.4 – Can Mesa County provide detailed requirements for security, backup, disaster recovery capabilities, fail-over capabilities, etc. for a "hosted server model"?" **Answer:** Mesa County requires a certified data center, hosted server environment to have a physically secured server room with pre-approved accessibility. Production data must be backed up fully once per week and incrementally once per day. Monthly full backups must be retained for one year and then yearly backups retained at the discretion of the document owners. A recovery point objective of no more than 30 minutes must be maintained with a recovery time objective of no more than 1 day.

17. **Question:** "Page 18 of 44, item 4.7.3 – Can Mesa County define or explain what it means by recording or eRecording or searching without going into "separate modes"?" **Answer:** This means that the desired functionality can be achieved seamlessly without being required to enter another process or open a separate window to complete the desired functions.

18. **Question:** "Page 18 of 44, item 4.7.4 – Can Mesa County explain this item in a bit more detail on what the objective is to add copies or other fees to a recording transaction without going into a separate "transaction type"? Is the objective here to include all such transactions on a single receipt?" **Answer:** This means that the desired functionality of adding a copy can be achieved through a single process and does not require you to enter another process or open a separate window to complete the desired functions.

19. **Question:** "Page 18 of 44, item 4.7.13 – What support is currently provided for the Public Trustee, to Planning, to the Clerk to the Board and Treasurer from the current system? Does this item reference the ability to eRecord "government-to-government" eRecording? Is the Public Trustee able to submit documents electronically to the Recorder's Office at this time?" **Answer:** Mesa County Departments including but not limited to Public Trustee, Planning, Clerk to the Board, Treasurer and Human Services, did eRecord "government-to-government" documents as an internal, no charge, customer, however, the current software is inefficient. The Public Trustee has the ability to electronically record, but hand delivering paper is unfortunately more efficient for their office.

20. **Question:** "Page 18 of 44, item 4.7.16 – Which indexing fields are currently being blind key verified?" **Answer:** Doc Type, Grantor, Grantee.

21. **Question:** "Page 19 of 44, item 4.7.23 – Is this requirement describing the ability to purchase a electronic version of the certified copy on-line which requires the purchaser and all subsequent users to verify that the electronically certified copy is authentic?" **Answer:** This is describing the ability to purchase an electronic version of a certified copy. We would expect the vendor to describe the method that your system would accomplish this desired functionality.

22. **Question:** "Page 19 of 44, item 4.7.35 – Can we assume that …Insertion of *bank…* should be ….Insertion of *blank*….?" **Answer:** Yes.

23. **Question:** "Page 19 of 44, item 4.7.39 – Does "Doc link" refer to linking the image to the reception number?" **Answer:** Doc Link refers to linking the images electronically based on the reception number. For example a release of deed of trust could contain a reception number of the original deed of trust a doc link would enable one to click on the original reception number and automatically view that document.

24. **Question:** "Page 19 of 44, item 4.7.46 – By meta data, are you referring to searching for any and all unindexed data on the document (i.e., maintaining an OCR/XML version of each document for searching non-indexed data)?" **Answer:** Yes, the intent is to enable the user to search for desired data on a web based system.

25. **Question:** "Page 20 of 44, item 4.7.49 – Can Mesa County describe the "integration" desired with SIRE for grantor/grantee indexes? Is that integration limited to uploading index data and fields from the recording system to SIRE? Is there a desire to upload document images to SIRE as well?" **Answer:** The desire is for the images from the grantor/grantee indices to be available for searching in the new application so that we do not have to enter two different applications for the desired outcome. The images currently reside in SIRE.

26. **Question:** "Page 20 of 44, item 4.7.50 – Are the Recorder's images currently in PDF format or in TIFF format? Does this requirement refer to producing readable PDF image extracts and/or readable PDF images that are purchased and downloaded from the web?" **Answer:** Yes. Images are currently TIFFs and external users download a PDF image.

27. **Question:** "Page 21 of 44, item 4.13.7 – Can we offer an ecommerce solution that is less expensive – both for Mesa County and for customers of Mesa County - than Colorado.Gov Payport?" **Answer:** The vendor can describe how their solution provides the desired functionality. Mesa County's current solution is Payport.

28. **Question:** "Page 22 of 44, item 4.17.3 & 4.17.4– Can you describe what is meant by "presentation"? Does this refer to a search screen modified specifically for the Assessor and one for the Public Trustee? Or are these just a requirement for integration with these two offices?" **Answer:** This is a requirement for integration with the two offices. The desired functionality would enable search and read only access to images that are designated as valid for the Assessor and/or Public Trustee to view. Access will be different from Clerk access and may be different from public access.

29. **Question:** "Page 22 of 44, item 4.19, 4.19.1, 4.19.2 & 4.19.3 – Optional Functionality – Enterprise Document Workflow Management System, etc. Is this functionality currently provided by OnBase/SIRE?" **Answer:** Yes, in Sire.

30. **Question:** "Page 23 of 44, item 4.22 – Can Mesa County identify the number of staff, the number of public users, recording volumes, any scenarios for conversion volumes that would enable a vendor to provide "piggy back" pricing for other counties that may be interested in making an acquisition based on this RFP and resulting contract?" **Answer:** Please see Question 2 above for Mesa County. Information for other counties is unknown.

31. **Question:** "Page 24 of 44, item 5.6 – Regarding financial statements – Does Mesa County desire that the financial statements being provided be audited financial statements, with a CPA firm's audit statement included? Does the county only desire a single year's financial statement?" **Answer:** Please provide the most recent full-year audited financial statements. The audit opinion letter is not required.

32. **Question:** "We are a publicly traded company and cannot disclose individual division financials. Will the parent company's 10-K filing suffice for our financial submission?" **Answer:** Providing the parent company's 10-K filings will suffice for the financial submission.

33. **Question:** "How many internal users does the county currently have?" **Answer:** Please see Question 2 above.

34. **Question:** "The RFP states this award can result in a cooperative purchase. How will pricing be determined for the other purchases since county sizes, # of users and hardware equipment needs will vary by county?" **Answer:** If other counties choose to utilize this RFP process they will need to provide this information separately and

negotiate their own contract. You are required in Section 4.22.1 to provide pricing for small, medium and large counties; and define small, medium and large. Addendum No. 1 also clarifies all local governments who wish to utilize this competitive process (RFP) have the opportunity to independently evaluate and choose their own vendor and negotiate their own contract.

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

All other conditions of subject RFP remain the same.

Respectfully,

Susan Hyatt
Senior Buyer
City of Grand Junction, Colorado