



ADA COUNTY DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

200 West Front Street
Boise, Idaho 83702-7300

DATE: August 14, 2013
TO: All Plan Holders
FROM: Ada County Purchasing
NO. OF PAGES: Six (6)

RFP 13055

Purchase and Installation of Ada County Recorder System

PROPOSALS DUE: August 28, 2013 by 4:00 p.m. MDT
Ada County Courthouse 200 W. Front St. Rm. 2210 Boise, ID 83702

ADDENDUM NO. 1

NOTICE TO PROPOSERS:

1. This addendum shall be considered part of the documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original documents, this addendum shall govern and take precedent.
2. Proposers are hereby notified that they shall make any necessary adjustment in their estimates on account of this addendum. It will be construed that each proposal is submitted with full knowledge of all modifications and supplemental data specified herein.
3. **Proposers must acknowledge in their proposals that all addenda has been received or the proposal may be deemed non-responsive.**

Please See Attached:

- **Question received prior to the August 9, 2013 4:00 p.m. MDT cut-off**
- **Attachments: Pre-Bid Sign In Sheets**

Board of County Commissioners (208) 287-7000	Human Resources (208) 287-7123 Fax (208) 287-6999	Employee Benefits (208) 287-7123 Fax (208) 287-5729	Risk Management (208) 287-7123 Fax (208) 287-7129	Business Process Services (208) 287-7123 Fax (208) 287-7159	Communications (208) 287-7123 Fax (208) 287-7159	Purchasing (208) 287-7123 Fax (208) 287-7149
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➤ **Question received prior to the August 9, 2013 4:00 p.m. MDT cut-off**

1. What is the size of the current image store?

Answer: We have 2,535,809 documents as 8/9/13. The estimated space these documents utilize is 1,637,158,369 kilobytes.

2. Referring to section B.2.h- Does County have debit, credit ach functionality now? Would access that the existing system be possible or are you looking for a totally new separate debit, credit ach system?

Answer: Yes, some county offices utilize debit and credit functionality, but the Recorder does not at this time. Presumably we would piggy-back on the existing system.

3. Referring to section B.2.o- Ability to query and view, as well as operate, create, and originate

Recording and ancillary licensing functionality in all associated modules from Remote locations through VPN and most industry standard browser (Firefox, IE, Google Chrome, etc.)

Does not imply that the system is web only solution?

Answer: Correct, does not exclusively require a web based system.

4. Referring to section B.2.p- How is the data going to be provided for possible conversion, direct access to recording db2 tables or export of the pertinent DB2 tables to SQL tables?

Answer: The data will be made available by the County exporting it and its images to an agreed upon format. The vendor will not have direct access to the db2 data bases.

5. In B.2.p – Operation System in place within 120 days. Is this motivated by anything in particular or would you just like to have it up and running in 120 days?

Answer: Our interest is to have the system up and running on a timely basis.

6. Is there already a budget set aside for the purchase, and if so can you share that?

Answer: Yes, there is already a budget set aside for this purchase. Ada County does not disclose that information.

7. Does a remote recording staff satellite office already exist?

Answer: No it does not.

8. I am curious about the connection, will they be sitting on the network or how does that connection actually work or are you looking for a fully web application to remote site?

Answer: We have not had any discussion on this, but we have two motivations. One is for our COOP or continuing of operations plan, if something was to happen we would like to have the ability to operate the system at another location, which we can do now. Two, we'd like to be able to conduct our recording function, marriage licensing, elections, etc. in multiple locations.

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9. You currently have some County built connections between the current recording system and the Assessor's Office. Would you continue to use those interfaces or are you looking for a replacement for those?

Answer: The present Assessor's system is a homegrown interface between the recording data base and themselves. They run a script of some size that pulls some specific information from our system and dumps it into theirs for their own use. When we get a new system that link will need to be re-created.

10. Is it satisfactory to re-create that in a similar way, where it is pulling the data from our system will go in and push it back into the Assessor's system?

Answer: Yes.

11. You mostly have TIFF group four. There are a couple of other formats. Is the intent to keep those in the original formats, or would you like them converted into a TIFF group format as well?

Answer: We would like to have everything converted to TIFF group four.

12. One group had color. I believe it may have been a JPEG and I was curious about those.

Answer: The one that is being referred to is that when we are scanning in a newspaper print we can go gray scale. Consequently, any page or pages of a multi-page TIFF document, including the first page, may have been scanned in using grayscale. When grayscale is scanned, it's saved as a TIFF file with an embedded JPEG and we do have some of those out there. We do not process in color, but we do grayscale.

13. In B.1.1 - Are you referring to once the image is saved in the repository it cannot be changed, at least not without very specific authorization?

Answer: Yes, that is correct. That does not include redaction and layers on top, it just means that the original is out there.

14. When you talk about processing credit/debit cards, are you expecting the system to actually transmit the credit card information to a point and pay or bank. Or is that outside the system?

Answer: We have the ability to have a dedicated credit card vendor handle that for us. We do want this system to take care of the accounting portion of it to where there is a Visa/MasterCard type of option in the cashiering.

15. Do you do any auto indexing or auto redacting now?

Answer: No we do not, but those are some of the efficiencies we are looking for.

16. Are there any laws in place, in Idaho, for particular redaction of information?

Answer: : There are a couple of things like DD2 14's and a police officer having the right, by law, to have anything they record shielded from public view. In those two instances yes. There is also a domestic violence provision, whereby the state blocks the release of specific information for a registered participant. We do not know of any statutory requirement where we redact social security numbers and death certificates.

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17. On B.4.f – Allow no charge automated recording of various documents produced by other County, States, provisions, departments. Could you tell us what you mean by that?

Answer: The County records documents for the State and other County/City entities at no charge. We also have some entities that are recording with us on an automated basis at no charge.

18. Is the County currently using e-Recording and does the County want to have other department's e-Record?

Answer: Yes, for example the Indigent Services department e-records liens with the recorder (at no cost).

19. Page 4 – B.1.c – how are the satellite locations currently or expected to be connected? (e.g. web, vpn, etc)

Answer: Presumably via the web or vpn.

20. Page 4 – B.1.f – could this be described more? Does the County currently bill and how? (e.g. fixed monthly amount, per image, etc.)

Answer: : In over the counter transactions, cash or check is taken immediately. For third party transactions such as Simplifile or CSC, we receive payment the next day in the morning via ACH.

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PRE-PROPOSAL MEETING SIGN IN SHEET

RFP 13055 Project: Purchase of Ada County Recorder System

Date: August 6, 2013 Time: 2:00 p.m. MDT

MANDATORY

☐

Yes

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No

PLEASE PRINT LEGIBLY *All attendees must sign-in, including all Ada County employees in attendance*

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NAME	COMPANY	PHONE NO.	FAX NO.
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Name Dea Kellom	Company Ada County Purchasing	Phone	Fax
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Name Bonnie Overbillig	Company Ada County Recorder	Phone	Fax
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Name Gini Morton	Company Ada County Recorder	Phone	Fax
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Name Bob Hutchinson	Company IT	Phone	Fax
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