



GENESEE COUNTY PURCHASING DEPARTMENT

ROOM 343, COUNTY ADMINISTRATION BLDG.

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CINDY CARNES
Purchasing Manager

June 16, 2015

GENESEE COUNTY REQUEST FOR PROPOSALS #15-064

Sealed proposals will be received until **3:00 p.m. (EDT), Wednesday, July 8, 2015**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502 to provide and install a **LAND RECORDS MANAGEMENT SOFTWARE SYSTEM**.

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department.

Each offeror is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. The proposal request number and due date for this RFP are:

DUE DATE: 3:00 p.m. (EDT), Wednesday, July 8, 2015
PROPOSAL REQUEST NUMBER: #15-064

Cindy Carnes

CINDY CARNES, PURCHASING MANAGER

bid2\2015\15-064

Attachments

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RFP #15-064 LAND RECORDS MANAGEMENT SOFTWARE SYSTEM

SECTION 1 - INSTRUCTIONS TO PROPOSERS

1. Sealed proposals will be received until **3:00 p.m. (EDT), Wednesday, July 8, 2015**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502. The Genesee County Purchasing Department hours of operation are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., closed noon to 1:00 p.m. for lunch, closed holidays and furlough days, check website for closed days. Label the envelope containing the proposal response as described on page 1. **LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
2. **Submit one original, one paper copy and one electronic copy of your proposal.** All proposals become the property of Genesee County. The original must include a signature on the Signature Page of a person authorized to make a binding offer. Additionally the proposal response must consist of one copy in electronic format on a CD, DVD or USB flash drive formatted in Adobe (.pdf), Microsoft Word, and/or Microsoft Excel. Failure to provide the required number of duplicate copies may result in rejection of your proposal. Proposals may not be submitted at the Buy4Michigan or MITN site for this offering.
3. **Buy4Michigan** – an alternate review of proposal request can be done at **Buy4Michigan.com**. Open Market Bid 303715B0005407. Requests for proposal and opportunities to bid on products and services required by Genesee County can be found on the website **www.Buy4Michigan.com**. This website is the official posting site for most State of Michigan solicitation and allows municipalities across Michigan to more effectively notify vendors of RFP and bid opportunities. By making use of this site it increases internal efficiency and lowers costs for member agencies and taxpayers through shared resources.
 - a. You must register at the site to participate in other solicitations. Once registered you will have access to all solicitations throughout the State of Michigan posted at the website.

If you have questions or need assistance registering, please call the Vendor Support Department at 888-734-9749, Monday through Friday, 8:00 a.m. through 8:00 p.m. ET. To register for access to Genesee County bids, please go to <https://www.buy4michigan.com/bsa/login.sdo> and click on Register <https://www.buy4michigan.com/bsa/external/fidCheck.jsp>.

4. Michigan Inter-governmental Trade Network– an alternate review of the RFP number RFP-CC-15-064 can be done at <http://www.mitn.info/Genesee-County.asp?AgencyID=2340&PageType=open>.
 - a. Genesee County has partnered with BidNet as part of the [Michigan Inter-governmental Trade Network](#) and will post their bid opportunities to this site. As a vendor, you can register with [Michigan Inter-governmental](#)

[Trade Network](https://www.mitn.info/Registration.asp?ID=2340) (use hyperlink or <https://www.mitn.info/Registration.asp?ID=2340>) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Genesee County has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies. If you need help registering, please call [Michigan Inter-governmental Trade Network](#) support department toll free 1-800-835-4603.

5. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this RFP, shall be made by and through the purchasing contact reference in this solicitation. No contact regarding this solicitation made with other County employees is permitted. Any violation of this condition may result in immediate rejection of proposal.
6. All prospective proposers shall be responsible for routinely checking the Genesee County Purchasing Department website at <http://www.gc4me.com/departments/purchasing> for issued addenda and other relevant information. Genesee County shall not be responsible for the failure of a prospective proposer to obtain addenda and other information issued at any time related to this RFP.
7. The County's Standard Proposed Contract is attached to this RFP. After the award is made to the successful proposer, the County and the successful proposer will negotiate a final contract that substantially conforms to the Standard Proposed Contract. Any exceptions to the terms and conditions of the Standard Proposed Contract and this RFP must be clearly set forth in your proposal and referenced on company letterhead. The County will not entertain negotiations to change any terms and conditions of the Standard Proposed Contract or RFP unless those changes are requested in your proposal.
8. The County of Genesee requires a signed Genesee County Insurance Checklist with each proposal submitted. Insurance required per the specifications governing this work must be provided prior to the contract starting date and kept in full effect and compliance during entire contract period. Failure to comply with these provisions will cause termination of the contract.

The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agrees to protect and defend the County of Genesee against all claims or demands whatsoever, and to hold the County of Genesee harmless from any loss or damage resulting therefrom.

9. Proposal Format: Proposals must be submitted in the format outlined in Section 6 INFORMATION REQUIRED FROM PROPOSERS to be deemed responsive.

SECTION 2 - STANDARD TERMS & CONDITIONS

1. **Genesee County Purchasing Regulations:** All procurements are conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, Michigan, 48502.
2. **Evaluation and Award:** The contract will be awarded to the responsible offeror whose proposal is determined to be most advantageous to the County, based on the evaluation criteria set forth in the RFP. Genesee County reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal, and to negotiate with the apparent successful offeror in the best interest of Genesee County.
3. **Discussion with Responsible Offerors and Revisions to Proposals:** Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. If provided in the RFP, revisions of proposals may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. Unless otherwise indicated in the Request for Proposals, Genesee County reserves the right to award the contract in whole or in part, by item, by group of items, or by section where such action serves the best interests of Genesee County.
4. **Cancellation; Rejection of Proposals:** The Request for Proposals may be canceled by Genesee County at any time for any reason. Any proposal received may be rejected in whole or in part when in the best interests of Genesee County.
5. **Receipt of Proposals:** It is solely the responsibility of the offeror to assure the timely receipt of its proposal at the location indicated in the proposal announcement. **LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
7. **Tax:** Genesee County is a Michigan Municipal Corporation and as such it is exempt from Federal Excise Tax and Michigan Sales Tax.
8. **Non-Discrimination:** The successful proposer/Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Breach of this covenant shall be regarded as a material breach of this contract.

9. **Performance Bond:** If a performance bond is required, the bond must be issued by a company authorized to do business in the State of Michigan.
10. **Conflict of Interest:** Each offeror, by submitting a proposal, represents that the offeror has no knowledge that any employee, representative or agent of the offeror is a County employee who has directly or indirectly participated on behalf of the County in the contemplated procurement, or that any County employee who has so participated or any member of such an employee's immediate family has a financial interest pertaining to the contemplated procurement from the offeror, and represents that the offeror reasonably believes that no employee, representative or agent of offeror is a County employee who has so participated and that no County employee who has so participated or member of that employee's immediate family has a financial interest in the contemplated procurement from the offeror.
11. **Inspection:** All goods are received subject to inspection and testing. If goods are defective or fail to meet the RFP's specifications, Genesee County shall have the right to reject the goods or to correct the defects. The contractor shall pay Genesee County for expenses incurred in correcting defects. Rejected goods will be held for forty-five days after delivery awaiting instructions from the contractor. After the forty-five day period, Genesee County will dispose of the goods without further liability to Genesee County. The contractor is responsible for the costs of handling, packing, and transportation incurred in returning or disposing of defective or non-conforming goods.
12. **Offeror's Representations:** Each offeror, by submitting a proposal, represents as follows:
 - 1) That the offeror has read and understood the RFP documents and has submitted its proposal in accordance therewith;
 - 2) That the proposal has been submitted by a duly authorized owner, partner, or corporate officer;
 - 3) That the proposal submitted has been prepared independently without collusion, agreement, understanding, or planned common course of action with any other supplier of the goods or services described in the RFP, designed to limit independent offers or competition.
13. **Independent Contractor:** Offeror agrees that if awarded a contract, it shall be an independent contractor and not an employee of Genesee County. The contractor shall secure, at its own expense, all personnel required in supplying goods or services under the awarded contract. All such personnel shall have no contractual relationship with Genesee County and shall not be considered employees of Genesee County.

14. **Insurance:** Each offeror must submit a completed Genesee County Insurance Checklist, if so stipulated in the RFP. The required coverage and minimum limits may vary dependent upon the dollar amount of the contract, length of time of the contract, and the hazard level of the work or services to be performed. The types of insurance coverage may include: workers compensation, general liability, auto liability and/or professional liability. The insurer, insurance retention group, pool, or self-insurer must be authorized/licensed to provide such coverage within the State of Michigan and meet minimum financial ratings, if applicable, as supplied by Best or S & P.
15. **Indemnification:** The successful offeror shall defend, indemnify, and hold harmless Genesee County and its officers and employees from and against all claims, losses, damages, and expenses including, but not limited to, attorney's fees arising out of or resulting from the performance of the contract.
16. **Warranty:** The offeror warrants that all goods and services furnished under a contract resulting from this RFP shall be in conformance with the RFP documents, and that the goods are of merchantable quality as described in the Uniform Commercial Code, Section 2-314, and fit for the purpose for which they are sold. This warranty is in addition to any manufacturer's standard warranty which may apply or any warranty provided by law, and is in addition to all other express warranties made by the offeror.
17. **Applicable Law:** Any contract resulting from the RFP shall be governed by the laws of the State of Michigan. Unless otherwise provided in the contract documents, the contractor shall secure and pay for all permits, fees, duties, licenses, inspections, and approvals necessary for the execution and completion of the contract. The contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the contract.
18. **Right to Inspect:** Genesee County may, at reasonable times, inspect the plant, place of business, or work site of a contractor or subcontractor which is pertinent to the performance of a contract or potential contract.
19. **Right to Audit:** Genesee County may at reasonable times and places, audit the books and records of any contractor who has submitted cost or pricing data as a part of its proposal, to the extent that such books and records are pertinent to such cost or pricing data for a period of three years from the date of final payment under the contract. Genesee County shall be entitled to audit the books and records of a contractor or subcontractor other than a firm fixed-price contract to the extent that such books and records are pertinent to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three years from the date of final payment under a prime contract and by the subcontractor for a period of three years from the date of final payment under a subcontract.

20. **Safety** Genesee County, as the owner of the premises where the service or work is to be performed, or as the purchaser of goods received, requires that all applicable Michigan Occupational Health & Safety (MIOSHA) Rules and Regulations are followed by your employees and that the goods meet the applicable safety regulation. All Center of Disease Control guidelines (CDC) incorporated by reference within the MIOSHA regulations must be followed.

The following County buildings were all built prior to 1981. In accordance with OSHA regulations, you must consider that “presumed asbestos containing materials” (“PACM”) exist in these buildings.

Animal Shelter
County Administration Building

County Courthouse
Mt. Morris 67th District Court Building

Based on the above, Contractors are notified that their workers must be properly trained and accredited in accordance with OSHA regulation 29CFR 1910.

SECTION 3 - ADDITIONAL TERMS & CONDITIONS

1. **Purpose:** Through this RFP, Genesee County (the County) hereby invites qualified firms to submit proposals for furnishing and installing a land records management software system for the Genesee County Register of Deeds Office. The Genesee County Register of Deeds Office requires a fully-integrated and state of the art **LAND RECORDS MANAGEMENT SOFTWARE SYSTEM** that includes all phases of our recording process including recording, receipting, ringing, cashiering; imaging/OCR; data entry, indexing and quality assurance, verification, validation, browsing. Additional priorities include improving our public access and display capabilities, integration with third party eRecording vendors, and accurate and comprehensive accounting mechanisms.
2. **Issuing Office:** This RFP is issued by the Genesee County Purchasing Department on behalf of the Register of Deeds. The contact person is Ms. Cindy Carnes, Purchasing Manager, Genesee County, 1101 Beach Street, Room 343, Flint, Michigan 48502, phone: (810)-257-3030, fax: (810) 257-3380 and ccarnes@co.genesee.mi.us. Email is the preferred method of contact.
3. **Questions & Inquiries:** All questions regarding this RFP shall be submitted in writing and received no later than **Friday, June 26, 2015 by 12:00 p.m. (EDT)**, to the Genesee County Purchasing Department as listed above. E-mail is the preferred method of contact for all inquiries concerning this RFP. No verbal interpretation to any respondent as to the meaning of any requirement stated in this RFP shall be binding on Genesee County. All responses to questions regarding this RFP shall be issued in writing and distributed as an addendum by Genesee County.
4. **Addenda:** Genesee County reserves the right to amend and provide clarification of this RFP prior to the date for proposal submission. In such an event, an

addendum will be posted on the Purchasing Department website (<http://www.gc4me.com/Purchasing/currentbids.htm>). Further, all proposers shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the Signature Page.

5. **Proposal Considerations:** All costs incurred in the preparation of a response to this RFP or any costs prior to approval of the contract by Genesee County and formal notification to the selected proposer will be the responsibility of the respondent, and will not be reimbursed by Genesee County. Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to meet the requirements of this RFP.
6. **Responsive Proposals:** To ensure proper consideration, all proposers are encouraged to submit a complete response to this RFP using the format outlined in Section 6, **INFORMATION REQUIRED FROM PROPOSERS**. In addition, at least one of the paper proposals must be signed with an **original signature** of the official authorized to bind the proposer to its provisions.
7. **Proposal Modifications:** Clarifications, modifications, or amendments to any Proposal that has been submitted, but prior to the Proposal Opening Date, may be made only within the discretion and written approval of the Purchasing Manager.
8. **Withdrawal of Proposal:** Proposals may only be withdrawn by a proposer with written notice prior to the date and time set for the opening of proposals.
9. **Validity Period:** Any proposal submitted as a result of this Request for Proposal shall be binding on the proposer for 120 calendar days following the due date.
10. **Right To Reject:** Genesee County reserves the right to reject any and all proposals received in response to this RFP.
11. **Disclosure:** All information in an offeror's proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto. In the event that a proposer wishes to designate any portion of their submission as "confidential" or "proprietary," the proposer must contact the Purchasing Manager prior to submission of the proposal. All requests regarding disclosure and requests for confidentiality of a proposal response to this RFP shall be submitted in writing and received no later than Friday, June 26, 2015 by 12:00 p.m. (EDT), to the Genesee County Purchasing Department as listed above.
12. **Errors, Omissions, And Discrepancies:** If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, it shall immediately notify the Genesee County Purchasing Manager of such error in writing and request modification or clarification of the document prior to the deadline for submitting questions. Genesee County will make modifications by issuing a written addendum. The proposer is responsible for clarifying any ambiguity, conflict,

discrepancy, omission, or other error in the Request for Proposals prior to submitting a proposal or it shall be waived.

13. **Best and Final Offers:** Discussions may be undertaken with those proposers whose proposal, based on the evaluation criteria stated herein, has been determined to be reasonably susceptible of being selected for award. After discussions are held, and prior to award, proposers may be allowed the opportunity to submit revisions to their proposals for the purpose of obtaining best and final offers.

During the aforementioned procedures, neither the names of any of the proposers nor the contents of any proposal will be disclosed until the completion of negotiations and revision of proposals (Best and Final Offers).

The contract that may be entered into will be awarded based on the proposal response and, where applicable, the Best and Final Offer that is the most advantageous to Genesee County, per the evaluation criteria included in this RFP.

14. **Prime Contractor Responsibilities:** The successful offeror(s) shall be required to assume responsibility for all services offered in the proposal regardless of who produces them. Further, the County will consider the successful offeror to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
15. **Non-Assignability:** The contract may not be assigned, transferred, or conveyed by the Contractor without the expressed written consent of Genesee County.
16. **Independent Contractor:** It is understood and agreed to, by and between the Contractor and Genesee County, that any and all acts that the Contractor or its personnel, employees, and servants perform pursuant to the terms of the Contract shall be undertaken as independent contractors and not as employees of Genesee County by or with a contract or agreement, nor impose any liability upon Genesee County. All acts and contracts of the Contractor shall be in its own name and not in the name of Genesee County.
17. **Subcontracts:** The Contractor shall not enter into subcontracts to this Agreement with additional parties without obtaining prior written approval of Genesee County. A condition of granting such approval is that such subcontractors shall be subject to all conditions and provisions of this contract. The Contractor shall be responsible for the performance of all subcontractors.
18. **Statement of Exceptions:** The proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the proposal. Failure to furnish this statement shall mean that the proposer agrees to meet all requirements set forth in this solicitation.

19. **Acceptance of Proposal Content:** It is proposed that, if a contract is entered into as a result of this RFP, the RFP will serve as the basis for the contract. The contents of the proposal of the successful offeror may become contractual obligations if a contract is issued. Failure of the successful offeror to accept these obligations will result in cancellation of contract award.
20. **Termination for Misrepresentation:** If the successful proposer receives a contract and is subsequently found to have misrepresented any information in its proposal and/or Best and Final Offer submission, the contract may be terminated at the discretion of Genesee County.
21. **Acceptable Deviations:** The decision of Genesee County shall be final as to what constitutes acceptable deviations from specifications or requirements.
22. **News Release:** News releases pertaining to this RFP or the services to which it relates will not be made without prior written Genesee County approval, and then only in accordance with the instructions from the contract administrator. No information regarding the procurement and services shall be released without prior approval of the contract administrator.

SECTION 4 - QUALIFICATIONS OF PROPOSERS

In order to qualify for award, a proposer shall have the capability in all respects to perform the work and the integrity and reliability, which will assure good faith performance. This requirement shall include, but is not limited to, the availability of the appropriate financial, material, equipment, facility, personnel, ability, expertise and experience necessary to meet all procurement requirements.

No proposal will be considered from any proposer unless known to be skilled and regularly engaged in work of a character similar to that covered by the solicitation documents.

At a minimum, the following requirements are necessary for submission of a proposal:

1. The proposer shall be financially stable with financial resources that will ensure the successful completion of the project.
2. The proposer shall demonstrate business longevity, providing similar software and services, for at least five (5) years.

If a proposer does not convince Genesee County that it possesses the above minimum qualifications with the proposal submission, Genesee County shall not consider its proposal for award.

SECTION 5. SCOPE OF WORK

The Genesee County Register of Deeds is soliciting proposals for a fully-integrated and state of the art land record recording and management system. The intent is to improve work flow efficiency within the office and provide excellent and user-friendly public and professional web-based access to important land documents.

Background of Genesee County Register of Deeds

The Genesee County Register of Deeds records an average of 85,000 documents annually. The current software is TrakRecord Unlimited, a product of Document Technology Systems, Ltd., located at 525 W. Portage Trail Ext., Cuyahoga Falls, Ohio 44223. The software was installed in 2000. That system has been upgraded to include Muni-Access giving local units of government access to all electronic images, CAM for rescanning faulty images, branding images with document labels, the single page album of scanned but not indexed images (to 1970) public access print (onsite), certification, batch processing Treasurer's Office documents (BS&A) and e-recording. Currently, documents from 1970 to the present are digitized and available for public access. A complete conversion of data and images from the current system to a new system is necessary. Please note: All data and images collected and maintained by any software vendor and/or system remains at all times the property of Genesee County and shall be accessible to Genesee County and the public at all times. No documents shall be copywrited by the vendor. This shall be noted in the ultimate contract for services. At the end of the contract term, the Contractor will provide all data to the County in an appropriate manner for continued access. During the performance of the services, the vendor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the vendor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

Scope of Work

Components of a software system shall include, but is not limited to the following:

1. Software Modules
 - a. Document Receipt and Review
 - i. Must maintain order of arrival for documents, i.e. between incoming mail from the post office, over the counter mail, overnight delivery, and electronic filing.
 - ii. An audited tracking system for rejected documents and preparing rejection cover letters should be included.
 - b. Recording/Cashiering
 - i. Must support cash, check, credit card and escrow account transactions.
 - ii. Must have the ability to interface with Paypal or another similar online transactional payment service.
 - c. Receipting
 - i. Must have the ability to customize the form and delivery of receipts.
 - d. eRecording
 - i. Must be able to integrate with third party submission vendors including Simplifile, Ingeo, Idecom, and eRecording Partners Network.
 - e. Indexing/Data Entry
 - f. Auto-Indexing
 - i. Proposal should address the availability of OCR or similar auto-indexing features that may be available.
 - g. Auto-Redaction

- h. Scanning/Imaging
 - i. Ability to perform basic image manipulation including adjust brightness, rotate, add/delete pages, and redaction
 - ii. Must have the functionality to image multi-sided documents and perform batch scanning.
 - i. Quality Assurance
 - j. Verification/Validation/Browsing
 - k. Rejections
 - i. Ability to create and track rejection letters and images of rejected documents.
2. System Requirements - The proposer must present, in detail, features and capabilities of the proposed application software.
- In addition, the following information should be included:
- a. System must use Web services and be ODBC-compliant.
 - b. The web service module should be compatible with tablets, Ipads, and smart phones - Apple, Android, and Windows applications.
 - c. The database system used must be specified.
 - d. There must be a separate database for Test and Production.
 - e. The system must support E- Recording capabilities.
 - f. The system must support subscription based online search capabilities.
 - g. The system must be able to interface with the BS&A financial software system.
 - h. The system may be hosted locally or at a remote site. If hosted locally the system must be hosted on a Windows-based server (Windows 2008 R2 or newer operating system).
 - i. The system must support installation in a VMWare virtual environment.
 - j. The County's standard browser is Internet Explorer 9.0 or greater.
 - k. The system must be totally integrated. All of the proposed modules must seamlessly integrate to share the same data and eliminate redundant data entry.
 - l. The system must help to minimize keystrokes (hotkeys), by facilitating duplicate field entries within the same document and duplicate field entries between different documents. Common indexes values should be easily copied to multiple documents.
3. Data and Image Conversion
- a. Proposers must state their ability and plan to convert existing databases, images and index data to the new system
 - b. Conversion and timeline for conversion must be outlined in proposal.
4. Training
- a. Proposal should include a plan for training staff on the new system prior to going live. This should include a description of the process to be provided onsite to train staff and a description of the training materials that will be provided. Additionally, please specify what ongoing training (if any) is provided for staff and what training (if any) is provided when updates and/or upgrades are released.
5. Support and Upgrades
- a. One year maintenance should be included in purchase price with an option for multi-year maintenance.

- b. Support and maintenance to include system fixes and upgrades, customer support available from 8:00 a.m. to 5:00 p.m., Eastern Time.
- 6. Data Archiving and Disaster Recovery
 - a. Proposal should include an explanation of the vendor's data archiving process and the disaster recovery plan in place.
- 7. Equipment needs
 - a. The County shall provide the hardware required to support the software system. Currently the Register of Deeds office has a staff of 9 members, including the Chief Deputy and Deputy. Additionally, there are four (4) contract workers on staff that are doing historical indexing. In addition to each staff member's work station, there are three front-desk/counter workstations and seven public inquiry workstations.
 - b. Proposals should identify the equipment requirements and specifications needed to support this system, including local servers, operating systems, storage, and software. If the system is hosted remotely vendor must include information on connectivity between the remote system and the County (Internet, T1, etc.), include any associated costs for this connectivity and indicate whether these costs are covered by the vendor or by the Register of Deeds.
- 8. Accounting
 - a. Ability to provide comprehensive and accurate accounting and interface with the County Treasurer, Tax Assessor, General Ledger and other finance systems.
- 9. Standards of Testing, Performance and Acceptance
 - a. This section establishes a standard for User Acceptance Testing and Test Plan to validate system performance before any portion of the system is accepted by Genesee County and any progress payment is made under this contract. This includes all modifications required to meet the system requirements

SECTION 6 - INFORMATION REQUIRED FROM PROPOSERS (PROPOSAL FORMAT)

In order to be deemed responsive, proposals must be submitted in the format outlined below:

Administrative Proposals

- 1. Business organization and reporting structure: Provide information on the business's history with the proposed product and past installations. Identify installations of similar size and complexity to Genesee County. Identify key individuals by name and title.
 - o Business organization, state the full name and address of your organization, and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work. Include the names and phone numbers of personnel at your organization authorized to negotiate the proposed contract.

2. **Staff Qualifications & Experience:** The project requires a knowledgeable team with technical and procedural know-how. Provide qualifications of key personnel that are proposed to be involved in the project.
3. **Statement of the Project:** State in precise terms your understanding and interpretation of the project requirements.
 - Define the scope and timeline, specific deliverables and the acceptance criteria for the deliverable, include the project closing and user acceptance testing.
 - Describe how the proposed product that will accomplish the scope of work.
 - Include staffing and the number of labor hours you have allocated for each project phase.
 - Define the support and training that is provided.
 - Define the firm's assessment process.
4. Describe the product that will be provided, the interface with the existing programs and conversion process. Please include the option the hardware will be provided by the vendor to the County.
 - a. **Hardware Environment.** Describe the ideal hardware environment required to utilize the proposed software. In the event there is more than one suitable hardware platform, list all options indicating the relative strengths and drawbacks of each, if any. Genesee County invites proposers to outline the option for and cost of vendor-provided hardware.
 - b. **Network Environment.** Describe the ideal network environment required to utilize the proposed software. (Please note that only TCP/IP protocols will be considered). In the event there is more than one suitable network configuration, list all options indicating the relative strengths and drawbacks of each, if any.
 - c. **Operating System.** Identify the ideal operating system required by the proposed applications software and database management system in the hardware environment recommended above. In the event there is more than one suitable operating system, list all options indicating the relative strengths and drawbacks of each, if any.
5. Additional information and comments include any other information that is believed to be pertinent but not specifically asked for elsewhere. Genesee County welcomes innovative and unique strategies from proposers.

Submit the required submittals contained in the RFP that are required to substantiate a responsive proposal as indicated below.

1. Statement of Exceptions: See Section 1.7 for clarification.
2. Signed Signature Page: See page 18 of this solicitation.
3. Executed Insurance Checklist: See page 19 of this solicitation.

4. References: See page 20 of this solicitation. Prior experience with similar projects is essential for any firm to provide the services required in this solicitation. The proposer shall provide, at a minimum, three references from municipalities where similar projects have been completed. References must be complete with name, address, and telephone number of the contact person and must indicate date(s) of services.

Cost Proposals

1. Most Recent Financial Audit or audited Financial Statements
2. Cost and Price Analysis: The information requested in this section is required to support the reasonableness of each proposal. Use the format below. Please provide the pricing for installation and ongoing support of a total records system

Service	Description	Cost
Land Records Management Software System and Licensing Fee		
Web-based search capabilities		
Implementation services		
Training Services		
Remote hosting Charge		
Conversion Services		
Annual Maintenance		
3rd Party Software (if any)		
Equipment		
Other Services		

SECTION 7 - EVALUATION CRITERIA & SELECTION PROCEDURE

It is the intent of Genesee County is to conduct a comprehensive, fair, and impartial evaluation of proposals received. The RFP/Contract will be awarded to the offeror who submitted a proposal that is most advantageous to Genesee County.

An Evaluation Committee consisting of, but not limited to, members of the Register of Deeds office and the Information Technology Department shall be formed to review and consistently evaluate proposals based upon, but not limited to the following criteria:

EXPERIENCE

- Years the bidder has been providing indexing and imaging services to land records offices;

- Years the bidder has been in business and proven financial stability;
- Number of installations of similar size and complexity in Register of Deeds Offices;
- Demonstrated ability of the proposed solution to satisfy and support the functional requirements defined in this RFP;

SUPPORT AND TRAINING

- Availability of bidders' personnel, facilities, equipment and other resources;
- Ability to support the County in planning for a conversion from a competing application;
- Ability to support the County in converting existing image and index data;
- Quantity and quality of system documentation and County staff training
- Demonstrated ability to support a large, installed base of users and to provide system integration;
- On-going support services to be provided by the bidder

COST PROPOSAL

- Proposed pricing and payment structure
- Quality and thoroughness of the bidder's submitted work plan;

FUNCTIONAL APPLICATION

- Demonstrated understanding of the County's needs and requirements;
- Completeness and thoroughness of technical data and documentation provided;
- Potential of the proposed software to accommodate the County's future needs and expected technical innovations in the industry
- Demonstrated performance in providing critical security features and practices
- Ability to provide and host a user-friendly online search component for public and professional use.

ALL PROPOSALS WILL BE EVALUATED AND SCORED AS FOLLOWS:

- Responsiveness of proposal to the requirements of the RFP (5 points)
- Demonstrated understanding of the project (5 points)
- Product Offered (20 points)
- Proposed timeliness of completion of the project (10)
- Interface ability with existing programs (10)
- Training Offered (10)
- Conversion process (15)
- Warranty and Service Maintenance Program (5)
- Cost (15)
- References (5)

TOTAL POSSIBLE POINTS: 100

GENESEE COUNTY INSURANCE CHECKLIST

Contract Title Software for ROD

Proposal Number 15-064

Coverages Required

Limits (Figures denote minimums)

- | | |
|---|---|
| <input checked="" type="checkbox"/> 1. Workers' Compensation | Statutory limits of Michigan |
| <input checked="" type="checkbox"/> 2. Employers' Liability | \$100,000 accident/disease |
| <input checked="" type="checkbox"/> 3. General Liability | \$500,000 policy limit, disease
Including Premises/operations |
| <input checked="" type="checkbox"/> 4. Professional liability | \$1,000,000 per occurrence with \$2,000,000 aggregate |
| <input checked="" type="checkbox"/> 5. Products/Completed operations | \$1,000,000 per occurrence with \$2,000,000
aggregate Including errors and omissions |
| <input checked="" type="checkbox"/> 6. Automobile liability | \$1,000,000 per occurrence with \$2,000,000
Aggregate [If applicable] |
| <input checked="" type="checkbox"/> 7. Cyber-Liability Insurance | \$1,000,000 combined single limit each accident-
Owned, hired, nonowned |
| <input type="checkbox"/> 8. Owners and Contractors Protective | \$1,000,000 per occurrence with \$2,000,000 aggregate |
| <input checked="" type="checkbox"/> 9. <u>Genesee County named as an additional insured on other than Workers' Compensation and Professional Liability via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.</u> | |
| <input type="checkbox"/> 10. Other insurance required: _____ | |
| <input checked="" type="checkbox"/> 11. Cancellation Notice is to read:
Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the certificate holder named to the left or 10 day notice for non-payment of premium. | |
| <input checked="" type="checkbox"/> 12. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements) | |
| <input checked="" type="checkbox"/> 15. The certificate must state bid number and title | |

FAX THIS PAGE TO YOUR INSURANCE AGENT/BROKER

Insurance Agent's Statement

I have reviewed the requirements with bidder named below. In addition:

_____ The above policies carry the following deductibles:

Liability policies are **occurrence** _____ **claims made** _____

Insurance Agent

Signature

PLEASE NOTE #9 ABOVE. ADDING ADDITIONAL INSURED [AI] TO THE DESCRIPTION IS NOT ACCEPTABLE. AN ENDORSEMENT OR COPY OF AI LANGUAGE IS REQUIRED

Bidder's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

Bidder

Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the bid. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the vendor/contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible. REVISED 09/23/2012

REFERENCES

List 3 references of similar projects

Submitted by: _____

1. Company

Phone Number

Contact Name and Position

E-mail Address

Address

Type of Work/ Project

\$
Dollar Amount of the Project

Project Description

2. Company

Phone Number

Contact Name and Position

E-mail Address

Address

Type of Work/ Project

\$
Dollar Amount of the Project

Project Description

3. Company

Phone Number

Contact Name and Position

E-mail Address

Address

Type of Work/ Project

\$
Dollar Amount of the Project

Project Description

CONTRACT FOR LAND RECORDS MANAGEMENT SOFTWARE SYSTEM

This Contract for Professional Services (the "Contract") is by and between the County of Genesee, a Michigan Municipal Corporation, whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the "County"), and **Contractor Name**, a **[State] [Entity Type]**, whose principal place of business is located at **Contractor Address** (the "Contractor") (the County and the Contractor together, the "Parties").

1. Agreement and Authority

This Agreement is entered into pursuant to RFP # _____ issued by the Genesee County Purchasing Department, and execution of this Agreement is authorized by Resolution # _____ issued by the Genesee County Board of Commissioners.

2. Term

2.1 Initial Term

The initial term of this Contract commences on **[Start Date]**, and shall be effective through **[End Date]** (the "Initial Term").

2.2 Extension Terms

None.

3. Purpose

This Contract is entered into for the purpose of providing, the Genesee County Register of Deeds Office a fully-integrated and state of the art **LAND RECORDS MANAGEMENT SOFTWARE SYSTEM** that includes all phases of our recording process including recording, receipting, ringing, cashiering; imaging/OCR; data entry, indexing and quality assurance, verification, validation, browsing. Additional priorities include improving our public access and display capabilities, integration with third party eRecording vendors, and accurate and comprehensive accounting mechanisms.

4. Scope of Work

The Contractor agrees to perform the services described on Exhibit A (the "Services").

5. Compensation

Unit Rate. The Contractor shall be paid according to the rates identified on Exhibit C. The total amount paid to the Contractor shall not exceed \$ _____. The Contractor must provide to the County monthly invoices in

a form acceptable to the County, along with any necessary supporting documentation such as time sheets. The County will pay the Contractor within sixty (60) days of the County's acceptance of the invoice and supporting documentation.

6. Taxes.

The County is a Michigan Municipal Corporation. The Contractor acknowledges that the County is exempt from Federal Excise Tax and Michigan Sales Tax.

7. Contract Administrator

The contract administrator for this Contract is [Contract Administrator] (the "Contract Administrator"). The Contractor acknowledges that the Contract Administrator is the primary County contact for notices and instructions related to this Contract. The Contractor agrees to provide a copy of all notices related to this Contract to the Contract Administrator.

8. Reporting Requirements

During the term of this Contract, the Contractor must provide to the Contract Administrator the reports identified and described on Exhibit B.

9. Inspection and Acceptance

All goods provided with the Services are received subject to inspection and testing. If goods are defective or fail to meet the specifications, the County shall have the right to reject the goods or to require the Contractor to correct the defects. The Contractor shall correct the defects at no cost to the County or pay the County for expenses incurred by the County in correcting the defects. Rejected goods will be held for forty-five days after delivery awaiting instructions from the Contractor. After the forty-five day period, the County will dispose of the goods and the County shall have no further liability to the Contractor. The Contractor is responsible for the costs of handling, packing, and transportation incurred in returning or disposing of defective or non-conforming goods.

10. Warranties

The Contractor warrants that:

- 10.1 The Services will be performed in a good and workmanlike manner and in accordance with generally acceptable practices in the industry.
- 10.2 For a period of one (1) year following completion of the Services, the Services and any goods provided with the Services shall conform to the representations made by the Contractor.
- 10.3 The Contractor will comply with all federal, state, and local laws in the performance of the Services.

- 10.4 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Contract.
- 10.5 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.

The Contractor agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's breach of these warranties.

11. Suspension of Work

11.1 Order to Suspend Performance

Upon written order of the Contract Administrator, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall not be entitled to compensation for any Services performed during any period in which the Contract Administrator has directed that the Services be suspended.

11.2 Necessary Actions Before Suspension

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Contract Administrator of the nature of such harm, injury, or damage, and obtain written authorization from the Contract Administrator to take such necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Contract Administrator pursuant to this paragraph are compensable.

12. Termination

12.1 Termination for Cause

If the Contractor is in breach of any provision of this Contract, and such breach continues for fourteen (14) days after written notice is issued to the Contractor by the County of the breach, the County may terminate this Contract. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

12.2 Immediate Termination

If the County, in its discretion, determines that the Contractor's breach of this Contract constitutes a threat to public health, safety, or welfare, the

County may terminate this Contract immediately upon notice to the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

12.3 Termination for Convenience

If the County determines that it is in the County's best interests, the County may terminate this Contract upon thirty (30) days written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

12.4 Termination for Lack of Funding

If this Contract is funded by public funds or a grant from a public or private entity, and the funds are not appropriated or the grant is discontinued, the County may terminate this Contract by written notice specifying the date of termination.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

13. **Equipment Purchased with County Funds**

13.1 Reporting

The Contractor agrees that any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract must be reported to the Contract Administrator upon purchase. For the purposes of this paragraph, Equipment is defined as tangible, non-expendable, personal property having useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.

13.2 Conveyance to the County

Upon the County's request at the termination of this Contract for any reason, the Contractor agrees to convey to the County all title in any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract.

14. **Nondiscrimination**

The Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or

privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing services covered by this Contract, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this contract.

15. Freedom of Information Act

This Contract and all attachments, as well as all other information submitted by the Contractor to the County, are subject to disclosure under the provisions of MCL 15.231, *et seq.*, known as the "Freedom of Information Act".

16. Intellectual Property

Any intellectual property created by the Contractor in the performance of the Services shall be considered a work made for hire, and any and all rights in such intellectual property shall belong solely to the County. Upon the County's request, the Contractor agrees to execute any documents necessary to convey ownership of such intellectual property to the County.

17. Audit Rights

17.1 Certification of Accurate Information

Contractor certifies that all information provided to the County by the Contractor relating to the award or modification of this Contract, or any payment or dispute related to this Contract, is true and correct. The Contractor further certifies that its accounting system conforms to generally accepted accounting principles.

17.2 Inspection

The Contractor agrees that the County may inspect the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract and the terms of the applicable grant.

17.3 Audit

The Contractor agrees that the County may examine the Contractor's records to ensure compliance with the terms of this Contract. If this

Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's records to ensure compliance with the terms of this Contract and the terms of the applicable grant.

17.4 Records Retention

The Contractor agrees to maintain any business records related to this Contract or the Contractor's performance under this Contract for a period of at least three (3) years after final payment.

18. Identity Theft Prevention

18.1 In the event that the Contractor will obtain identifying information during the performance of the Services, the Contractor must take reasonable precautions to ensure that such identifying information is protected from unauthorized disclosure and is used only for the purpose of performing the Services.

18.2 For the purposes of this Paragraph, "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including but not limited to name, address, telephone number, social security number, date of birth, driver's license number, taxpayer identification number, or routing code.

19. Insurance Requirements and Indemnification

The Contractor agrees to obtain insurance coverage of the types and amounts required as set forth in the Insurance Checklist attached as Exhibit C and keep such insurance coverage in force throughout the life of this Contract.

19.1 Insurance Certificate and Additional Insured Coverage

The Contractor further agrees to provide certificates of insurance to the County evidencing the coverages specified in the Insurance Checklist, and including the County as an additional insured. Additional insured coverage is to be by proof of blanket additional insured coverage within the general liability policy or as provided by an endorsement specifying the County as an additional insured to the policy. Contractor's agent must provide a copy of the endorsement or language from the policy with the certificate of insurance.

19.2 Indemnification

The Contractor agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's performance of the Services or presence on the County's property or worksite.

20. Independent Contractor

The Contractor and its agents and employees are independent contractors and are not the employees of the County.

21. General Provisions

21.1 Entire Contract

This Contract, consisting of the following documents and Exhibits, embodies the entire Contract between the Parties.

21.1.1. The Contract – This Professional Services Contract

21.1.2. Exhibit A – The Scope of Work

21.1.3. Exhibit B – Required Reports

21.1.4. Exhibit C – The Contractor’s Budget

21.1.5. Exhibit D – Insurance Checklist

There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein. In the event of a conflict between this Contract and any Exhibit, the terms of this Contract shall control.

21.2 No Assignment

The Contractor may not assign or subcontract this Contract without the express written consent of the County.

21.3 Modification

This Contract may be modified only in writing executed with the same formalities as this Contract.

21.4 Binding Effect

The provisions of this Contract shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

21.5 Headings

The paragraph headings in this Contract are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Contract.

21.6 Governing Law and Venue

This Contract is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Contract must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

21.7 Severability and Survival

In the event that any provision of this Contract is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Contract.

21.8 Interpretation

Each Party has had opportunity to have this Contract reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Contract, there shall be no presumption in favor of any interpretation solely because the form of this Contract was prepared by the County.

21.9 Remedies

All remedies specified in this Contract are non-exclusive. The County reserves the right to seek any and all remedies available under this Contract and applicable law in the event that the Contractor fails to abide by the terms of this Contract.

IN WITNESS WHEREOF, the Parties have caused this Contract to be executed by their duly authorized agents.

CONTRACTOR NAME

COUNTY OF GENESEE

By: _____
Name of Contractor Signatory
Title of Contractor Signatory

By: _____
Jamie Curtis, Chairperson
Board of County Commissioners

Date: _____

Date: _____

Approved as to form:

Corporation Counsel

Date: _____

EXHIBIT A Description of the Services

Provide a fully-integrated and state of the art land record recording and management system to improve work flow efficiency within the office and provide excellent and user-friendly public and professional web-based access to important land documents.

Components of a software system shall include, but is not limited to the following:

- a. Document Receipt and Review
- b. Recording/ Cashiering
- c. Receipting
- d. eRecording
- e. Indexing/Data Entry
- f. Auto-Indexing
- g. Auto-Redaction
- h. Scanning/Imaging
- i. Quality Assurance
- j. Verification/ Validation/ Browsing
- k. Rejections

System Requirements –

- a. System must use Web services and be ODBC-compliant.
- b. The web service module should be compatible with tablets, Ipads, and smart phones - Apple, Android, and Windows applications.
- c. E- Recording capabilities.
- d. subscription based online search capabilities.
- e. able to interface with the BS&A financial software system.
- f. The system may be hosted locally or at a remote site. If hosted locally the system must be hosted on a Windows-based server (Windows 2008 R2 or newer operating system).
- g. must support installation in a VMWare virtual environment.
- h. must be totally integrated. All of the proposed modules must seamlessly integrate to share the same data and eliminate redundant data entry.
- i. The system must help to minimize keystrokes (hotkeys), by facilitating duplicate field entries within the same document and duplicate field entries between different documents. Common indexes values should be easily copied to multiple documents.

Data and Image Conversion, must convert existing databases, images and index data to the new system

Training provided onsite to train staff and training materials.

Support and Upgrades

- a. One year maintenance with an option for multi-year maintenance.
- b. Support and maintenance to include system fixes and upgrades, customer support available from 8:00 a.m. to 5:00 p.m., Eastern Time.

Data Archiving and Disaster Recovery

- a. data archiving process and the disaster recovery plan in place.
- b. connectivity between the remote system and the County (Internet, T1, etc.),
- a. Accounting, comprehensive and accurate accounting and interface with the County Treasurer, Tax Assessor, General Ledger and other finance systems.

Standards of Testing, Performance and Acceptance

EXHIBIT B
Reports Required from the Contractor

Description of Report

Name and content of report

Frequency

How often?

If none, write NONE.

EXHIBIT C
Contractor's Projected Budget
Date to Date

EXHIBIT D
Insurance Checklist

GENESEE COUNTY INSURANCE CHECKLIST

Contract Title RFP Software for ROD

Proposal Number 15-064

Coverages Required

Limits (Figures denote minimums)

-
- | | |
|--|---|
| <u> X </u> 1. Workers' Compensation | Statutory limits of Michigan |
| <u> X </u> 2. Employers' Liability | \$100,000 accident/disease |
| <u> X </u> 3. General Liability | \$500,000 policy limit, disease
Including Premises/operations
\$1,000,000 per occurrence with \$2,000,000
aggregate |
| <u> X </u> 4. Professional liability
aggregate | \$1,000,000 per occurrence with \$2,000,000

Including errors and omissions |
| <u> X </u> 5. Products/Completed operations | \$1,000,000 per occurrence with \$2,000,000
Aggregate [If applicable] |
| <u> X </u> 6. Automobile liability | \$1,000,000 combined single limit each accident-
Owned, hired, nonowned |
| <u> X </u> 7. Cyber-Liability Insurance
aggregate | \$1,000,000 per occurrence with \$2,000,000 |
| <u> </u> 8. Owners and Contractors Protective | |
| <u> X </u> 9 | <u> Genesee County named as an additional insured on other than Workers' Compensation and Professional Liability via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.</u> |
| <u> </u> 10. Other insurance required: | _____ |
| <u> X </u> 11. Cancellation Notice is to read: | Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the certificate holder named to the left or 10 day notice for non-payment of premium. |
| <u> X </u> 12. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements) | |
| <u> X </u> 15. The certificate must state bid number and title | |