ADDENDUM #2

REQUEST FOR PROPOSALS (RFP) #15-064
Land Records Management Software System

1. The DUE DATE has been changed to:
   DUE DATE: 3:00 p.m. (EDT), Thursday, July 23, 2015

2. Please include the minutes and questions and answers on attachment 1, as part of
   the above mentioned RFP.

Indicate on the Signature Page item #6 and on the exterior of the envelope
containing your proposal:

ADDENDUM #2 RECEIVED

ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 343
FLINT, MI 48502
ATTACHMENT #1

1. Page 8, Section 3 #3 lists the due date for questions.
   a. Is there a schedule for other key RFP dates such as award date and desired Go Live date?
      Answer: Award date: Is not firm and will likely be in September
              Review of proposals and interviews will be in August
              Go Live Date: January 1, 2016
   b. Inquiry deadline is on June 26th, with the proposals due on July 8th. Given the tight timeline with the July 4th holiday, would Genesee County consider extending the proposal submittal deadline 10 days to allow time for respondents to review answers to questions?
      Answer: Yes, see page 1.

2. Page 13, #3a states, “Proposers must state their ability and plan to convert existing databases, images and index data to the new system.”
   a. How many databases need to be converted?
      Answer: One

3. Page 14, #7 refers to the number of users for equipment needs, and includes 9 staff members, 4 additional contract workers doing historical indexing, three front-desk/counter workstations and seven public inquiry stations. Does the County expect to have a need for equipment and software licensing for the four contract workers after awarding a contract for a replacement system?
      Answer: The proposal should respond to the current personnel needs as stated in the RFP.

4. Page 14, #8 Accounting mentions a requirement “…to provide comprehensive and accurate accounting and interface with the County Treasurer, Tax Assessor, General Ledger and other finance systems.”
   a. Specifically, what are the other software systems? Are there systems other than the BS&A financial software referred to on page 29?
      Answer: Presently, BS&A is the only software system with which the records system needs to interface.
   b. Are they Web Services enabled?
      Answer: Yes, information can be submitted and retrieved via the web.
   c. What is the interface with the Register of Deeds and the Treasurer?
      Answer: Information from BS&A (IN THE FORM OF TEXT OR SML) is imported and exported daily into the present ROD system which then directs the information into fields and generates the documents for recording.

5. What is the current file format?
   Answer: The files are scanned as tiffs and then converted daily to pdf format

6. How many images are on file?
   Answer: Approximately 4.5 million

7. What scanners are used?
   Answer: Fujitsu Fi-6130Z
In **SECTION 3 - ADDITIONAL TERMS & CONDITIONS**

8. Please define what is involved in “ringing” as referred to under #1 under this section
   Answer: This simply refers to ringing up transactions involving recording fees, this
   represents the first step in the recording process. The term “ringing” is used
   interchangeably with recording/cashiering and/or receipting.

In **Scope of Work**

9. Software Modules;  Further define Auto Redaction. Is this a go forward solution or is this
   a solution for historical documents?
   Answer: This is a go forward solution

10. Do you have a county wide enterprise imaging solution that you currently use or plan to use
    in the future?
    Answer: No. Other departments in the county use OnBase.

11. System Requirements; What integration points are required for the BS&A integration?
    Answer: See above. Information from BS&A (IN THE FORM OF TEXT OR SML) is
    imported and exported daily into the present ROD system which then directs the information
    into fields and generates the documents for recording.

12. Accounting; What are the interface requirements for the interface with the County
    Treasurer, Tax Assessor, General Ledger and other finance systems?
    Answer: See above. Information from BS&A (IN THE FORM OF TEXT OR SML) is
    imported and exported daily into the present ROD system which then directs the information
    into fields and generates the documents for recording.

13. The Cost Proposal Form on page 16 does not allow enough room to fill in the description.
    Can a different form be provided?
    Answer: Use the provided form to complete the information that will fit on the form, where
    need use an additional page titled **Cost Proposal** to provided additional information and
    note in the column of the form to “see attached page”

14. Page 4, Section 9 refers to a Performance Bond. Is a Performance Bond required?
    Answer: No performance bond is required.

15. Please clarify if the administrative and cost proposals should be together in a single binder,
    or separate binders. If submitted separately, please clarify if they can be in the same box
    and each proposal has 1 original, 1 hard copy, 1 electronic copy.
    Answer: Submit one original, one paper copy and one electronic copy of your proposal,
    administrative and cost proposals together.

16. The SOW requires that the proposal contain certain information, however, Section 6,
    Proposal Format, does not call out where that information should be placed. Please clarify.
    Answer: Item #5 of Section 6 is for addition information and comments.