

**CHATHAM COUNTY PURCHASING DEPARTMENT**

**ADDENDUM NO. 1 FOR RFP NO. 14-0036-3**

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**LAND RECORDS IMAGE BASED MANAGEMENT SYSTEM, SERVICE  
AND MAINTENANCE FOR COURT, GENERAL LEDGER AND NEW  
REAL ESTATE SYSTEMS FOR CHATHAM COUNTY CLERK OF  
SUPERIOR COURT**

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**The deadline for receipt of proposals remains May 21, 2014 at 5:00 p.m.**

Questions and answers from the pre-proposal conference:

1. Section 4.6 PROPOSER'S EXPERIENCE, Number 2 : Currently "GSCCCA Certified" for Real Estate Indexing, Automated Lien Indexing, Automated Plat Indexing. Criminal Case Disposition (aka SB50/OBTS) and Civil Case Transmissions (aka SB176/Civil).  
**A. Delete any references in the RFP to criminal or civil cases.**
2. Section 4.6 PROPOSER'S EXPERIENCE, Number 3 : Georgia Superior References.  
**A. Contractor must be certified by the GSCCCA.**
3. Section 4.6 PROPOSER'S EXPERIENCE, Number 5: Office in the State of Georgia with system support resources.  
**A. The Georgia office is not required. Chatham County is more concerned with the service level agreement. Proposers shall detail their plan for support which must be satisfactory to the County.**
4. Section 5.6.5 INTEGRATION/INTERFACE REQUIREMENTS, Number 17: The system has the ability to verify addresses against a master address database.  
**A. Delete this requirement.**
5. Section 5.6.5 REAL ESTATE TRANSACTION RECORDING REQUIREMENTS, Number 21: The system has the ability to integrate with standard Microsoft Office products, Word, MS Excel, MS Access and MS Outlook.

- A. The program shall integrate with MS Office or proposer shall detail why this capability is not necessary with their system. Chatham County prefers SSRS (single server reporting services).**
6. Section 5.6.7 REAL ESTATE TRANSACTION RECORDING REQUIREMENTS, Number 69: Support check endorsement and re-endorsement using the receipt (currently use slip printers and now want to eliminate the slip printers for file stamps with electronic stamp with the following:
- A. The bulleted items must be on the first page of the document and on the receipt.**
7. Section 5.6.10.06 E-FILING REQUIREMENTS, Number 182: Must accept credit cards and Pay Pal.
- A. All payments will be ACH so this is not a requirement at this time.**
8. Section 7.09 INTERFACE TO EXISTING SYSTEMS: The Proposer shall have the ability to generate daily information from the land Records system and integrate into the General Ledger. It shall total and summarize all daily activities by revenue.
- A. We currently do not have a financial system. Proposer will include a stand alone system.**
9. Will there be any remote satellite offices?
- A. Yes, the Records Center will be remotely connected but will be search only. There is no firewall.**
10. How many personal computers are at the records center?
- A. There are four (4) PC's at the Records Center.**
11. How many years of data require conversion?
- A. The data requiring conversion begins from 1971 to present. There are gaps in the data during this time frame as historical project is completed the data is inserted.**
12. How many years of images require conversion?
- A. Deed and Misc Images are from, 1950 to 1966 and the 1971 to present; as the historical project is completed the images will be inserted. All Plats and Maps currently stored as images must be converted.**
13. How much disk space is being used?

- A. We currently have 700<sup>9</sup> Gigabytes of data. The vendor should plan on growth to one (1) terabyte within three (3) years.**
14. How many licenses will be required?
- A. Licenses for approximately 60 employees and 26 public.**
15. How many employees will be entering data?
- A. Fourteen (14) employees will be doing data entry.**
16. What type of e-mail system does the County have?
- A. Microsoft Outlook**
17. What is the time line for procurement and implementation?
- A. The County hopes to have a signed contract by July, 1 2014**
18. Who is the current vendor?
- A. Iron Data**
19. Please explain the references to hardware in the proposal.
- A. Hardware only needs to be addressed by the proposer if there are any special requirements for the proposer's system. The County utilizes rack mounted servers at its data center.**
20. Are there any requirements for public inquiry web hosting?
- A. Not at this time but system should have capability for expansion.**
21. Does the County want the option for property fraud notices?
- A. Yes, this would be a very desirable feature. Proposer shall indicate if the system will accomplish this and if there is any additional charge for this feature.**
22. Should the proposer offer a solution for printing by the public?
- A. Yes, a proposal for this would be considered.**
23. Attachment H states that failure to provide signed affidavits from all team members with your response may be cause to consider your proposal non-responsive. The signature line is titled "Authorized Officer or Agent". So you want Attachment H to be signed by our authorized

officer or one signed by every team member?

**A. Authorized Agent**

24. Our financial reports are quite extensive and printing financials for the last three years would require large amounts of paper. Can we provide our financial reports on a CD or via a link?

**A. Yes**


25. The RFP requests two different response format outlines. One is in section 3.8 and the other in section 5.6.1., which response outline is required?

**A. Please use format outlined in Section 5.6.1**

26. Section 5.6.3 states that responses to the requirements must be also recorded on the enclosed spreadsheet and returned with the proposal. Can you provide the spreadsheet?

**A. Please disregard the statement about the spreadsheet and provide information on documents provided.**

5/9/14  
DATE

  
MARGARET H. JOYNER  
PURCHASING AGENT  
CHATHAM COUNTY, GEORGIA