

INVITATION TO SUBMIT
PROPOSAL

RFP NO. 14-0036-3

**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**

**MANDATORY PRE-PROPOSAL CONFERENCE/TELECONFERENCE: 2:00 P.M.,
MAY 7, 2014 (Local Time)**

PROPOSAL RECEIPT DUE BY: 5:00 P.M., MAY 21, 2014 (Local Time)

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER YUSUF K. SHABAZZ

COMMISSIONER JAMES J. HOLMES

COMMISSIONER LORI L. BRADY

COMMISSIONER TONY CENTER

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK J. FARRELL

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

**CHATHAM COUNTY, GEORGIA
DOCUMENT CHECK LIST**

The following documents, when marked, are contained in and made a part of this Package or are required to be submitted with the proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her Proposal.
FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE PROPOSAL.

- GENERAL INFORMATION
- PROPOSAL
- SCOPE OF WORK
- LEGAL NOTICE
- ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR AFFIDAVIT/AGREEMENT; E. SAVE FORM; F. DEBARMENT FORM; G. M/WBE PARTICIPATION FORM; H. LOBBYING AFFIDAVIT; I. INFORMATION TECHNOLOGY VENDOR AGREEMENT

ALL FIRMS REQUESTING TO BUSINESS WITH CHATHAM COUNTY MUST REGISTER ON-LINE AT [HTTP://PURCHASING.CHATHAMCOUNTY.ORG](http://PURCHASING.CHATHAMCOUNTY.ORG)

COUNTY TAX CERTIFICATE REQUIREMENT: Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER _____
CITY _____
COUNTY _____
OTHER _____

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBERS _____

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her proposal.

BY: _____
SIGNATURE: _____ DATE: _____

TITLE:

COMPANY:

Chatham County has established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are strongly encouraged to report ownership status. A minority or woman owned business is defined as a business with 51% or greater minority of woman ownership. Please check ownership status as applicable:

African-American _____ Asian American _____ Hispanic _____

Native American or Alaskan Indian _____ Woman _____

In the award of “Competitive Sealed Proposals”, minority/woman participation may be one of several evaluation criteria used in the award process when specified as such in the Request for Proposal.

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AND CONTRACTING
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1624**

DATE: APRIL 24, 2014

RFP NO. 14-0036-3

GENERAL INFORMATION FOR REQUEST FOR PROPOSALS

This is an invitation to submit a proposal to supply Chatham County with the professional services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, Savannah, Georgia up to 5:00 P.M., MAY 21, 2014. (Local Time)** The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a proposal are contained in the Request for Proposal package. Please note that specific forms for submission of a proposal are required. Proposals must be typed or printed in ink. If you do not submit a proposal, return the signed invitation sheet and state the reason; otherwise, your name may be removed from our bidders list.

A MANDATORY pre-proposal conference/teleconference has been scheduled for 2:00 P.M., MAY 7, 2014 (Local Time), and will be conducted at the Chatham County Judicial Courthouse, Room 304, 133 Montgomery Street, Savannah, Georgia 31401, to discuss the specifications and resolve any questions and/or misunderstandings that may arise. Firms must be represented at this conference in order to submit a proposal.

Firms who are unable to attend the mandatory pre-proposal conference in person can participate via teleconference using the following method:

1. Please join my meeting.

<https://global.gotomeeting.com/join/878372861>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial +1 (636) 277-0136

Access Code: 878-372-861

Audio PIN: Shown after joining the meeting

Meeting Password: realestate

Meeting ID: 878-372-861

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; Therefore, the Purchasing Agent will issue a written addendum to document approved changes. Generally when addenda are required, the bid opening date may be changed.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

SECTION I INSTRUCTIONS TO PROPOSERS

1.1 PURPOSE: The purpose of this document is to provide general and specific information to use in submitting a proposal to supply Chatham County with services as described herein. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 HOW TO PREPARE PROPOSALS:

All proposals shall be typewritten or completed with pen black or blue ink, signed by the business owner or authorized representative, with all corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.**

Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

1.3 HOW TO SUBMIT PROPOSAL: All proposals shall be:

- A. **Submitted in a sealed opaque enveloped, plainly marked with the proposal number and title, date and time of bid proposal opening, and company name.**
- B. Mailed or delivered as follows in a sufficient time to ensure receipt by the Purchasing Agent on or before time and date specified above.

Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

Chatham County will not accept telegraphic or electronically transmitted bids/proposals.

PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.

- 1.4 HOW TO SUBMIT AN OBJECTION:** Objections from Offerors to this Request for Proposal and/or specifications should be brought to the attention of the County Purchasing Agent on the following manner;
- A. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.
 - B. The objections contemplated must pertain both to form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.
- 1.5 FAILURE TO OFFER:** If a Proposal is not submitted, the business should return this Request for Proposal, stating reason therefore, and indicate whether the business be retained or removed from the County's bidders list.
- 1.6 ERRORS IN PROPOSALS:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposers own risk.
- 1.7 STANDARDS FOR ACCEPTANCE OF PROPOSERS FOR CONTRACT AWARD:** The County reserves the right to reject any or all Proposals and to waive any irregularities of technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, who investigation shows is not in a position to perform the contract.
- 1.8 PROPOSER:** Whenever the term "Proposer" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.9 COMPLIANCE WITH LAWS:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statutes, ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.
- 1.10 CONTRACTOR:** Contractor or subcontractor means any person, firm, or business having a contract with Chatham County. The Contractor of goods, material, equipment or services certifies that the firm will follow equal employment opportunity practices in connections with the awarded contract as more fully specified in the contract documents. Any subcontracting must be specified in the bid/proposal. All subcontractors must be approved by Chatham County.
- 1.11 LOCAL VENDORS:** The Board of Commissioners has strongly expressed their desire to have as much "Local" participation as possible used as Sub-Contractors for the work done in Chatham County.

1.12 MINORITY- WOMEN BUSINESS ENTERPRISE PARTICIPATION: It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County program is ACCESS. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm. If a bidder/proposer is considered for award, he/she will be asked to meet with the County Staff so that the intended MBE/WBE participation goals can be formalized and included in the subsequent contact.

If the awarded contractor/vendor is claiming minority status, the contractor/vendor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator located in the Human Resources Offices. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County's M/WBE Coordinator at (912) 652-7860.

SECTION II PROPOSAL CONDITIONS

- 2.1 SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.2 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.3 GEORGIA OPEN RECORDS ACT:** The responses will become part of the County's official files with any obligation on the County's part. Ownership of all data, materials, and documentation prepared for and submitted to Chatham County in response to a solicitation, regardless of type, shall belong exclusively to Chatham County and will be considered a record prepared and maintained or received in the course of operations of public office of agency and is subject to public inspections in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-070, et, Seq., unless otherwise provided by law.
- 2.4 GEORGIA TRADE SECRET ACT OF 1990:** In the event that a proposer submits secret information the County, the information must be clearly labeled as a "Trade Secret". The County will maintain the confidentiality of such trade secrets to the extent provided by law.
- 2.5 CONTRACTOR RECORDS:** The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the County. This applies to those specific contracts currently in effect and those which have been completed or closed up to three (3) years following completion. Again, this is a contract specific to the County contracts only.

- 2.6 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of ninety (90) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a ninety day period.
- 2.7 COMPLETENESS:** All information required by the Request for Proposal must be completed and submitted to constitute a proper proposal.
- 2.8 LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.9 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:** By submission of this Offer, the Proposer certified, and in the case of a joint offer each party thereto as to its own organization, that in connection with this procurement:
- A. Prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
 - B. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and;
 - C. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose or restricting competition.
- 2.10 AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.
- 2.11 VENDOR PERFORMANCE EVALUATION:** On April 11, 2008, the Board of Commissioners approved a change to the County Purchasing Ordinance requiring Vendor Performance Evaluations, as a minimum, prior to the contract anniversary date. Should the vendor performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Vendor Compliant form or a Performance Evaluation to be sent to the Purchasing Agent.
- 2.12 PROCUREMENT PROTESTS:** Objections and protests to any portion of the procurement process or

actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.

2.13 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES: The proposer agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the County may, at any time, secure similar or identical services at its sole option.

2.14 DEBARRED FIRMS, INDICTMENTS AND PENDING LITIGATIONS: Any potential proposer/firm listed on the Federal, State of Georgia or any government entity, Excluded Parties Listing (Barred from doing business) will not be considered for contract award. Proposers shall disclose any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the last five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will be not considered.

** All bidders or proposers are to read and complete the Disclosure of Responsibility Statement enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

Bidder acknowledges that in performing contract for the Board, bidder shall not utilize any firms that have been a party of any of the above actions. If Bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to Board contract.

2.15 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER): A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested. Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or irresponsible whenever such Proposer cannot document the ability to deliver the requested service.

2.16 COUNTY BUSINESS LICENSE REQUIREMENT: A current Chatham County or municipal business tax certificate (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business Tax Certificate prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract.

Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.

2.17 INSURANCE PROVISIONS: The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims and injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Contractor's fee proposal.

Chatham County evaluates each claim on a case-by-case basis and invokes all immunities and defenses permitted under law. Chatham County is not to be included as a named insured on Contractor's policies.

A certificate of insurance regarding this Request for Proposal shall include the following:

- A. *Worker's Compensation*: Statutory, with a minimum Employer's Liability limit of \$500,000.
- B. *Commercial General Liability*: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- C. *Business Automobile*: \$1,000,000 Combined Single limit written on an "Any Auto" basis.
- D. *Fidelity Bond/Professional Liability*: \$3,000,000 Covers lost due to crime or dishonesty by employee of/or the CONTRACTOR.

2.18 INDEMNIFICATION: The CONTRACTOR agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the CONTRACTOR or its subcontractors. The CONTRACTOR's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONTRACTOR further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the CONTRACTOR or his subcontractors or anyone directly or indirectly employed by any of them. The CONTRACTOR'S obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the CONTRACTOR.

The contractor shall provide the County with an insurance certificate outlining the coverages provided and 30 day written notification to the County when the coverages are terminated or expired.

2.19 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS: The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part of a resulting contract.

2.20 SIGNED RESPONSE CONSIDERED AN OFFER: The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of

the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.

2.21 NOTICE TO PROCEED: The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed or Purchase Order is issued by the Purchasing Agent or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.

2.22 PAYMENT TO CONTRACTORS: Instructions for invoicing the County for service delivered to the County are specified in the contract document.

- A. Questions regarding payment may be directed to Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.
- B. Contractors will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.
- C. Upon completion of the work, the Contractor will provide the County or contractor with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
- D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

2.23 MERGERS: If a selected firm is sold or merged with another organization, the County will consider the contract the binding regardless of any name changes. If there is a conflict of interest, the County reserves the right to terminate said contract.

2.24 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS OR REQUIREMENTS: It is the responsibility of the prospective proposer to review the entire request for proposal (RFP) packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or questions regarding the specifications or bidding procedures must be received in the Purchasing Department not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements apply to specifications that are ambiguous. Intention of the County that the Contractor's personnel proposed for the contract will be available for the initial contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacements personnel are subject to County approval. In the event substitute personnel are not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the contract for cause.

2.25 SECURITY AND IMMIGRATION COMPLIANCE ACT: On July 1, 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov>, to find the E-Verify information.

Protection of Resident Workers. Chatham County Board of Commissioners actively supports the Immigration and Nationality Act (INA) which included provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. the employer must verify the identity and employment eligibility of anyone to be hired, which included completing the Employment Eligibility Verification Form (I-9). The CONTRACTOR shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

The undersigned bidder or proposer certifies that he/she has carefully read the preceding list of instructions to bidders and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her bid/proposal are in accordance with all documents contained in this Request for Proposal package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned Proposer, have read the instructions to Proposer and agree to be bound by the provisions of the same.

This _____ day of _____ 20_____.

BY _____

SIGNATURE

TITLE

COMPANY

ADDRESS

PHONE NO.

SECTION III REQUEST FOR PROPOSAL

3.1 DESCRIPTION AND OBJECTIVES: The Chatham County Superior Court is seeking qualified firms interested in developing a comprehensive land record image based management system, service and maintenance for existing court, general ledger and new real estate system for Chatham County.

3.2 METHODOLOGY: The procurement described herein is being conducted as a Request for Qualifications through professional services selection, a method of selecting professional services as provided in The Chatham County Purchasing Ordinance and Procedures Manual. This will be a two-step selection process, a summary of which follows:

STEP ONE – ACCEPTANCE AND EVALUATION OF PROPOSALS: All technical requirements, unless otherwise specified, must be met by the proponent or such proposal will be disqualified as being non-responsive. Proposals that are deemed to be incomplete as to substance and content may be returned without consideration. Proponents whose proposals are not accepted will be promptly notified that they are no longer being considered and why. A shortlist of qualified firms will be developed and ranked.

The evaluation committee will make the selection of the firm which it believes is best qualified to provide the software, fee proposal and other qualitative factors considered. It is emphasized that the firm which offers the lowest fee proposal will not necessarily be the firm selected to provide the service. The selection will be made of that firm which provided the best proposal. "Best" is defined as the best combination of qualitative factors and fee proposal.

The selection committee will review all proposals received by the opening date and time as part of a documented evaluation process. The Committee will evaluate proposals according to the following criteria which are listed in order of relative importance:

1. Cost – The entire cost of the project shall be evaluated including costs for software acquisition, user licenses, planning and implementation, hardware and infrastructure,
2. System Functions – The system functionality satisfactorily meets the needs of the Chatham County Clerk of Superior Court.
3. Ease of Use – The system is easy to use for all common users.
4. System Modularity and Configurability – The proposed product is built in such a way that the County can add and configure system functionality to accommodate changing needs within the County.
5. Planning and Implementation Services – Adequate project planning and implementation services will be provided to ensure successful project completion.
6. Public Access – The vendor provides adequate access to records of the Clerk of

Superior Court.

7. Integration of System Processes – The system integrates the functionality of Land Filing, Web and General Ledger.
8. Proposer Reputation and Ability – The vendor has a reputation and track record that is satisfactory to Chatham County.

The Selection Committee reserves the right to determine the suitability of proposal on the basis of all of these criteria.

STEP TWO – DEMONSTRATIONS AND SITE VISITS: The evaluation committee will request demos from shortlisted vendors and may decide to conduct site visits with similar clients. It is the sole responsibility of the evaluation committee to determine if interviews will be required. If interviews are conducted, each of the “short listed” firms will be scheduled for an interview. The interviews will be scored and the points added to the total score. (25 points possible)

3.3 MANDATORY PRE-PROPOSAL CONFERENCE/TELECONFERENCE: A mandatory pre-proposal conference/teleconference will be conducted at **2:00P.M., MAY 7, 2014** at the Chatham County Judicial Courthouse, Room 304, 133 Montgomery Street, Savannah, Georgia 31401, to discuss the specifications and resolve any questions and/or misunderstandings that may arise. Firms must be represented at this conference in order to submit a proposal.**3.4**

PROPOSAL DEADLINE: The response to the Request for Proposal must be received by the Chatham County Office of Purchasing and Contracting no later than **5:00 P.M. (LOCAL TIME), MAY 21, 2014.** Any proposal received after the time stipulated will be rejected. The County may, for good and sufficient reason, extend the response deadline, in which case all potential proponents will receive an addendum setting forth the new date and time. Proposals must be responsive to the General Conditions (Information and Instructions), Special Conditions, Technical Specifications, and any attachments.

3.5 WITHDRAWAL OF PROPOSAL: Your proposal may be withdrawn by written request received by the County before the time fixed for receipt of proposals. Withdrawal of your proposal will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.

3.6 CONFIDENTIALITY OF DOCUMENTS: Upon receipt of a proposal by the County the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion. The particulars of the proposal documents will remain confidential until final award of the contract. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners.

3.7 CONE OF SILENCE: Lobbying of Procurement Evaluation Committee members, County Government employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB) or Request for Proposal (RFP) or contract by any member of a proposer’s staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited. Negative campaigning through the mass media about the current service delivery is strictly prohibited. Such actions may cause

your proposal to be rejected.

3.8 FORMAT OF RESPONSES: To be considered, proponents must submit a complete response to the Request for Proposal. The format provided in this Section is not negotiable. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:

- A. Cover Letter
- B. Experience in Similar Projects
- C. Qualifications/Key Personnel
- D. Project Understanding/Methodology
- E. Minority/Local Outreach
- F. References
- G. Fee Proposal
- H. Miscellaneous (not scored)
- I. Appendix (not scored)

Each proposal must be submitted in one (1) original and four (4) copies bound to:

Ms. Victoria D. Godlock, CPPB, MPA
Procurement Specialist
Chatham County Purchasing Department
1117 Eisenhower Drive - Suite C
Savannah, GA 31406
(912) 790-1624

NOTE: All proposals will be presented on 8-1/2" by 11" paper, either bound or in a notebook. The information will be tabbed according to each requested section.

3.9 COMPENSATION: The County has attempted in SECTION V to provide as much information about the project as possible to enable firms to structure the most cost effective offer.

3.10 REJECTING PROPOSALS: The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.

3.11 COST TO PREPARE RESPONSES: The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.

3.12 INQUIRIES: Direct any questions related to this RFP to Ms. Victoria D. Godlock, CPPB, MPA, Procurement Specialist, and submit all questions in writing. Include the RFP number, page, and paragraph number as a reference to each question. If you choose to mail your questions, do not place the RFP number on the outside of the envelope. DEADLINE FOR ALL QUESTIONS IS one (1) week prior to due date. All questions shall be delivered by hand, mail, and fax or e-mailed as follows:

Chatham County Purchasing and Contracting Division
Attn: Victoria D. Godlock, CPPB, MPA, Procurement Specialist
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
(912) 790-1627 (FAX)
vgodlock@chathamCounty.org

THE ONLY OFFICIAL ANSWER OR POSITION OF CHATHAM COUNTY WILL BE THE ONE STATED IN WRITING.

- 3.13 METHOD OF SOURCE SELECTION:** Chatham County is using the Competitive Sealed Proposal method of source selection, as authorized by Section V of the Chatham County Purchasing Ordinance and Article VI of the Purchasing Procedures Manual for this procurement.

An award, if made, will be made to the responsible offeror whose proposal is most advantageous to Chatham County, taking into consideration price and other factors set forth in this Request for Proposal (RFP). Purchasing and Contracting will not use any other factors or criteria in the evaluation of the proposals received.

- 3.14 EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the CONTRACTOR agrees as follows:

The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin.

SECTION IV SPECIAL CONDITIONS

- 4.1 PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance. If the County, at any time, discovers such a dispute during any point of evaluation, the proposal will not be considered further.
- 4.2 EVALUATION FACTORS:** Factors such as proponents overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, delivery under the contract terms, and fee schedule will be considered in the award recommendation. Commitment in the level of MBE/WBE firms, consultants and employees will also be considered in the evaluation of proposals.
- 4.3 SELECTION PROCESS:** Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise and clear as to the intent of the respondent. Further evaluation may include an oral presentation and system demonstration which will be scheduled after receipt of the written proposal and approval of the shortlist.

4.4 SOFTWARE DEMONSTRATION: If requested by Chatham County, the proposer agrees to provide a demonstration of the proposal software solution on Chatham County site to be conducted with three (3) weeks of request.

4.5 PRIME PROPOSER RESPONSIBILITY: It is recognized that several firms may wish to combine their resources in responding to this RFP. However, one firm shall be identified as the prime proposer and shall be responsible for the entire contract. Proposals by such combinations are acceptable, provided that each proposal is a complete proposal (as defined within this RFP) and contains all required information. The proposer shall be a certified partner of the software product being proposed.

This specification shall require the successful proposer to supply a fully operational Real Estate and Deed Application, General Ledger, E-filing installed and operating in the facilities of the Chatham County Government. Successful proposer shall be responsible for the complete definition, delivery, integration, training and implementation and continued maintenance of the systems. If multiple proposers wish to jointly propose a solution, the proposer that will be completely responsible for system integration shall be clearly specified in the proposal. The proposal shall contain a section which describes the Company Information Overview for each company proposed to participate in the solution.

4.6 PROPOSER'S EXPERIENCE:

Proposers submitting a response to this RFP must have experience with providing similar systems as proposed in this document. The proposer must meet the following criteria:

- Present existing experience in Georgia supplying and maintaining image based records processing systems similar to Chatham County Court and LRS.
- 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)
- Georgia Superior References
- Disclosure of all litigation or other legal proceeding (arbitration, mediation, etc) in which vendor or any affiliated entity has been a party to within the last ten years as well as complete disclosure of the outcome and/or current status of each instance. Involvement in litigation shall be the sole reason for rejection of the proposal.
- Office in the State of Georgia with system support resources
- The proposer shall identify the proposed implementation staff and their related experience. Resumes shall be included for key implementation staff members.
- The proposer shall identify the proposed staff and their related experience. Resumes shall be included for key support staff members.
- The proposer shall identify a site where the proposed system can be viewed functioning in a live environment preferably near Chatham County.
- The applicable customers shall include contract names, email addresses and telephone numbers along with a brief description of system including:
 1. Type of computer equipment
 2. Population based served

3. Number/Type of real estate instruments processed per month within the system
4. Number of users/departments support
5. Version of software they are using
6. Post implementation support
7. Implementation duration for each customer

4.7 LICENSES, PERMITS, TAXES: The price or prices for the work shall include full compensation for all fees that the proponent is or may be required to pay.

4.8 CHANGES: In the event a contract is awarded, the County may, at any time during the contract period, make changes within the general scope of the contract and its technical provisions. If any such change causes any increase or decrease in the proponent's cost of performing any part of the contract, whether changed or not changed by any such notice, an equitable adjustment shall be made in the contract prices, or in the time of performance, or in both. A written memorandum of such adjustment shall be made.

Any claim by the proponent for an equitable adjustment shall be supported by detailed cost and pricing data, which the County shall have the right to verify by audit of the proponent's records or, at the County's election, by other appropriate means. Any claim by the proponent for an equitable adjustment shall be made in writing and prior to proceeding with the additional services or capital investments. The County may accept and act upon claims made later if, in the County's sole discretion, circumstances justify so doing. Nothing in this clause shall excuse the proponent from proceeding with performance of this contract in accordance with its original terms and conditions and any approved changes.

4.9 TERMINATION OF CONTRACT: Each party to the contract shall have the right to terminate any contract to be made hereunder for its convenience by giving the proponent written notice 30 days in advance of its election to do so and by specifying the effective date of such termination. The proponent shall be paid for services rendered and not in question or dispute through the effective date of such termination. Further, provided a contract is awarded, if a proponent shall fail to fulfill any of its obligations hereunder, the County may, by giving written notice to the proponent at issue, terminate the agreement with said proponent for such default. If this agreement is so terminated, the proponent shall be paid only for work satisfactorily completed.

4.10 ASSIGNMENT: The CONTRACTOR shall not assign or transfer any interest of the contract without prior written consent of the Clerk of Superior Court.

SECTION V SCOPE OF SERVICES

5.0 OPENING STATEMENT

Each of Georgia's 159 counties has a Superior Court. This court is the highest level trial court of the state and consists of two elements-judges and superior court clerk.

- The judges are responsible for the operation of the court including disposition of the cases.
- The Clerk's Office maintains the official records of the court including real estate records.

Every County has four (4) local elected officials whose positions are created by the State Constitution. These are the Sheriff, Probate Judge, Tax Commissioner and Clerk of Superior Court. These positions have four (4) year terms and the person holding the office is responsible for performing the duties of that office as set forth by the official code of the State of Georgia.

Each County's growth rate is the driving influence in measuring the workload of the Court system. As an example, since 1985 Chatham County Clerk's Office has filed more cases and real estate records than were filed in the previous 152 years of service.

The Clerk maintains the Official Deed Records for all of Chatham County Georgia. A document that affects the title to real estate must be filed with the Clerk's Office in order to become public notice.

The most common document types filed with the Clerk are:

- Warranty Deeds
- Security Deeds
- Assignment of Security Deeds
- Quit Claim Deeds
- Satisfaction of Security Deeds
- Leases
- Mechanics and Materialmen Liens
- Bonds to Discharge Mechanics and Materialmen Lien
- Plats
- Property Tax Liens
- State Tax Liens
- Federal Tax Liens
- Lis Pendens Notice
- Trade Name Registration apply
- UCC (Uniform Commercial Code Financing Statements)

5.2 VISION

Chatham County's guiding vision of the future focuses on improving the public's access to the records held in the Clerk's office. Simplifying and enhancing the way citizens access government services is clearly part of that vision. By providing efficient access to official records, Chatham County and the Clerk's Office continue to set the standard for excellence in customer service.

5.3 GOALS

This Request for Proposals (RFP) is issued by Chatham County and the Clerk of Superior

Court (CSC) to procure proposals for the following: an image based land records processing system (LRS), indexing, public viewing retrieval, receipting, General Ledger, accounting reports, ad hoc reports, maintenance of Court, Land Records and E-Filing systems and website. This procurement includes design, development and support services necessary to satisfy the requirements outlined in the RFP.

5.4 PROJECT OBJECTIVES

Chatham County’s vision and goal for this project is to procure the following:

- Re-build the existing Land Records functionality which includes imaging documents for public review on a platform that utilizes current technologies and architecture.
- Add E-Filing of documents via the web to the functionality of the Real Estate division
- Offer support maintenance along with system upgrades for entire CSC operating system including Court, Real Estate, General Ledger and website
- Provide General Ledger and account tracking that ties together entire CSC operations from the Court and Real Estate divisions.
- Provide “Double Blind Entry” or “Computer Verification” of data entry.

5.5 OPERATING ENVIRONMENT

The proposed system (software and hardware) shall include an environment for training and testing which is separate from the live environment.

The following tables provide the current operating environment for Chatham County Government.

This information should be used to determine the system loading level during the system response time test period.

Chatham County Information

Average Number of Land Record Instruments Filed Monthly	2,800
Average Number of Document Pages Filed Monthly	21,000
Number of County Users	20+
Chatham County Population	265,000
Business Hours	M-F, 8 am- 5 pm

5.6 PROPOSAL FORMAT AND CONTENT

5.6.1 PROPOSAL FORMAT

To assist in the evaluation of proposals resulting from the RFP, it is requested that each proposal be written in a concise and forthright manner and that unnecessary marketing statements and

materials be avoided. The proposals should consist of nine sections; vendor solutions for each of the proposal requirements criteria listed below (and described further in the sections to follow) must be clearly stated. Additional relevant information may be placed in appendices.

SECTION	SECTION NAME	SECTION DESCRIPTION
1.	Executive Summary	This section should contain a summary of the proposal for review by senior management. The required statement found in 5.6.2 should be included in the Executive Summary.
2.	Brief Company Overview	This section should contain a brief overview of the responding company and include the following information. Please include same information for companies you may be partnering with: <ul style="list-style-type: none"> • Company name • Address • Telephone number • Fax number • Website • Year company was established • Number of employees
3.	Financial Statements	This section should contain a copy of the three most recent financial statements for the responding company and their proposed partners.
4.	Qualifications and References	This section should contain responses to section 4.6 of the RFP and describe the proposer’s experience with providing complete solutions.
5.	Implementation Plan and Project Schedule	This section should contain a draft implementation plan for this project including a preliminary project schedule as described in section 7.08.
SECTION	SECTION NAME	SECTION DESCRIPTION
6.	Maintenance and Support Plan	This section should contain responses to section 9.04 of the RFP and describe the proposer’s maintenance and support capabilities. Maintenance must include the support existing court, general ledger and real estate system.
7.	Proposal Responses	This section should contain the proposer’s

responses to all items in sections 5.0 of the RFP.

8. Supporting Documentation for Responses

This section should contain any supporting documentation for the responses provided for sections 5.0 of the RFP.

9. Cost Section

This section should contain a completed Cost Section for the proposed system using the form found at the end of the RFP. Costs for additional services and features not covered in the Cost Section forms can be provided in an appendix. Do not change the Cost Section Form.

5.6.2 PROPOSAL CONTENTS

Each proposal shall include a description of the software, recommended hardware and reimbursable services necessary to meet the requirements to implement the Land Records System and provide required support of all specified CSC systems. The proposal is not complete unless it contains both a Proposal Response Section and a Cost Section as described. A proposal that lacks either a Proposal Response Section or a Cost Section will not be evaluated and therefore will not be eligible for contract award.

The proposal shall include a proper response to each requirement contained in Section 5.0 – Land Records System Functions and Features of this RFP. Proposer shall return the forms provided in Section 5.0 with responses marked as detailed in Section 5.6.3. The proposal should also include any additional comments necessary to fully describe the functional capabilities of the proposed system, and give enough technical detail to allow the evaluation team to assess the feasibility of the proposed approach.

The Proposal shall include the following statement:

“This proposal represents all costs to cover and include all labor and supervision, materials, equipment, machinery, apparatus, tools, services, transportation, and all other facilities, licenses, permits, taxes, fees, charges, excises, services, expenses and incidentals of any description whatsoever necessary to perform and complete in a professional manner and to the complete satisfaction and approval of the Chatham County Government, free from all liens or claims of laborers, material, suppliers, or subcontractors and in conformity in all respects with all applicable federal, state, County or municipal laws, ordinances, rules or regulations, all working things contemplated by the RFP in contract.”

It shall be clearly understood that, although the cost of the system is important, the overriding cost consideration will be the total anticipated cost of installing, operating, and supporting the system over its lifetime, including ultimate replacement considerations.

The proposal's Cost Section should detail the individual components of the system cost. These components include software licenses, software development cost for modules that shall be modified or created, cost of proposed services, ongoing maintenance and support costs. The proposer shall include the support cost and the professional services cost required for software and hardware upgrades. If included, the cost for the optional components should be labeled as "Optional Components".

In addition, the Cost Section shall include purchase options only. Prices quoted by proposer shall be firm and best prices. Prices for expansions/upgrades of each/all components of the proposal shall be included and guaranteed as "not to exceed" pricing for two years from contract signing.

5.6.3 RESPONSE FORMAT

The following section contains the response documents, which shall be completed and submitted as part of the Proposal Response Section. Failure to complete and return this section of the RFP will be a basis for disqualification. This section is to be returned on the original hard copy forms provided.

In no case shall the requirements be retyped or altered in any way from those provided within. If the forms are retyped or altered in any way then the response will be disqualified. Responses shall also be recorded on the enclosed spreadsheet and returned with the proposal.

Each item in this response document shall be marked with one of the following "status codes":

- [E] Requirement is fully and completely met by proposed system and can be demonstrated in the proposed software package.
- [M] Requirement will be provided by proposed modifications to the base software package in the total price proposed. These modifications will be maintained in the base software package in a future release within 6 months of the software package being implemented; and a walk-through of the future release can be provided.
- [P] Requirement will be provided by proposed modifications to the base software package in the total price proposed. These modifications can be added with a minor modification to the proposed system and become part of the proposed software package.
- [O] Requirement will be provided by a standard option. The cost of these options shall be provided in the cost section of the proposal.
- [C] Requirement will be provided by custom modifications not supported in future releases and the cost indicated separately.
- [X] Requirement can not be provided.

In the event that additional information is to be provided on a separate sheet to further describe the

method in which the proposed Land Records System meets the specific requirement, an asterisk shall be entered on the response form following the "status code", such as [M*].

This part of the proposal shall include a response to each element of Section 5.6.4 (Sections 5.6.4.01 through 5.6.10.10). To avoid ambiguity any additional comments or explanation required by the proposer should be identified by element number.

5.6.4 LAND RECORDS SYSTEM FUNCTIONS & FEATURES

5.6.4.01 Architecture / Technology Requirements

1. [] The software is built on open standards to support running on Windows server operating systems.
2. [] The web based software supports industry leading web based application servers.
3. [] The software is built on architecture that supports custom configuration with no custom programming required.
4. [] The software is built on architecture that allows version/system upgrades that support custom configurations with no additional programming.
5. [] The system is designed to operate without any software on the client machines including any plug-ins or middleware.
6. [] The system utilizes Microsoft SQL Server 2008 R2 or higher for database functionality.
7. [] The system has the ability to create multiple user-defined tables and fields.
8. [] The system has the ability to utilize IMAP complaint e-mail systems.
9. [] The system has the ability to support Extensible Markup Language (XML) transactions with external systems.
10. [] The system is "user friendly" so that it can be operated with minimal training by who have little or no computer experience.
11. [] The system has the ability to support field-level security.
12. [] The system has context sensitive on-line help screens.
13. [] The system has the ability for the user to define pull down lists for any within the application.
14. [] The system supports real-time data edits and cross field edits.
15. [] The system allows wildcards to be used for any field when searching.
16. [] The system allows user definition of required fields.

Please provide a written or visual representation of your proposed architectural systems design.

5.6.5 INTEGRATION/INTERFACE REQUIREMENTS

17. [] The system has the ability to verify addresses against a master address database.
18. [] The system supports multiple integration approaches including web services, XML, file, etc...
19. [] The system supports single-directional data push with application systems Windows Server 2008 systems Server as the database management systems.
20. [] The system is able to import imaged documents already compiled in other formats.

21. [] The system has the ability to integrate with standard Microsoft Office products, Word, MS Excel, MS Access and MS Outlook.

Please list any current applications interfaced with the proposed system including what types of information are part of the interfaces. Also, explain how the interface is being accomplished such as a data push or more significant integration.

5.6.6 REAL ESTATE DIVISION REQUIREMENTS

5.6.6.01 General Requirements

22. [] Generally have image based processing, storage, retrieval, and efficiency levels of the existing system
23. [] Accept paper or electronic documents for document recording
24. [] Automatically update to real time the web site, in real time, with all electronic public available real estate data
25. [] Calculate costs and taxes and place on document
26. [] Assign recording unique id numbers
27. [] Allow cross referencing, cancellations and notices to append to images
28. [] On-screen public information
29. [] Capability of up 3 keystroke verification levels
30. [] Public index searches on name, book page, instrument type, clerk file number, land description, street name and number, subdivision name, and combined wildcard searches (i.e. Google-type searches)
31. [] Index/images updated automatically as data is applied to system
32. [] Adjustable date range of searches
33. [] List of available data inquiry by cursor or function key
34. [] Inquiry by as few as one (1) character
35. [] Inquiry by combined data types: name/book type/instrument or book type/instrument type or description/book type/name
36. [] Inquire grantor or grantee or both
37. [] Inquire by 1 or more individual book types or all book types
38. [] Data fields available through index
39. [] Print screen or document; one page, entire document or selected pages of a document
40. [] Rotate images
41. [] Zoom down on portions of image, with rubber bank and ability to “dray” enlarged area across document
42. [] Provide a “help” function within the system
43. [] Provide a “Go to” page number function
44. [] Provide View previous/next page functionality
45. [] Provide View previous/next document functionality
46. [] Perform “record search” inquiry which will search on a group of names (1 to 10 names) and build an index of instruments from the civil suit, federal tax liens, general execution (GED) docket, Lis Pendes notices, lien book, etc., for the required number of years immediate past (7- 20 years).

5.6.7 REAL ESTATE TRANSACTION RECORDING REQUIREMENTS

47. [] Must automatically generate Transfer tax stamps and in the case of Intangible Tax allocate the monies to the appropriate municipalities.
48. [] System must automatically generate document numbers and the associated book and page numbers
49. [] Must mark and identify documents and how they will be linked to information contained in the document index
50. [] Must be able to handle money including fee calculations, the generation of detailed receipts and the way these are entered into the General Ledger. The financial data created by the recording process must be interfaced to the CSC general financial system.
51. [] The system must allow for a cash drawer to be closed out at any time during the day and provide the necessary tracking and reporting.
52. [] Fees must automatically be calculated on the number of pages and the type of document recorded. The system must provide a method for counting and recording the number of pages handled for each document and the total count of each type of document.
53. [] The system must allow for a method to change the fee amounts as required.
54. [] The system must generate management reports to show total documents recorded by type and amount of money received. The system must be able to create standard reports or ad hoc types of reports.
55. [] Automatically calculate intangible and real estate transfer taxes and recording fees
56. [] Support the entry of the filer name and address
57. [] Allow for the completion of a batch of multiple recordings at one time
58. [] Support comment lines for special handling instructions for government charge information
59. [] Support recording “no charge” documents
60. [] Support the entry of return information for those documents that are returned to the customer at the time of recording
61. [] Support the entry of the source of the document
62. [] If documents for recording are from an attorney or firm that has an address already entered into system then it should auto-fill the information on the receipt screen
63. [] Must support Walk-in customer’s documents for recording from a new customer and e-Filing
64. [] Support documents for recording have been mailed into the office in the following manner:
 - Support additional instrument types and book types for future use
 - Support single key stroke for duplicate field values for multiple recordings (modify key)
 - Allow skipping of fields when entering data, if a field is not applicable or otherwise not required to be completed
65. [] Must support Cash transactions
66. [] Must support Charge transactions
67. [] Must support Mail In/Checks, Cash and Charge transactions in the following manner:
 - Draw down accounts POS accounts
 - Invoiced accounts (government)
 - Credit card and Pay Pal
 - Combination cash check and charge transactions
 - Automatically generate and assign an instrument (CFN) number

- Automatically generate and assign a book and page number of each book type (if applicable)
 - Automatically generate the recording date and time (with a Supervisor Only function to edit)
 - Print on the first page of documents that are recorded the following:
 - o daily file sequence number
 - o recording date
 - o recording time
 - o wording “Daniel W. Massey” with capability to edit as required
 - o Wording “Clerk of Superior Court” with capability to edit as required
 - o Wording “Chatham County” and/or Eastern Judicial Circuit with capability to edit as required
 - o Book and page number
 - o Option to print the wording “Transfer Tax Pd” and tax amount with capability to edit wording as required
 - o Option to print the wording “Intangible Tax Pd” and tax amount with capability to edit wording as required
 - Print on subsequent pages of the documents that are recorded the following book and page number
 - Print a receipt for documents that are recorded with the following:
 - o Daily file sequence number (unique)
 - o Recording date
 - o Recording time
 - o Operator ID
 - o Transaction payment type (cash, check, charge)
 - o Type of document
 - o Number of pages
 - o Name of customer (filer name), account number and name if a “charge”
 - o Total amount
 - o Amount tendered
 - o Amount returned to customer
 - o Breakdown of fees; total amount of transfer tax paid and the municipality to which it was credited and total amount of intangible tax
 - o Receipt must handle multiple documents
 - o The book and page number of reference case number
68. [] Support modification of recorded time and date as a supervisor only function
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):
- Daily file sequence number
 - Recording date
 - Recording time
 - Instrument kind (range of numbers if a batch)
 - Operator ID
 - Transaction payment type
 - Total amount: If multiple payment types then indicate the amount for each transaction payment type separately
 - Wording “For Deposit Only” with capability to edit as required
 - Wording “Daniel W. Massey” with capability to edit as required

- Working “Clerk of Superior Court” with capability to edit as required
 - Cursive signature of clerk with capability to edit as required
 - Name of bank and bank account number
 - Recording code
 - Type of customer – Walk-in if presenting recording in person or dropping off “folder” work, Mail-in received by US Mail or commercial courier service
 - Support assigning instrument kinds in consecutive order (i.e.: 1, 2, 3,) for a batch of recorded documents
 - Support a batch of multiple recordings under one or more transaction payment types
 - Support override capability of amounts due as a Supervisor only function
70. [] Support corrections to monies through the following methods:
- Support comments
 - Support printing new receipt
 - Support operator ID of person making corrections as a Supervisor only function
71. [] Support non acceptance of a charge transaction if balance will go negative unless overridden (POS draw down)
72. [] Support initializing each cash drawer for the start of the day by performing the following:
- Verify the current date and time
 - Assign operators that are permitted to sign-on to the cash drawer including the supervisor
 - Print cash drawer totals - supervisor only function
73. [] Support ending the current working day for each cash drawer by performing the following:
- Print cash drawer totals
 - Clear the assignee operator
 - Sign the cash drawer off the system
 - Drawer may be activated and de-activated any number of times during the day
 - Supervisor only function
74. [] Support closing out the current working day for each cash drawer by performing the following:
- Print cash drawer totals
 - Clear the cash drawer totals
 - Automatically assign or enter the requested working date
 - Supervisor only function
75. [] Support the withdrawal of money from the till for each register as a Supervisor only function
76. [] Support the establishment of the change fund for each cash drawer;
77. [] Support the operator sign-on for different security levels and capabilities for each cash drawer
78. [] Support the printing of register subtotals for each cash drawer
79. [] Support the resetting of the validation (receipt) number and cash drawer number for each cash drawer as a Supervisor only function
80. [] Automatically generate and assign the daily file sequence number for each cash drawer
81. [] Automatically generate the next working date
82. [] Support over-riding the next working date generated
83. [] Support over-riding the recording date and recording time for each cash drawer
84. [] Support the printing of each cash drawer’s functions and transactions
85. [] Support the printing of “A” pages on a document for missed pages

- 86. [] Support printing refund checks for overpayment
- 87. [] Support a message if the deposit account is low (POS draw down accounts)
- 88. [] Support the capability of printing duplicate receipts with indication that it is a duplicate receipt
- 89. [] Support the minimum assignment of three tills (or operators) per register
- 90. [] Support a minimum of 75,000 documents filed annually

5.6.8 REAL ESTATE DOCUMENT RETURN REQUIREMENTS

- 91. [] Provide acceptance of return address information entered by reorder/cashier if requested
- 92. [] Allow the following fields to be entered by the document return entry staff (if a valid address code is entered, the “Return To” return name and address will e automatically entered by the system):
 - Return name
 - Return address 1
 - Return address 2
- 93. [] Support the capability of printing mailing labels for returning the original documents.
- 94. [] Support a batch mode, so if there are multiple documents that are to be mailed to the same location the mailing labels indicate that the document is (1) of however many documents are in that batch to be mailed to that same address (ex. 1 of 24)
- 95. [] Support the capability of suppressing the printing of mailing labels in desired cases
- 96. [] Support an Address Code table for return information. The table will consist of codes with an associated address values for each code:
- 97. [] Allow for modification of the code table
- 98. [] Present a “pop-up” display list of all codes in the table and address values each code when the cursor is in the code field on the screen
- 99. [] Allow an operator to select a code from the “pop-up” list with the associated address values filling the corresponding fields on the screen

5.6.9 REAL ESTATE POS ACCOUNTS

Repeat customers who wish to establish “draw down” accounts by placing monies into an account that will allow the user to print copies and then print costs are deducted from the draw down account. The print (copies) request can to service counter or to an assigned printer that allows copies to be made without clerk release of copies.

- 100. [] Provide ability to request copies and to pick up at service counter
- 101. [] Provide ability to request copies to assigned printer and customers picks up with clerk release

5.6.10 DOCUMENT IMAGING REQUIREMENTS

The proposed system must provide the capability to capture images of documents immediately after recording (up-front) by using advanced imaging technologies to make high quality images of them available to the public on a high performance, shared, on-line system. The proposed system must provide the capability to create microfilm from the image files for legal archival purposes. On “Rush Recording” CSC requires the ability to capture document images at the same time they are

recorded. There will be exceptions to this in the case of large volume documents or when a customer does not wait for them.

The Proposer should thoroughly describe the proposed method and system capabilities for capturing and managing an on-line collection of recorded and indexed documents. Please include a job flow diagram which shows how the hard copy forms and imaged documents are handled in the office. The preferred method of workflow by the CSC is to image documents immediately as received, then to file and record transactions based on the image rather than the hard copy. Additionally, describe the limitations for handling a large collection of documents and the daily volume of documents to be taken in. Approximately 75,000 documents per year are being recorded. On most days this translates to approximately 3,000 pages. The volume of documents recorded will continue to grow by a minimum of 5% annually.

5.6.10.01 DOCUMENT SCANNING REQUIREMENTS

- 102. [] Provide immediate on-screen validation for scanned document images
- 103. [] Support matching the information entered in by the recorder/cashier with the image
- 104. [] Support the capability of easily scanning different sized pages for a document (8 1/2" x 11" or 8 1/2" x 14")
- 105. [] Support the capability of scanning different document sizes (up to 30" x 36")
- 106. [] Provide operator adjustable quality controls (i.e. contrast) that can be adjusted before an image is accepted
- 107. [] Display the scanned image and index screen simultaneously or not
- 108. [] Allow person scanning to re-scan images without permanently storing the original image scanned
- 109. [] Support sending the images to an indexing queue
- 110. [] Support flatbed and automated scanning of the documents
- 111. [] Support the scanning of a document (Ex: affidavit, Clerk's certificate) to account for a book and page number that may not be associated with an instrument kind
- 112. [] Support the capability of scanning dual-sided (duplex) documents
- 113. [] Maintain a count of pages at scanning for verification to fee collection count of pages
- 114. [] Provide for de-skewing and cropping of the image
- 115. [] Support all scanning requirements for efficient indexing
- 116. [] Support determining the count of pages while scanning by checking if a page is blank or has data contained upon it
- 117. [] Scan incoming correspondence creating images of the correspondence
- 118. [] Support integration of OCR and ICR software for indexing
- 119. [] Support reporting which details the book/page that have been scanned in a user defined time period
- 120. [] Support the cross referencing of documents/images to each other (as for satisfactions of security deeds)

5.6.10.02 DOCUMENT INDEXING REQUIREMENTS

Documents are indexed by grantor name(s), grantee names(s), book and page number, type of document, recording date and a legal description. Plats are indexed by book and page number, type

of document, subdivision, and a legal description.

121. [] Allow data entry with KEY STROKE verification of the index information they enter
122. [] Support the entry of the following fields:
 - Instrument type
 - Action (e.g. A = add, C = change, F =find and D = delete)
 - Document title (automatically generated from document type)
 - Grantor (multiple – unlimited number)
 - Grantee (multiple – unlimited number)
 - Legal description; with district, land lot, block, lot, unit, phase, subdivision – all need to be storable data elements
 - Open-ended legal description – general description – non storable
123. [] Automatically load all data entered or automatically generated by the recording/cashiering function into the corresponding fields; instrument kind, recording date, recording time, page count, book and page number and book
124. [] Allow changes to certain data on the permanent index under security control, with any changes written to a change-log security audit file. (Any changes or corrections to Index must have the date, time and initials of the person making the correction)
125. [] Allow for the forward and backward paging of the image document during the indexing process
126. [] Allow for date entry while using edits and verification tables
127. [] Support the entry of pertinent tax information:
 - Name and address of taxpayer
 - Tax type
 - Lien type
 - Amount of taxes, penalties and interest due and unpaid
 - Provide an audit trail of all transactions, by user
128. [] Provide the same document size throughout the batch (currently we have to zoom in and out when each new document appears)
129. [] Provide in the legal field once the information is entered and there is a need to “delete” that one strike of the delete key will delete (currently we have to strike the delete key several times before delete occurs)
130. [] Provide in Cross Referencing the default to font size 8
131. [] Provide the ability to view the document type cross referencing from the intake area to ensure the document is called the same as filing counter

5.06.10.03 DOCUMENT INDEX VERIFICATION REQUIREMENTS

132. [] Provide reports for verification for a different operator ID than the indexing entry operator ID
133. [] Allow the following fields to be re-keyed (verified) by indexing staff:
 - Instrument type
 - Page count
 - Index document type
 - Grantor (multiple – unlimited number)
 - Grantee (multiple – unlimited number)
 - Legal description

- Require “field level” comparison of data
134. [] Allow corrections to index with the system capturing the operator ID for each correction made
135. [] Allow for one of the following options:
- Accept original data
 - Accept new data
 - Re-key data item(s)
136. [] Allow for “flagging” of errors so that file can be returned to original data entry clerk for correction. Transaction printout of file is used by supervisor to verify corrections where properly executed. This functions as a training feed-back method
137. [] Allow configuration markers to control which data items are to be key verified and which are not
138. [] The system will provide the capability of verifying that all records entered for a given day have been completed through recording/cashiering, indexing, indexing verification and document entry
139. [] Provide for Chatham County style indexing and GSCCCA compliant from single data entry or Double Blind with Computer Verification.
140. [] Hold scanned images in a queue magnetic storage at least until image verification and indexing, indexing verification and document return entry have been completed
141. [] Allow for data to be updated as applied without GSCCCA approval
142. [] Support multiple levels of security for the indexing entry and verification functions

5.6.10.04 DOCUMENT INDEXING MISCELLANEOUS REQUIREMENTS

143. [] Support a search on the following fields:
- Grantors
 - Grantees
 - Recording date
 - Instrument kind
 - Book type, book and page number
 - Legal description (storable data elements)
 - Allow range of dates for search
 - By one (1) character or letter of the alphabet
144. [] Provide batch processing capability for multiple document packages, with search review of any entered data or image documents in the package
145. [] Support integration between indexing and image retrieval software
146. [] Support ability to enter corrections for history indexes without changing original entry (leave original – append correct information with date and time of correction)
147. [] Allow for the deletion, addition or correction of the field values
148. [] Support indexing and key verification from either the image or the document
149. [] Support sending the images to a document return queue for Document Return to start their process
150. [] Provide field level “help” functions
151. [] Support a Name Code table for automatically generating the grantee or grantor name.
152. [] The Name Code table will consist of codes with an associated name value for each code
- Allow for modification of the code table

- Present a “pop-up display list for all codes in the table (and the name value associated with each code) when the cursor is in the code field on the screen
 - Allow for operator to select a code from the “pop-up” list, with the associated name value filling the corresponding field on the screen
153. [] Support the expunging and/or sealing of a record
- Provide the capability of changing the information in the record
 - Provide scanning a Clerk’s Certificate in the place of the original document (image). This may be one page to replace several, or several replaced by one
154. [] Support screen prints at any stage of the recording/indexing process
155. [] Provide for inquiries using “wildcard” or partial text searches
156. [] All dates in the system must be capable of handling four (4) digit years
157. [] Provide retrieval of document images within 2 seconds or less
158. [] Continue to maintain adequate response time as system grows

5.6.10.05 Public Inquiry of Imaged Documents Requirements

159. [] Support full-size display of up to 8 ½” x 11” documents and scaled full image of 8 ½” x 14” or 22” x 17”
160. [] Support “scroll” through list of index records
161. [] Support retrieval of indexes by remote workstations
162. [] Support display of multiple party names in alphabetical order for all indexes
163. [] Support the following functions for an image displayed:
- Move through the document page by page
 - Jump forward and backward in the document
 - Select a specific page for viewing
 - Support thumbnail images
164. [] Provide multiple search criteria
- Grantor/grantee name or party names
 - Recording date
 - Index document type
 - Instrument kind which includes Federal Tax Liens, General Execution Docket and other lien docket
 - Book type, book and page number
 - Legal description; district, land lot, lot, block, unit, phase and subdivision
 - Uniform Commercial Code filing statements by debtor and lender
 - Uniform Commercial Code number
 - Street name and number
165. [] Support the following image manipulation functions:
- Zoom in and out
 - Pan image back and forth
 - Pan and scroll zoomed image
 - Rotate image in 90 degree increments
 - Flip image
166. [] Support the following image manipulation functions:
- Scroll image up and down
 - one key displays previous document
 - one key displays next document

- Use some means to move around the document
 - Retrieve and display document within 2 seconds
167. [] Provide ad hoc reporting:
- Search by grantor/grantee name within a specific date range
 - Search by grantor/grantee name with a specific index document type
 - Search by index document type within a specific date range
 - Other search criteria that may be determined
168. [] Support printing daily, weekly and monthly reports on-line or in batch:
- Book and Page Control list
 - Daily Index listing
 - Register on Instruments report, or on some media
 - Mailing list and labels for “return to:” documents
 - Accounting Audit Report
 - Accounting ad hoc reports
 - Accounting receipt summary report
 - List of tables
169. [] Support general statistics on-line or in batch:
- Provide monthly/yearly document volume statistics by index document type
 - Provide monthly/yearly the number of pages for each book type statistics
 - Provide the number of pages scanned for a given day statistic
 - Provide the number of records created on recording date statistic
 - Provide totals for cash, checks, charges and credit cards if available per day
 - Provide the number of documents completed through each process; recording/cashiering, indexing entry, indexing verification, document return entry
 - Provide monthly status report on all cash handling
 - Provide all print request statistics for a customer (POS)

5.6.10.06 E-FILING REQUIREMENTS

170. [] The e-Filing portal will be locally Hosted and/or through GSCCCA
171. [] Generally accessible by the public that agrees to terms
172. [] Offers the ability to block some parties from usage
173. [] Automatic e-mail generation of successful request for filing
174. [] System will count pages, connected to PT.61, preliminarily figure cost and taxes for check;
final cost figured by clerk
175. [] System must comply with Georgia Electronic Signature Act
176. [] System will Queue file requests in chronological order for acceptance review by clerk
177. [] System will Track date/time of each event (transaction)
178. [] Will offer acceptance review by clerk with the following phases:
- Accept
 - Charge
 - Send notice of acceptance with recording info or send notice of rejection with reason
179. [] Must allow filing party to contest cost/taxes to appropriate party with appeal to Superior Court. This must be in “users agreement” as well as functionality (as in paid under protest taxes)
180. [] E-filed documents should be queued for real time processing

- 181. [] Accept common image format
- 182. [] Must accept credit cards and Pay Pal
- 183. [] Be integrated into filing procedures similar to those currently in use

5.6.10.07 GENERAL LEDGER REQUIREMENTS

Please provide a written response for a comprehensive General Ledger which will accept transactions from the Land Records system and the Courts Case Management system. This General Ledger functionality should be able to track the following:

- bank account balances from multiple banks
- escrow, abandoned fund and other account type balances
- collected & disbursed monies
- various liability accounts

The General Ledger system should also provide tracking for audit purposes and robust reporting capabilities.

5.6.10.08 COMPLIANCE REQUIREMENTS

- 184. [] The system has the ability to trace all additions, updates and deletes from all database tables.
- 185. [] The system has the ability to trace all committed changes to database tables.
- 186. [] The system has the ability to trace changes in status on any record.
- 187. [] The system prohibits record deletions without proper security.

5.6.10.09 SYSTEM ADMINISTRATION REQUIREMENTS

- 188. [] The system is able to support a system administrator who will have access to all functions in the systems, including system administration and security, as well as all transaction types.
- 189. [] The system allows multiple groups and roles that govern individual access to the system and transactions within the system. The users will be placed in the appropriate group and assigned a role. The role will determine whether or not the individual may access a transaction, and if the access is updated or viewed only.
- 190. [] The system requires the user to supply a complex password that requires some combination of letters and numbers.
- 191. [] The system must provide the ability for the application administrator to reset passwords.
- 192. [] The system must provide administrators the ability to establish, implement and change business rules with relative ease and minimum training.
- 193. [] The system allows customizations or definition of templates without programming or changes to source code.

6.0 HARDWARE AND SOFTWARE ENVIRONMENT

This section presents the requirements for the County's hardware and software standards. Actual memory sizes, processor speeds, peripherals and system software standards packages shall be recommended by the Proposer.

6.01 COUNTY STANDARDS

The Proposer shall conform to the County Standards specified in this section and the attached ICS Vendor Agreement.

Servers, desktops, laptops and tablet PCs shall not require administrator rights to operate.

The County standard prohibits providing administrator or root privileges to servers for executing any software in the production environment.

The County Standards for server operating systems are:

- **Windows Server 2008 and later**
- **All future Windows Server updates**

The County Standards for the desktop environment are:

- **Micorsoft Windows 7 and higher**
- **Microsoft Office 2010**
- **Microsoft Outlook 2010**
- **Microsoft Updates for all products**
- **Internet Explorer 11 and later**
- **ESRI ArcGIS version 10 and later**

The County Standards for ad-hoc reporting are:

- **Reporting Services for MS SQL Server 2008 and later**

The County standards for database management system are:

- **SQL Server 2008 R2 and higher**

The County Standards for network communication are:

- **Ethernet**

7.0 PROFESSIONAL SERVICES

This section describes the services to be provided by the successful proposer in the course of implementing and supporting the systems.

7.01 SYSTEM DEFINITION

The proposal should include an executive summary describing an overall implementation plan. The successful vendor shall develop detailed plans to be included as deliverables in the contract.

The proposer must include hours to evaluate the current system/business processes and procedures and recommend necessary changes to effectively and most efficiently implement the proposed solution. Implementation services will need to be extensive with the proposer providing most of the

effort in both documenting/integrating business processes and configuration of the system. However, there should be enough training during the implementation to allow the County to change and support the system as needed after implementation is complete.

7.02 PROJECT MANAGEMENT

Chatham County uses the Project Management Institute's (PMI) Project Management Body of Knowledge Guide (PEMBOK) methodology as a project management best practice.

The proposer should describe their experience in implementing and managing projects using PEMBOK or a similar project management methodology.

The County is particularly interested in how the proposer's project management approach utilizes the following or similar key process groups when implementing a project. Also, the proposer should provide documentation which shows their understanding of the application of such documents within each key process group.

1. Initiating - Setting up the project for success by identifying the right team (especially the project manager) and scope, as well as determining the relationship between the project and its alignment with the client's overall objectives.
2. Planning – Developing the relevant resources, timelines and milestones, and aligning project deliverables to business priorities (i.e. risk management, communications, quality, cost/budgeting, duration and sequencing, external dependencies).
3. Executing – Assigning a project team and distributing information to ensure the proper project activities are undertaken. This process also includes ensuring quality assurance methods are in place to address change management.
4. Controlling and Monitoring – Ensuring the resulting project activities is in check with the original project charter and plan, and risk from uncontrolled external actions is mitigated.
 - a. Monitor quality, costs and schedule;
 - b. Manage stakeholder relationships, risk and contract monitoring;
 - c. Identify discrepancies (or variations) within the project schedule to ensure project schedule is met.
 - d. Ensure proper project communications
5. Closing – Making sure you have delivered everything expected of the project.

7.03 DATA CONVERSION

Proposer shall describe approach to convert the following from the existing system Land Records system:

- Existing imaged documents with current indexing
- Existing account balances from Land Records POS system
- Existing database information

Additionally, for the General Ledger functionality, conversion should include beginning balances from existing system.

7.04 COUNTY STAFF TRAINING

The proposer shall prepare a training plan for County staff that will enable them to operate and support the system. This plan shall include any courses to be provided off-site, classroom training, and on-the-job training necessary for both computer support staff. Describe any prerequisite knowledge or skills required. If there are additional costs for this training it shall be clearly identified in the proposal.

Additionally, a description of the number and type of staff required to support the system must be provided. The skill sets required of each individual should be included in this description. The description of staffing requirements should include all management, technical and functional areas for the ongoing support of the system.

7.05 USER TRAINING MANUAL

Vendor shall recommend best practices and system configuration for effective system set up. Using this information, the vendor will prepare a manual that defines all work flow processes and procedures for users. The vendor shall provide a sample of the typical manual or training approach as part of the response.

7.06 USER TRAINING AND SYSTEM TESTING

The types and amounts of user training that will be supplied at no additional cost shall be described. The proposer shall include a plan that results in acceptable training for system operation. The proposer shall include the setup for a training/test environment on the test server which is completely separate from the live production server environment.

7.07 APPLICATION DOCUMENTATION

Please list all reproducible copies of documentation that will be provided prior to final system acceptance. For example:

1. User training manuals for all transactions and functions supported
2. Data Dictionary
3. Data model/entity relationship diagrams and data flow diagrams
4. System module chart (application flow) showing each application module and its relation to the other modules

5. General system design and reference information
6. System transaction flow and control
7. List of all application programs, with summary of their purpose or function including a table of all procedures or processes and which processes are called by what other processes
8. Detailed program documentation within each source module
9. Table definitions and record layouts
10. Definition of all system control tables
11. Report and workstation display formats

7.08 PROJECT SCHEDULE

The Proposer shall provide a project implementation plan with Gantt chart showing estimated starting and ending times for each major activity within the project and Proposer and County personnel who are required to participate in each activity.

Prior to contract signing, the successful Proposer will resubmit the draft project implementation plan as indicated above with starting and ending times established.

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.

8.0 EVALUATION METHODOLOGY

All complete proposals will be evaluated according to the guidelines set forth in this RFP. The lowest priced proposal will not necessarily be the one selected, as cost is only one of the factors that will be considered. The evaluation team will complete their assessments of the merit of each proposal but the criteria below are not in weighted order.

1. Cost – The entire cost of the project shall be evaluated including costs for software acquisition, user licenses, planning and implementation, hardware and infrastructure,
2. System Functions – The system functionality satisfactorily meets the needs of the Chatham County Clerk of Superior Court.
3. Ease of Use – The system is easy to use for all common users.
4. System Modularity and Configurability – The proposed product is built in such a way that the County can add and configure system functionality to accommodate changing needs within the County.
5. Planning and Implementation Services – Adequate project planning and implementation services will be provided to ensure successful project completion.
6. Public Access – The vendor provides adequate access to records of the Clerk of

Superior Court.

7. Integration of System Processes – The system integrates the functionality of Land Filing, Web and General Ledger.
8. Proposer Reputation and Ability – The vendor has a reputation and track record that is satisfactory to Chatham County.

9.0 ADDITIONAL REQUIREMENTS

9.01 ACCEPTANCE

The system will undergo a process of certification, which shall include the following, prior to acceptance by the Chatham County Government:

The proposer shall certify in writing to the County that the application system is completely installed, meets all design requirements, is free of defects, the data conversion is complete, accurate, correct and the total system (application, file building, conversion, back-up and recovery procedures) is ready for operation.

The proposer shall be prepared to demonstrate all functions of the system prior to the start of user acceptance testing.

The proposer shall provide documentation and interface specifics on each interface to our existing Chatham County systems.

Upon receipt of the letter of certification from the proposer by Chatham County, a sixty (60) day period of user acceptance testing will commence. User acceptance testing will include an intensive exercise of each component and module of the system simulating a normal workload. This testing will provide assurance that the various components and modules of the system operate as specified. During this period, the system shall demonstrate a total availability of 99.99% or more.

The system will be considered "unavailable" if any of the following conditions occur:

- Any component or module capability is not available to all active workstations.

In addition, if the system is reloaded in entirety, either manually or automatically, the system will be assumed to be down for one full hour or actual time if greater, per occurrence. Scheduled system reloads will be counted as actual time down only.

In the event that the required level of reliability is not demonstrated at the end of the sixty day period, the County may, completely at its own discretion, allow a period, not to exceed sixty (60) days, during which the Proposer is allowed to correct any deficiencies with the system. If this extension is allowed, the Proposer shall reinitiate certification by submitting a revised letter of certification to the County within the sixty (60) day extension period specifying the corrections made to the system. The certification process described here will then be repeated. This statement of the possibility of extension

in no way obligates the County to do so.

9.02 WARRANTY

The proposer shall warrant the entire system for a period of at least one (1) year from the date of system acceptance. ALL Warranty activities shall be provided on-site in Chatham County unless specifically waived in writing by Chatham County.

9.03 SOFTWARE LICENSES

The Proposer shall provide a list of software and database required to develop, maintain, and execute the proposed system including the name of the third party software, the version of the software and the manufacturer of the software. The licenses of all software required to develop, maintain, and execute the proposed system software shall be in the name of Chatham County Government.

9.04 MAINTENANCE/EXTENDED SUPPORT

For software maintenance and support, the Proposer shall provide responses to the items below and include any supporting documentation:

1. The Proposer shall provide details of product support services available during system start up and after the product is installed including details of expected training, technical support, hardware and software support.
2. The Proposer shall provide the normal hours of operation for support and the associated cost.
3. The Proposer shall describe the availability of 24-hour, seven-days-a-week emergency support and the associated cost.
4. The Proposer shall describe the structure of support that will provide response times of 2 hours during non-business hours and 1 hour during business hours.
5. The Proposer shall provide the procedure used to resolve a “system down/production critical” call from a customer.
6. The Proposer shall provide the average amount of time between a report of a non-mission critical bug and the “fix” becoming available in the software.
7. The Proposer shall provide the policy for providing software upgrades and enhancements. Are professional services needed? If yes, are services provided on-site or off-site?
8. The Proposer shall provide an optional extended service agreement for system maintenance including software and hardware.
The Proposer shall provide a calendar of scheduled updates of the solution proposed.

**REQUEST FOR PROPOSAL
CHATHAM COUNTY, GEORGIA
FEE PROPOSAL FORM**

NO. P14-0036-3

**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**

I have read and understand the requirements of this proposal, RFP #P14-0036-3, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal.

LAND RECORDS SOFTWARE ACQUISITION COST

Core Software	\$ _____
Optional Modules(s) If Required)	\$ _____
E-Filing	\$ _____
Third Party Software (If Required)	\$ _____

PLANNING AND IMPLEMENTATION COSTS

Professional Services	\$ _____
Travel and Reimbursable Expenses	\$ _____
On-Site Training	\$ _____
Interface/Integration	\$ _____

CONVERSION AND DATA CLEANUP COSTS

Professional Services	\$ _____
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HARDWARE COST

Server Hardware	\$ _____
Additional Hardware (If Required)	\$ _____
Server Software required (server operating system, virtualization software...)	\$ _____

TOTAL ACQUISITION AND IMPLEMENTATION COST	\$ _____
--	-----------------

YEAR ONE OPERATION COSTS

Support/Upgrades/Maintenance
Land Records \$ _____
Courts Case Management \$ _____
General Ledger Accounting \$ _____
Website/E-filing \$ _____

YEAR TWO OPERATION COSTS

Support/Upgrades/Maintenance
Land Records \$ _____
Courts Cast Management \$ _____
General Ledger Accounting \$ _____
Website/E-filing \$ _____

**ALL PROPOSERS MUST BE REGISTERED VENDORS ON THE COUNTY'S WEBSITE
(PURCHASING.CHATHAMCOUNTY.ORG)**

FIRM NAME: _____
PROPOSER: _____
SIGNATURE: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
TELEPHONE: _____
FAX NUMBER: _____
E-MAIL: _____

**BUSINESS TAX CERTIFICATE/LICENSE
NUMBER: _____**

CITY/COUNTY/STATE: _____

MINORITY BUSINESS ENTERPRISE? _____ /YES _____ /NO _____

MINORITY CLASSIFICATION: _____

ATTACHMENT A

DRUG FREE WORKPLACE CERTIFICATION

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to Georgia Annotated, related to the Drug Free Workplace have been complied with in full.

1. A drug-free workplace will be provided for the employees during the performance of the contract; and;

2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:_____

(Contractor) certifies to Chatham County that a drug-free workplace will be provided for the employees during the performance of this contract known as

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

pursuant to paragraph (7), of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR: _____ DATE: _____

NOTARY: _____ DATE: _____

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presents, that I (We), _____, _____, _____,
Name Title Name of Bidder

(herein after "Company") in consideration of the privilege to bid/or propose on the following Chatham

County project procurement (**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**),
hereby consent, covenant and agree as follows:

- 1.No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;

- 2.That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;

- 3.In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;

- 4.That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;

- 5.That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of an incorporated by reference in the contract which this Company may be awarded;

- 6.That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature _____ Date _____

ATTACHMENT C

DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contractor subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that
Company Name

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

2011 by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State:

ATTACHMENT D

CONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b) (1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

SUBCONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91 (b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five (5) business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

ATTACHMENT E

CHATHAM COUNTY, GEORGIA

BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education or local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Bidder must verify Sub-Tier Contractors and Suppliers are not debarred, suspended, ineligible, pending County litigation or pending actions from any of the above government entities.

Certification - the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

END OF DOCUMENT Mod. CC P & C 6/2005

ATTACHMENT F

**Chatham County
 Minority and Women Business Enterprise Program
 M/WBE Participation Report**

Name of Bidder: _____

Name of Project: _____ **Bid No:** _____

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total _____ WBE Total _____ % M/WBE Combined _____ %

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature _____ Print _____

Phone () _____

Fax () _____

ATTACHMENT G

***Systematic Alien Verification for Entitlements (SAVE)
Affidavit Verifying Status for Chatham County Benefit Application***

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: Date

Printed Name:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20__

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

Attachment H

AFFIDAVIT REGARDING LOBBYING

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder /Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

Notary Public
My Commission Expires:

My Commission expires:

Resident State: _____

ATTACHMENT I

Information Technology Vendor Agreement

April 23, 2014

All vendors responding to either an RFP or bid package of Chatham County for information technology related services must adhere to the following requirements:

1. Applications will authenticate users via the central Active Directory LDAP tree.
2. The vendor will never destroy production data in any way without written permission from the Chatham County Information and Communications Director, the County Manager, or designee.
3. The vendor will only modify production data with written permission from the data owner **and** ICS. Modifications to any production system files, including logs, will be completed by ICS staff only.
4. Vendors will be accompanied by ICS personnel for all work performed within the datacenter.
5. Vendors will leave a complete set of media and documentation for all applications or hardware installed. The documentation must include, at a minimum and where applicable:
 - a. Database management
 - b. Administration manuals, including performance tuning, user management, backup and recovery, and other common system tasks
 - c. System programming manuals, including the API manual(s)
 - d. User manual
6. Any database technology used must be Microsoft SQL server and the application must always support the most current version and at least one prior release. In addition:
 - a. The SQL server must also authenticate users by querying our LDAP tree. As of this writing, that technology is known as “Windows Authentication.”
 - b. The principle of least privilege will be used for all SQL logins/users. The “sa” account will not be used or accessed by the vendor or vendor’s application; neither will any logins/users be granted the “sysadmin” fixed server role.
 - c. The application must coexist on database servers with multiple other application databases from other vendors.
7. The licensing or permission to execute may not be bound to a specific processor, hard drive, or other specific hardware (such as USB dongles) and instead must be licensed to run on any compatible hardware owned or purchased by Chatham County.
8. Provisions must exist for custom systems which provide Chatham County continued use of the software or hardware in the event the vendor or manufacturer should go out of business.

- 9. Applications and hardware must operate and support a 64-bit environment.
- 10. A FISMA compliance report should be submitted with this signed policy. (An internal FISMA compliance study is acceptable. More information can be found at <http://csrc.nist.gov/groups/SMA/fisma/index.html>)

**Chatham County Information and Communications Services may choose to selectively ignore any one of these requirements as needed.

By signing below, the vendor or vendor representative is accepting these policies. As well, the vendor agrees to correct any conflicts with these policies or pay for the associated damages or consequential costs to Chatham County to take reasonable corrective action.

Vendor _____ Date _____

LEGAL NOTICE

CC NO. 165771

Chatham County, Georgia seeking proposal from responsive and qualified firms that will provide services associated with **“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”, RFP# 14-0036-3.**

A MANDATORY PRE-PROPOSAL CONFERENCE/TELECONFERENCE: will be conducted at 2:00 P.M., MAY 7, 2014 (Local Time), will be conducted at the Chatham County Judicial Courthouse, Room 304, 133 Montgomery Street, Savannah, Georgia 31401, to discuss specifications and/or any misunderstandings that may arise. Firms must be in attendance to be considered.

Proposals are due by 5:00 P.M., May 21, 2014 (Local Time) and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

Specifications can be downloaded from the County’s website at <http://purchasing.chathamCounty.org> and are available in Chatham County Purchasing Office, at the address listed above. For additional information concerning specifications, please contact Ms. Victoria D. Godlock, CPPB, MPA, Procurement Specialist, at (912) 790-1624. Bidders are not to contact a department directly. All firms requesting to do business with Chatham County must also register on line at <http://purchasing.chathamCounty.org>.

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL BIDS AND TO WAIVE ALL FORMALITIES. “CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS”.

MARGARET H. JOYNER, PURCHASING AGENT
CHATHAM COUNTY, GEORGIA

Savannah News- INSERT: