

COUNTY CLERKS

RECORDS MANAGEMENT & IMAGING SYSTEM (COUNTY CLERKS) - RFP # 1455 CC

BATCH 2 Q & A

Previously unanswered questions Batch 1

10 What is the total size of the County Clerk's database and physical images?

*The size of the image volumes folders is 831 GB currently.
The SQL database file is 16GB in size.*

Office	Total Docs	Total Images	Total Image Pages
Real Property	2,742,317	2,706,123	10,672,735
Criminal	108,341	108,010	1,941,325
Civil	13,502	13,460	763,513
Probate	15,365	15,338	556,392
Marriage Index	314,957	203,773	429,940
Guardianships	6,573	6,518	171,971
Birth Index	104,608	93,982	102,708
Miscellaneous	27,909	25,102	55,080
Death Index	33,580	32,589	38,431
Soldier Discharges	36,285	21,571	32,093
Financing Statements	14,615	7,547	9,524
Small Estates	364	364	3,064
Foreclosures	519	518	1,010
Notaries	78	78	462
Cattle Brands	151	151	160
Commissioners Courts	1,466	1	0
Housing Public Request	0	0	0
Hud Registrations	0	0	0
Mental Commitments	0	0	0
Plats	0	0	0
	3,420,630	3,235,125	14,778,408

12. What is the average number of pages committed to film per day and year?

*Yearly: 343,471 images
Monthly: 28,622 images
Daily: 1,432 images*

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Batch 2 Q & A:

1.
54.2 Vendor has the ability to provide for a replicated Disaster Recovery site for all data and images.

Avenu provides image and data replication to its existing data center as part of requirement 54.1. Please let us know if there any other specific requirements for Disaster Recovery other than the replicated data and images.

54.2 is the same as 54.1

2.
54.8 Provide updates to allow Index and Image Data to be stored on new technology storage devices.

AFRM supports data from magnetic tape to solid state drives. If there is new technology for storage, Avenu would need to evaluate the nature of the change as a separate project.

If the ability to store on new technology is available, we would like to be informed of those methods and be presented options.

3.
54.9 Vendor can provide a true Disaster Recovery solution that includes off-site storage of data and images on a server that is updated daily and which can be accessed via the internet after a disaster.

What is the county's expected time to recover?

24 Hours

4.
We are assuming we are responsible for all the hardware and it will need to be included in pricing, correct?

No, we would like to be using cloud based technology and operate of the existing county issued computers.

5.
Can we get the roles we need to train and the rough number of staff in these roles. The training section of the RFP is a little bit open to interpretation based on these 3 requirements, so we want to prepare for a full training scenario and train the trainer scenario.

o 49.3. Schedule and coordinate classes needed for staff training. C

o 49.4. Coordinate site preparation with County Staff.

Training in Administrative roles for the Supervisors, 7 individuals
Training in day to day business role for employee, 20 individuals

6.
o 49.12. Provide training to external users of the system, particularly customers with accounts with the County including Title Companies, Appraisal District, research companies, etc.

Basic training to search through system

7.

The initial term of the contract shall be for four (4) year period beginning June 2019 through June 2023. Should we assume June 2019 will be the start of the contract for implementation, or is it supposed to go-live in June 2019?

Go Live June 2019

8.

Is there an anticipated duration for Design / Development / Test / Implementation?

"X" number of months from contract award day

9.

The RFP asks for scanners that can handle 15,000 documents per day (8 hour shift).

Our information about the annual document recording volume is about 50,000 documents per year (based on our internal 2020 statistics). Is the requirement in the RFP accurate?

4,000 documents

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10.

Item 7.22 – Ability to secure critical data elements such as social security numbers or credit card numbers at field level.

Is this request to redact the information? If not, please explain securing field level data element.

Yes, redact

11.

Items 23.23 and 24.24 refer to TER and Marriage.

We are unaware of any TER or TXEver requirements for Marriage, only for Birth and Death. Will you be providing additional documentation or requirements for a Marriage interface?

At this time TER or TXEver do not have any requirements for Marriage. We will provide additional documentation if this changes.