



CAMERON COUNTY PURCHASING

1100 E. Monroe St,
Brownsville, Texas 78520
(956) 544-0871 Fax: (956) 550-7219

ADDENDUM # 1 - PAGE 1 of 7

Date out : 10- 8 - 13

RFP # 1455 CC

RFP TITLE: RECORDS MANAGEMENT & IMAGING SYSTEM (COUNTY CLERK'S DEPT.)

DEADLINE: OCTOBER 22, 2013

(IN ORDER TO AVOID DISQUALIFICATION – ALL ADDENDUMS MUST BE SIGNED AND RETURNED BY DEADLINE AND INCLUDED IN THE SEALED RFP PACKAGE SUBMITTED)

BATCH 1: QUESTIONS & ANSWERS + OTHER

Q #	Section in the RFP	Questions	Submitted By (Cameron County Purchasing Department)
1	General Question	How many employees does the office currently have?	18 employees
2	General Question	Can you break down how many employees you have in each department?	Chief Deputy = 1 Vault = 3 Filing & Recording = 2 Vitals = 4 Data Entry = 2 San Benito = 6
3	General Question	What is the number of workstations required?	Search Stations = 25 Cash Stations = 11
4	General Question	How many satellite offices does the County anticipate adding?	1 (Harlingen-Full service) 4 (Port Isabel, Los Fresnos, La Feria, Rio Hondo – Marriage only)
5	Implementation Services - Page 74, Item (49.8.)	What are the required interfaces for outside agencies and other county applications?	2 Remote viewing stations
6	General Question	How many documents were recorded in 2012?	49,583
7	General Question	Is the County planning on bringing finalists in for oral presentations?	To be voted by Committee

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1. Page 7 of the RFP discusses filling out columns to the right on the Minimum Specifications Form, but this form is not included in the RFP. Is this form required?

Answer: that form was not utilized or required in this RFP

2. There is a discrepancy in the number of copies requested. In some places it is stated that the original and 6 copies are requested and in other places the original and 7 copies. How many copies are required?

Answer: original and 6 copies

3. Our Financial Statements are quite extensive and would result in the use of excessive amounts of paper. Can we provide them via a link or electronically on CD?

Answer: CD would be ok

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ACS STATIONS**

DEPARTMENT	SEARCH STATIONS	CASH STATIONS	SCANNERS	PRINTERS
VAULT	9	2	1	5
FILING & RECORDING	1	3	4	3
VITALS	2	4	0	3
DATA ENTRY	5	0	2	1
SAN BENITO ANNEX	7	2	6	2
ENGINEERING	1	0	0	0
TAX OFFICE	1	0	0	0
TOTAL	26	11	13	14

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Search Section

- Soundex – The system provides help to search for documents with possible misspellings. i.e.: Gonzalez - Gonzales
- Listing of Document Types – To create a report of several types of documents that fall within the same category. i.e.: Warranty Deeds, Gift Deeds, Special Warranty Deeds, etc.
- Links - Documents can be linked to other that are related to the specific property or owner, all documents will appear in the same screen.

Cashiering

- Email
 - The system has the capacity to send receipts for E-Recordings and regular filings via electronic mail.
 - Capacity to send already recorded documents via Email.
- Voids
 - The system has the capacity to go back to an instrument and correct a filing charge instead of voiding the receipt.
 - In case of a void, the system will automatically create a message for the document that the File Number is unused.
- Rejection letter – The system creates a letter when document is unacceptable for recording. i.e.: Insufficient fee, missing grantee, missing acknowledgement.
- Secure Deposits for Charge Accounts – The system alerts the cashier when funds are reaching available balance.
- Harlingen office needs to have a cashiering / view station.

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VITALS

- Certification Stamps
 - The system will electronically stamp marriage license as it is being printed instead of manually placing stamps and typing in information for certifications.
 - This service is available to the property records as well for certifications.
- Marriage Applications
 - The marriage applications will be available online for the public to fill out and may be submitted electronically to the office. When the customer comes to the office, the clerk can retrieve their application from the system to review.
- Give access to Satellite Offices for marriage licenses.
- Need to be able to print Marriage License reports by JP, Judge or Licensed Individual.

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INDEXING

- Indexing – The system can index names automatically by highlighting the name on the image and/or clicking on it.
- System can spool indexing verification and imaging reports.
- Map tagging – The system scan maps directly to the system by allowing us to connect our plotter to their computer. This will eliminate time from tagging the maps.
- CD Service to Title Companies – The system allows us to export data to copy to CD or upload to FTP site.
- Function Keys – The system allows shortcuts on the keyboard for faster indexing.
- Verification – The system will allow us to correct image errors at time of visually verifying documents.
- Backup
 - Provider will have a server in our office and will backup our data as we do now with ACS
 - Allow us access to have backup tapes in a daily basis.
- Each department must be able to scan their work

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FILING AND RECORDING

- Access to email account statements and receipts.
- Remove the option to add parties during cashiering (e-recording)
- No volumes and pages.
- Provides reports for Deputy Appointments by Department and or Elected Official.
- System assigns the next case number for liquor/mix beverage licenses.
- System assigns the next number for Soldier Discharge - DD-214.

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