



CAMERON COUNTY PURCHASING

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

ADDENDUM # 3 - PAGE 1 of 4

Date out : 10- 15 - 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 2: QUESTIONS & ANSWERS

1. Page 23, Proposal Format, Item 17.0 Client References – Since page 4 states that any confidential information "should not be made part of your RFP package" due to Open Records Access, and complete client lists are sensitive information, does a successful vendor need to submit a comprehensive client list or just 5 references?

Just 5 references

2. Page 1, Due Date – With the final questions being due on October 14th, would the County be willing to extend the Due Date to give responding vendors more time to review the answers?

no

the final answers will be posted on web Oct 15

original Questions deadline was Sept 30 and all answers were posted on Oct 9

RFP's have been out since Sept 16

3. Page 4, Instructions for Submitting RFP's - #1 – States that each RFP shall be placed in a separate envelope completely and properly identified with the name and number of the RFP. Can all 6 responses be placed in a single box which will then be properly identified with the name and number of the RFP?

Yes

Company Name _____ Phone # _____
Vendor Signature _____ Date _____

Must include and return with RFP package



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4. How many recordings did the County process in 2011 and YTD 2013?

2011-2012 total , 49,472 ,,,, 2011-2012.. total 49,150, 2012-2013... total 49,716

5. How many e-recordings did the County process in 2011, 2012, and YTD 2013?

2011-2012 total 21,322

2012-2013 total 24, 013

6. On average, how many documents per month does the County mail back to constituents?

About 10% is mailed back to the constituents.

7. On average, how much money does the County pay per month in postage to mail back documents?

About \$1,800 per month

8. On average, how many man hours per month does the County use to sort, stuff and mail documents back to constituents?

About 1 hour per day

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9. Confirm all other work stations in total the County plans to add through satellite offices and exactly how many touch screen monitors are desired?

A total of 27 workstations/Search Stations and we would like to add 4 remote stations that would process marriage license in our Branch Offices .. I would like for the Cash stations be touch screen.

10. Size of the current image repository

9.4 million images

11. Addendum 1 states:

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

Would a USB/Flash drive suffice? How many CDs or USB/Flash drives must be submitted?

yes..both are acceptable

12. Can the County provide more details on how they expect the system to provide the functionality below and what the current process today is to create compact books?
Functional requirement 7.20

System provides the ability to produce its own compact books using high resolution, high speed printers included with system.

paperless system no compact books

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BATCH 2: QUESTIONS & ANSWERS

13. Does the County desire the vendor to create the maps and laminate the maps or is requesting the proposed vendor's system be able to export drawings for printing on a large format plat map printer?

Functional requirement 7.40

Vendor has ability to receive new county plats in image or paper format – reduce it down to 24" x 36" recreate copy in paper form and then laminate and return laminated copy to county. Vendor will need to provide pricing for this.

We do our in house scanning on maps and in house linking to system .. we want the same capability.

Company Name _____ Phone # _____

Vendor Signature _____ Date _____

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