



# DALLAS COUNTY PURCHASING DEPARTMENT

August 22, 2008

## General Information No. 1

**Bid No. 2008-125-3905**

### **RFP for a Recording, Indexing and Imaging System for the Dallas County Clerk's Office**

*THIS DOCUMENT IS BEING PROVIDED FOR GENERAL INFORMATION PURPOSES ONLY (THIS IS NOT AN  
ADDENDUM)*

The Dallas County Purchasing Department has received and hereby provides for general information purposes only the following questions and the County's responses.

(Note: Due to time constraints, Dallas County will not be responsible for ensuring confirmation vendor receipt of this and/or any further acceptance of and/or responses to future questions prior to the bid opening date.)

Question No. 1: Can the proposal due date be extended until September 16, 2008?

Answer: At this time, Dallas County desires to keep the due date at September 2, 2008 as stated in the RFP.

Question No. 2: Would Dallas County be willing to entertain a business outsourcing firm entering into an agreement to develop an application specifically for Dallas County. If so, what would "Step 2" in the RFP decision process look like for that firm?

Answer: At this time, Dallas County is seeking an existing solution with functionality that is currently in production in other similar size Counties.

Question No. 3: What is the current per document rate and average monthly fees paid under this contract?

Answer: The current contracted per document rate is \$1.15 and average monthly payments for the past twelve months are \$41,636.00.

Question No. 4: Can the RFP document be provided in a format to allow vendors to enter information directly in the document?

Answer: The matrix will be posted in a writable format on the County's website. In addition, the RFP document has been posted in Word format. Please note that Dallas County will not accept changes to language included in the original RFP that are made to any document that can be altered.

- Question No. 5: Please provide clarification of the contract initiation date (January 15, 2009) provided on page 17 of the original RFP.
- Answer: This date is intended to be the effective date of the contract between the selected vendor and Dallas County. This date also applies to item 1.4 on page 31 and item 49.1 on page 65.
- Question No. 6: Is the Anthem software system on board with assisting with data conversion?
- Answer: Yes.
- Question No. 7: What do you mean by stating that Dallas County wants to enhance the current system environment? Is the intent to simply upgrade the current system?
- Answer: Dallas County is soliciting proposals to select a system that provides end users with a better operational environment.
- Question No. 8: Will the imaging of the documents be outsourced?
- Answer: No. Documents should stay on-site for imaging.
- Question No. 9: What does the County Clerk consider the best system for Dallas County? What are your likes/dislikes of the current system?
- Answer: Dallas County is seeking a solution that will provide excellent customer service to all end users, including the real estate system, abstractors, and landmen. The system should allow the County Clerk to operate at maximum efficiency in the available workspace.
- Question No. 10: What is your intent for indexing services? Do you intend to bring this function in-house?
- Answer: At this time, Dallas County's intent is to have indexing services outsourced to the selected vendor. Vendors should respond to the RFP under this model. Dallas County may consider bringing this service in-house in the future.
- Question No. 11: Is the workflow presented in the RFP the current workflow or the desired workflow?
- Answer: It is the desired workflow.
- Question No. 12: Do you intend to maintain microfilm production?
- Answer: Yes.
- Question No. 13: Does Dallas County offer e-Recording?
- Answer: Yes. E-Recording is not a large portion of the County Clerk's operation at this time. However, Dallas County does desire to increase this service.
- Question No. 14: When will answers to questions submitted by the August 25, 2008 deadline be available?
- Answer: Dallas County will attempt to answer all questions received by the August 25, 2008 deadline by the close of business on August 26, 2008.