



DALLAS COUNTY PURCHASING DEPARTMENT

August 27, 2008

General Information No. 2

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: Page 20, 6.0 – Refers to County Technology Standards on Page 14. The County Technology Standards are not on Page 14. Are they included in the RFP, if so on what page?

Answer: The County Technology Standards are not included in the RFP and are not necessary. Please disregard this statement.

Question No. 2: Page 31, 1.5 – "Please put in a single document price based on 450,000 documents per year." The pricing tables starting on page 76 are for pricing for the complete item. Which way do you want the pricing or do you want both options?

Answer: Dallas County desires to have a single per document price. The intent of the pricing tables is to provide the documentation in support of that price.

Question No. 3: Page 39, 13.13 – "Dallas County cannot take on any convenience fees". Page 41, 13.39 – "The system calculates convenience fee for credit card transactions and adds to amount due." Please explain the difference in these 2 cashing requirements.

Answer: Page 39, Item 13.13 is correct. Dallas County does not add convenience fees to credit card transactions. At this time, credit card transactions are only being allowed through the County's website. Credit cards are not taken over the counter. Please use Page 41, Item 13.39 to indicate if your system has the capability of adding a convenience fee in the event Dallas County has this option in the future.

Question No. 4: How many years of data will be converted? Approximately how many images will be converted? Is all the data to be converted from the Anthem software system?

Answer: From 1964 through 1973 there are 2.0 million instruments representing data only. From 1974 to current there are approximately 13.5 million instruments with an estimate of approximately seven (7) pages per instrument.

Question No. 5: What is the number of employee workstations?

Answer: There are currently 44 employee workstations, including remote locations.

Question No. 6: What is the number of public terminals?

Answer: There are currently 20 public terminals.

Question No. 7: How many employees will train on software? Page 22, 14.0 mentions training at least 35 staff, is that correct?

Answer: Yes. Dallas County anticipates needing 45 staff members trained.

Question No. 8: Approximately how many outside people will train on software (i.e. Abstract Companies, Attorneys and Bank Personnel)?

Answer: Dallas County does not anticipate providing training sessions to non-County personnel on the software system.

Question No. 9: The following statement is quoted directly from the specifications. If this statement is enforced it will limit the ability of many if not all vendors to have an opportunity to bid on the project. Furthermore, it will greatly reduce the chances of having Minorities as subcontractors. Can the county please clarify if it is ok to use partner and subcontractors?

“Because of the complexity and size of Dallas County, the County is seeking to partner with a single entity providing 100% of the services as a part of this contract. This includes all software, indexing, archival microfilm creation and vault storage services. The County prefers to limit the number of subcontractors. The County does have a preference for local hardware support subcontractors and will allow subcontracting of such support to preapproved contractors.”

Answer: The intent of these sections was to reinforce Dallas County's desire to work with a vendor that directly provides a fully functional recording software system. This model ensures that Dallas County has a contracted vendor that can be held fully responsible for the performance of the system without involving a third party. This intent does not limit a vendor's ability to utilize subcontractors to perform specifically identified tasks that are cost-beneficial to Dallas County. Vendors should clearly document each subcontractor to be used, their proposed functions, and reporting relationship to the overall project manager.

Question No. 10: Again, in the following specifications it clearly states no subcontractors can be used which is in contradiction to the above specification. Does this mean Minority subcontractors are not allowed? Also, if the county would like to visit the vendor with 24 hour notice, then the likely scenario is that the vendor must be within Texas if not Dallas County. Can the county specify what the geographic constraints are for vendors performing the work?

Indexing Real Property and Assumed Names records

Item Requirement Response Code Comment

52.1.

Due to security and support issues, the County will not allow subcontractors for any of the work described in this section. The vendor must demonstrate the in-house capabilities to provide 100% of these services without the use of subcontractors. The County reserves the right to review the vendor's facility with 24 hours notice.

52.2.

Due to security issues, all services described below must be completed in a single facility. Work may not be transmitted between or among multiple facilities.

52.3. On a periodic basis, at a minimum of one time per day, the image files will be transmitted to the indexing firm.

52.4. Indexing must conform to Texas Statutes at all times.

52.5. The recording system has the ability to push a range of documents (available index & associated images) to a 3rd party via secured internet transmission.

Answer: Please refer to the answer to Question No. 9.

Question No. 11 Given the contradictory specifications regarding subcontractors and minorities can the County please clearly state its position on partnering with subcontractors?

Answer: Please refer to the answer to Question No. 9.

Question No. 12: Knowing that the county's existing film was once stored in a vault in which Redox was contracted is the county going to perform a State Library statute conformance test on the vendors vault?

Vendor must provide outsourcing services for microfilm storage. The storage of microfilm complies with the State Library statutes.

53.10. Dallas County will require an adequate area for storage of approximately 50,000 rolls of microfilm.

53.11. Microfilm must be stored in secure ANSI standard vaults. Vaults must meet minimum NFPA 232 rated 125 degree/4 hour storage requirements.

Answer: The current vault meets the Texas State Library Statute conformance requirements as certified in 2006. Redox was detected on a small subset of film prior to the current vendor storing the microfilm in their vault.

Question No. 13: Is item 1.3 on pg. 31 a mandatory requirement? Is it mandatory the system be installed in a Texas County? Would it be acceptable to be installed in other government offices with similar responsibilities of Dallas County?

Answer: A Texas or non-Texas installation for a County with a population of at least 1.2 - 1.5 million that includes real property, marriage/birth/death certificates, assumed names and UCC would be considered.