



Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, *Interim Director*

August 4, 2009

Re: 09RFP68792YB-CL (EDMS) Electronic Data Management System

Dear Proposers:

Attached is one (1) copy of Addendum 3, hereby made a part of the above referenced Proposal (RFP).

Except as provided herein, all terms and conditions in the Proposal (RFP) referenced above remain unchanged and in full force and effect.

Sincerely,

Charles Leonard, CPPB

Charles Leonard, CPPB
Chief Assistant Purchasing Agent

Winner 2000 - 2008 Achievement of Excellence in
Procurement Award • National Purchasing Institute



**09RFP68792YB-CL (EDMS) Electronic Data Management System
Addendum No. 3
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

Additionally, Revised Requirement matrix spreadsheet is added as Special Instruction Two.

The following **questions** below were posed of the aforementioned RFP project:

Question	Will the county extend the RFP due date?
Answer	Yes, August 18, 2009

Question	Section 1.2 DESCRIPTION OF THE PROJECT Are the all associated hardware and related installation in scope? Is the pricing for the hardware, Operating System, Databases in scope? In the RFP it's been mentioned that this project involves the acquisition, installation, training, and on-going software system maintenance support for Electronic Document Management System software application.
Answer	This is correct; the vendor should provide the hardware requirements to support the proposed software solution. Fulton County will procure the hardware.

Question	4.1 OVERVIEW OF CURRENT SYSTEM Are there any document / content migration from current system to new system in scope? If so please clarify. The current Fulton County Land Records application utilizes the Official Records Imaging System (ORIS) which is a customized system that records, receipts, indexes, images and locates real estate documents, vital records, and other documents that are recorded in the office of the Clerk of Superior Court.
Answer	Yes. Current amount of data on ORIS: Number of total images in the system? 7.88 million Current SAN usage = 1.1 terrabytes

Question	4.1 OVERVIEW OF CURRENT SYSTEM We understand all these pages will be imported as fresh data into new system and all these data are scanned images. Please confirm It is estimated that 1.4 million pages of documents will be processed in 2009 and 2.0 million in 2010.
Answer	This is correct.

Question	4.2.2 IMAGING REQUIREMENTS We understand only scanning solution i.e. scanning software and related interfaces are the scope of this RFP. Hardwares i.e. physical scanners will be procured by FULTON COUNTY Image Capture , Indexing , Image Access Interface
Answer	This is correct; the vendor should provide the hardware requirements to support the proposed software solution. Fulton County will procure the hardware.

Question	4.3 SYSTEMS REQUIREMENTS MATRIX Please explain the detail requirement related to integration with cashiering application."1.3 The system must seamlessly integrate cashiering workstations and all required functions."
Answer	The system should be able to collect, account for, and imprint checks collected for intangible taxes, transfer taxes, and recording fees.

Question	Question in regards to Section 1.7 "All proposals are due in the Department of Purchasing and Contract Compliance of Fulton County located in the Public Safety Building, Suite 1168 130 Peachtree St, S.W., Atlanta Georgia 30303 on or before Tuesday, August 4, 2009 at 11:00 A.M., legal prevailing time." -Aptitude Solutions would like to mail the RFP to Fulton County by Friday, July 31st in order to meet the required due date of August 4th. Due to the short time available between the release of the addendum (July 30 or 31) and the mailing date (July 31), Aptitude Solutions would like to request an extension of the due date in order to receive the clarified information from the addendum and answer requirements accordingly.
Answer	The due date for the proposal has been changed to August 18, 2009.

Question	Question for 3.8 in the Requirements Matrix, "System must provide for the scanning of plats and using the scanned image to make 35 mm film of scanned plats on site. System to use archive writer to create 16 mm microfilm of documents (other than plats /floor plans)." 1) What are the size of the plats and floor plans etc? 2) How many of the 25,000 are the plats and floor plans? 3) Can we convert all back to 16 mm
Answer	1) The sizes of plats and floor plans range from 17" X 22" up to 36" X 36" 2) Of the 25, 00, all of them are plats and floor plans 3) They must be 35mm, they cannot be converted to 16mm, and they were never 16mm

Question	And finally, on page 7-88 of the RFP – where it mentions Section 2 –
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	Completed Cost Proposal Forms – “The Proposer is required to complete ALL of the Cost Proposal Forms provided” – this infers there are multiples that should be completed – all I find is the actual Cost Proposal Form on page 7-88 and 7-89. Can you please clarify that? Are there other forms I have not found or am not aware of?
Answer	Exhibit 2 – Cost Proposal Summary - See table in section 6.1

Question	In reading the RFP, Fulton County desires to implement an enterprise Electronic Document Management System including document imaging, workflow and records management. Additionally, Fulton County desires to replace the existing Land Records System. The assumption is the County desires to leverage the enterprise Electronic Document Management System core components in the Land Records System and also to other County departments at a future date. Would the County accept and consider a RFP response that includes only an enterprise Electronic Document Management System that is scalable, open and non-proprietary, and has the ability to integrate with an open Land Records System provided by another vendor?
Answer	All responses will be accepted and evaluated based on their ability to meet the requirements listed within the RFP.

Question	How many users do cashiering? Is there a breakout of users by function?
Answer	Cashiering = currently 24 workstations

Question	Section 19.13 – PT61 details and status. Explain what the clerk is wanting to “see” here
Answer	A report indicating date filed, consideration, tax collected, book, page, district, land lot, municipality, recorder, whether doc has been scanned

Question	Section 1.59 - The means by which the system processes the Real Estate Transfer Tax must be approved by the Department of Revenue. What does this mean and how do we become certified?
Answer	PT61s processed thru the GSCCCA website and taxes collected both pursuant to OCGA 48-6-4

Additional Information	
In reference to Requirement item 3.7; provide a cost breakdown of the following:	
<ul style="list-style-type: none"> • price on scanning the original paper indexes and documents and • price for making scanned images using the micro film 	

ACKNOWLEDGEMENT OF ADDENDUM NO.: 3

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **Tuesday, August 18, 2009 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 3, _____ day of _____, 2009.

Legal Name of Bidder

Signature of Authorized Representative

Title