



Fulton County, GA

# Department of Purchasing & Contract Compliance

*Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P*  
*Director*

December 21, 2011

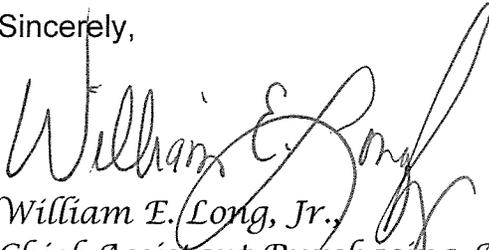
**Re:** 11RFP4702011YB-BL, Land Records Management System

Dear Proposer:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced Request for Proposal, 11RFP4702011YB-BL, Land Records Management System.

Except as provided herein, all terms and conditions in Request for Proposal, 11RFP4702011YB-BL, Land Records Management System referenced above remain unchanged and in full force and effect.

Sincerely,



*William E. Long, Jr.*  
*Chief Assistant Purchasing Agent*  
*Department of Purchasing & Contract Compliance*

Winner 2000 - 2009 Achievement of Excellence in  
Procurement Award • National Purchasing Institute



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

The submission date for Request for Proposal has been changed from Tuesday, January 10, 2011 to **Tuesday, January 17, 2012.** The submission time remains at 11:00 A.M. local time.

QUESTION 1: Given the holiday timeframe for preparation of responses, and the large amount of employees commonly out of the office during this time, would the County consider extending the due date three weeks, to January 31, 2012, to ensure adequate time for a thorough response to this complex RFP? Andrew McLean (Manatron Corporation).

**RESPONSE:** **Yes, see above**

QUESTION 2: I response to the above noted RFP, can you provide me with a list of the changes/additions/deletions that exist between the previous/original RFP (awarded to Aptitude Solutions in 2010 and subsequently rescinded in November of 2011) and this one, the new RFP? Thank you in advance for your help. \*ALSO, your email address on the front page/cover sheet of the RFP is spelled incorrectly. (Jonathan Wrenn, Tyloer Technologies, Inc.)

**RESPONSE:** ***No significant changes, only a few additions to the original specification document. Please read the document and submit written concerns by the date for submitting written inquiries. The email address should be: william.long@fultoncountyga.gov.***

QUESTION 3: In regards to proposal due dates, can you also clarify for me which date (below) is the correct one?

**1.7 PROPOSAL DUE DATE**

All proposals are due in the Department of Purchasing and Contract Compliance of Fulton County located in the Public Safety Building, 130 Peachtree St, S.W., Suite 1168Atlanta Georgia 30303 on or before **Tuesday, January 10, 2012 at 11:00 A.M.**, legal prevailing time. All submitted proposals will be time and date stamped according to the clock at the front desk of the Fulton County Department of Purchasing and Contract Compliance. Any proposals received after this appointed schedule will be considered late and subject to be returned unopened to the Proposer. The proposal due date can be changed only by addendum. All Proposals, including all attachments, must be received by the County in a sealed package no later than **Tuesday, December 20, 2011 at 11:00 A.M.** and must be addressed to:

**RESPONSE:** *The proposal submission date has been changed from January 10, 2012 to Tuesday, January 17, 2012.*

QUESTION 4: 5.6. Vendor shall provide (6) touch screen transactional kiosks with 20" or higher displays that gives the public the ability of the print documents, view documents, accept credit/debit cards, use existing draw down accounts, and e-file documents. Does the County want internal Kiosk functionality that allow e-filing separate from the Cashier's?

**RESPONSE:** *No. The kiosk should allow for e-filing that is connected to the cashiering system.*

QUESTION 5: a. Is the Information Technology Standards document in the appendix of the RFP for informational purposes only or do the respondents need to check off on the information and submit with our response? 1. b. If it does need to be submitted what section of our response should we submit it with?

**RESPONSE:** *The respondents should check off the information on Information Technology Standards document and submit with Section 2 – Technical System Description as described in 7.4 TECHNICAL PROPOSAL FORMAT AND CONTENT.*

QUESTION 6: The forms listed on the checklist do not match the forms in the RFP. Will a new list be submitted to the prospective respondents? For example there is an Exhibit H in the checklist but the RFP does not contain an Exhibit H, the Form E is not listed on the checklist but is included in the RFP.

**RESPONSE:** *Exhibit H is included with this addendum.*

QUESTION 7: Should the proposal forms in Section 9, the Checklist and the Contract Compliance forms in Section 10 be submitted with the Contract Compliance Proposal?

**RESPONSE:** *The proposal forms in Section 9 should be included with the technical proposal and the originally signed Contract Compliance forms should be submitted in a separately sealed envelope along with a copy of the Contract Compliance forms.*

QUESTION 8: There is a signature page in Section 11 regarding indemnification, does that need to be signed and submitted with the Contract Compliance Proposal or is that a sample document to be addressed upon award?

**RESPONSE:** *This form (Insurance and Risk Management) can be included with the Purchasing forms in the technical proposal.*

QUESTION 9: The submission requirements state that the inclusion of any cost information in the technical proposal may result in proposal being

rejected by the county. Form B has a place to fill in the total price. Assuming that you want the proposal forms submitted with the contract compliance proposal is it okay and required that we provide the price on Form B?

**RESPONSE:** *The price form must be submitted in a separately sealed and identifiable envelope.*

QUESTION 10: Will the county consider extending the proposal due date?

**RESPONSE:** *Yes. The submission date for Request for Proposal has been changed from Tuesday, January 10, 2011 to Tuesday, January 17, 2012. The submission time remains at 11:00 A.M. local time.*

QUESTION 11: Given the holiday timeframe for preparation of responses, and the large amount of employees commonly out of the office during this time, would the County consider extending the due date three weeks, to January 31, 2012, to ensure adequate time for a thorough response to this complex RFP?

**RESPONSE:** *The submission date for Request for Proposal has been changed from Tuesday, January 10, 2011 to Tuesday, January 17, 2012. The submission time remains at 11:00 A.M. local time.*

QUESTION 12: On average, how many documents does the County record per day?

**RESPONSE:** *2500 Documents min. or 8000 pages per day*

QUESTION 13: What document groups does the County record?

**RESPONSE:** *Deeds, Liens Plats, Business Condo Plats, Field Books, Floor Plan Condo, G. E. D., Hospital Lien, Limited Partnership, Lis Pendens, Military Discharge, Miscellaneous Discharge, Plats/ Floor Plans, Statement & LLP, Trade Names*

QUESTION 14: How many users (aside from public access web search and retrieval users) will be using the system?

**RESPONSE:** *300 users internal Clerk of Superior Court users and unlimited amount of staff with view access to the Records*

QUESTION 15: In regard to System Requirements Matrix Item 2.17, we did not see an Appendix E as referenced. Please advise.

**RESPONSE:** *See Flow Charts*

QUESTION 16: In regard to System Requirements Matrix Item 1.19, what is the workflow? Does the deed need stamps for both PT 61s? Is the first the controlling number? Are they all related?

**RESPONSE:** *See flow Chart and Yes to PT 61.*

QUESTION 17: In regard to System Requirements Matrix Item 1.32, what credit card vendor does the county use now?

**RESPONSE:** ***Currently the Clerk of Superior Court do not have a vendor for Credit Card Transactions but will be start communicating with our current banks soon.***

QUESTIONS 18: In regard to System Requirements Matrix Item 1.61, please provide details of current process.

**RESPONSE:** ***See Flow Chart***

QUESTION 19: In regard to System Requirements Matrix Item 1.62, please provide details of current process.

**RESPONSE:** ***See Flow Chart***

QUESTION 20: In regard to System Requirements Matrix Item 1.34, please provide additional clarification of the requirement

**RESPONSE:** Supervisor must be able to add, delete, change docs, change doc types, change number of pages, add pages, add CFN #, push pull docs, add or delete or change transfer tax and/or intangible tax, **all of this AFTER the docs and CFN #s and page numbers are assigned.**

QUESTION 21: In regard to System Requirements Matrix Item 1.34, please provide additional clarification of the requirement.

**RESPONSE:** Supervisor must be able to add, delete, change docs, change doc types, change number of pages, add pages, add CFN #, push pull docs, add or delete or change transfer tax and/or intangible tax, **all of this AFTER the docs and CFN #s and page numbers are assigned.**

QUESTION 22: In regard to System Requirements Matrix Item 5.17, please provide additional clarification of the requirement.

**RESPONSE:** The user must be able to scroll thru a range of years and search just one year at a time. Not by entering 1/1/2000 thru 1/31/2000. User should be able to search as follows:

2000

2001

2002

2003

2003

One year at a time by just entering a year, like a paper record search.

QUESTION 23: In regard to System Requirements Matrix Item 1.47, please provide additional clarification of the requirement.

**RESPONSE:** *The reject letter needs to forecast the intangible tax, penalty, and interest if the document is not returned within 90 days*

QUESTION 24: In regard to System Requirements Matrix Item 14.5, please provide additional clarification of the requirement.

**RESPONSE:** *System must have an unverified search of information from the PT 61 form by parcel identification number and or street address. This info is to be captured from the PT 61 forms that are indexed by the filing parties. This will be an unverified search and a statement at the top of the monitor screen must be printed clearly as a disclaimer. This may be done with an interface/integration with the Department of Revenue?*

QUESTION 25: In regard to System Requirements Matrix Item 14.6, please provide additional clarification of the requirement.

**RESPONSE:** *Interface with tax assessor to locate the tax parcel I D from the PT 61 form and property information to populated Board of Equalization section of this system*

QUESTION 26: In regard to System Requirements Matrix Item 14.7, does the system need to send and receive documents with the court system, or just provide one-way communication?

**RESPONSE:** *One way communication for courts integration- the document will come from court.*

QUESTION 27: Does the County wish vendors to respond with a full Content Management system and Enterprise Records Management system included in the price proposal, and if so, are there any further requirements?

**RESPONSE:** *Vendor should response to both. Vendors should know that the Records Management system with be separate from all systems. We want the option to make it a enterprise system if desired in the future.*

QUESTION 28: System Requirements Matrix Item 4.4.1 refers to Commissioners' Court meeting video, but there are no other requirements other than this. Are there any further requirements available?

**RESPONSE:** *Commissioners' Court is not a part of this RFP but we would like the option to save media files as a form of recording.*

QUESTION 29: In regard to System Requirements Matrix Item 3.7, is the County requesting scanning services, or is the requirement simply that the

system be able to scan, index and store back indices? Additionally, if the County is requesting scanning services, would we be permitted additional time to submit questions pertaining to the indexing and scanning requirements?

**RESPONSE:** *The vendor must scan all index and records prior to 1990. This will include all deed records, plat records, condo records, condo plats and condo floor plans.*

QUESTION 30: We are an experienced ECM provider with extensive Land Records experience and will be bidding upon the above referenced RFP. We will not be able to be in Atlanta for the Pre-proposal conference but would like to participate via conference call if that is an option available to us. Please advise if the County intends to provide a Conference Call connection to the pre-proposal conference.

**RESPONSE:** *The Pre- Proposal was conducted on December 13, 2011.*

QUESTION 31: Can you also provide the forms listed in the section below? We were unable to locate any additional or attached forms as a part of the RFP download. **“6.1.1 COST OF PROPOSED SOLUTION**

The following section contains the response documents, which shall be completed and submitted as part of the Proposal Response Section. Failure to complete and return this section of the RFP will be a basis for disqualification. This section is to be returned on the original hard copy forms provided; in no case shall the requirements be retyped or altered in any way from those provided within. If the forms are retyped or altered in any way then the response will be disqualified. Responses shall also be recorded on the **enclosed spreadsheet and returned with the proposal**. In the event that the paper response and electronic response differ, the paper response will be used.” - Page 104 of RFP document.

**RESPONSE:** *This cost submission form is included in the RFP. The cost form can be found in Section 6 – Cost Proposal, Section 2. A copy of the Cost form is attached.*

QUESTION 32: In response to the above noted RFP, can you provide me with a list of the changes/additions/deletions that exist between the previous/original RFP (awarded to Aptitude Solutions in 2010 and subsequently rescinded in November of 2011) and this one, the new RFP?

**RESPONSE:** *Increase in training days, Fraud registration, Kiosks, Cashiering module details*

QUESTION 33 Given the holiday timeframe for preparation of responses, and the large amount of employees commonly out of the office during this time, would the County consider extending the due date three

weeks, to January 31, 2012, to ensure adequate time for a thorough response to this complex RFP?

**RESPONSE:** *The submission date for Request for Proposal has been changed from Tuesday, January 10, 2012 to Tuesday, January 17, 2012. The submission time remains at 11:00 A.M. local time.*

QUESTION 34 Will there be a conference phone for the opportunity to call into the pre-proposal conference on the 13<sup>th</sup>?

**RESPONSE:** *No*

QUESTION 35: **RFP item 4.20 – ECM Requirements**  
What does this RFP contemplate for the initial number of users? Does this RFP contemplate the expansion of the ECM solution beyond the office of the Clerk of Superior Court? What might be the eventual population of users within Fulton County?

**RESPONSE:** *The initial number of users will be 400 users not including the public. Currently we have not decided if we plan to expand beyond the Clerk of Superior Court office.*

QUESTION 36: **Kiosks for The Public.....Must the kiosks include scanning capabilities? Does the County anticipate that kiosks will be used for credit card transactions and/or for payments using escrow accounts? To any other type of payment?**

**RESPONSE:** *Yes the Kiosks should have the scanning capabilities and we do anticipate having the credit card and escrow payments.*

QUESTION 37: The County expressed a desire for integration with the County's GIS software suite. What software suite is in use for Fulton County's GIS system? What functionality and/or what integration points does the County desire or envision for this integration?

**RESPONSE:** *Fulton county uses ESRI's ArcGIS suite of server and desktop software for the Microsoft .NET Framework via an ESRI Enterprise License Agreement. Currently, the GIS system utilizes ArcGIS Server v10 sp3 and ArcGIS Desktop v10 sp3. Functionality and integration requirements consist of the following:*

- *Feature-level Data Linkage – Successful vendors will provide a Land Records Management System(LRMS) that links to the County's Enterprise GIS RDBMS at the feature level. The LRMS should have the ability to associate Land Records data and documents to GIS features such as parcels at any level of cardinality ( one to many, many to one or many to many) .*

- ***SOA integration - Successful vendors will provide a LRMS that integrates with the County Enterprise GIS system via the Service Oriented Architecture provided by ESRI's ArcGIS Server. This integration should require no modification of County GIS databases outside defining a RDBMS unique key. The LRMS should bind itself to the GIS system by consuming GIS web services in the form of ArcGIS Server Map and Feature services***
- ***Open API – Successful vendors will provide a Land Records Management System(LRMS) with an open web-based API that allows Fulton County application developers to create custom mash ups that consume LRMS data.***

**QUESTION 38:** Is the requirement noted on page 91 of the RFP that requires that the vendor provide a video file within 24 hours of each Commission meeting, indicate a requirement for the support of a Commissioner's Court Minutes application?

**RESPONSE:** ***No video of the Commission Meeting will be required for the system.***

**QUESTION 39:** **Section 4.10** (page 96) refers to Software license requirements. Does the requirement that the County have access to additional licenses in "non-production environments at no additional cost" refer to licenses for test and/or training purposes?

**RESPONSE:** ***The non-production environment may consist of the following: (1) test environment, (2) training environment, (3) development environment, and (4) back-up or disaster recovery; whichever environment is applicable.***

**QUESTION 40:** **Section 4.2** includes a provision for "out of the box integration to any line of business software system without API programming". What would the line of business software systems be for Fulton County's Clerk of Superior Court?

**RESPONSE:** ***We have other Document Management systems, Quickbooks, and other systems. The County would prefer a solution that comes with an integration tool kit that allows for easy integration with other systems.***

**QUESTION 41:** **Section 4.2** refers to integration with "leading middleware applications for scanning and other required functionality." What middleware applications are currently in use that Fulton County believes will require such integration?

**RESPONSE:** *The scanning should be built into the system. The proposed system scanning software should have the flexibility to integrate with Fulton County's scanner ie . If middleware is required for integration with scanners, software, hardware and or databases. The county prefers middleware solutions that have been tested and proven to work within the solution provided.*

**QUESTION 42:** **Section 4.2** refers to a requirement to “provide the ability to search across multiple repositories from a single search, and deliver a unified results list.” What repositories exist today across which the ECM solution would be expected to provide search results?

**RESPONSE:** *Tax Commissioner office system, GIS department and Tax Assessor office has repositories. We also need the system to accommodate various media with repositories such as overdue water liens.*

**QUESTION 43:** **Section 4.2** refers to the ability to use spatial search using GIS. What spatial search requirements exist today?

**RESPONSE:** *Successful vendors will provide a Land Records Management System(LRMS) that allows query of LRMS data and documents from a map interface. The map interface should allow the user to perform spatial queries such as clicking on a map, address geocoding and feature buffering to identify GIS features. Once GIS features are identified, related LRMS data and documents should be accessible to the user. The LRMS should also allow users to query LRMS data and documents from standard search tools outside the map interface. However, query results should always have the ability to launch the map interface for spatial visualization of the data.*

**QUESTION 44:** **Section 4.2** refers to integration with an existing email exchange server. What email is in use in Fulton County? Is it Microsoft Exchange?

**RESPONSE:** *Microsoft Exchange Server 2010*

**QUESTION 45:** **Items 3.7, 3.8 and 3.9 (page 43)** appear to refer to a backfile scanning project requirement.

- a. What does the 190,000 index image pages represent? Are those index print-outs or index books that will require scanning, and indexing? If so, has the County determined the search requirements and the indexing requirements for those pages? Or, is the index information already computerized and ready for import into a new system?

- b. What is the condition of the 800,000 deed pages? Are any in the form of Photostats?
- c. Item 3.8 refers to a need to scan plats, and the subsequent creation of microfilm from the scanned images. Is the County's need for 35mm or 16mm film to be created from the scanned images (both are mentioned)?
- d. Item 3.9 refers to the scanning and indexing of tax assessor field books, with some 90,000 images. What index fields are required, what number of characters for each field, and are the fields defined as alpha, numeric or a combination of the two? Finally, in what condition are the tax assessor field books? May they be cut or disassembled for scanning purposes? Can the County provide specific requirements in this area?

**RESPONSE:** See number 29 also. The vendor index will scan paper records, the 190,000 is an expiate of the number of index pages. The 800 deed pages are in good condition, the paper not the film must be scanned. In 3.8, the paper records, plats condo plats/floor plans must be scanned. The field books are in poor condition; the books may be taken apart but not cut apart. They will be needed to be indexed alpha numerical, but primarily by tax parcel identification number.

QUESTION 46: What month(s) will the vendor demonstrations be scheduled for, for those vendors making the short list?

**RESPONSE:** *February 2012*

QUESTION 47: Based on the timing of the response so close to the holidays, and the level of technical requirements in the RFP, will there be an extension in the due date of the response?

**RESPONSE:** *Yes*

QUESTION 48: Section 3.2 of RFP : Goals and objectives of the project. Can you please elaborate further on the requirements related to the goal "to file and maintain civil dockets as well as sockets on the domestic suits"?

**RESPONSE:** *This is the a part of the Clerk's office that we maintain the dockets and we also include the deed's*

QUESTION 49: Requirements matrix: Please provide further information on requirement 3.9 to "provide for the scanning and indexing of tax assessor field books". Are these documents scanned and indexed by the Clerk directly? Is interfacing required?

**RESPONSE:** *These instruments are not indexed by COSC. They are to be indexed by the vendor.*

QUESTION 50: Please elaborate on the workflow for requirement 21.5. Are these documents recorded with the Clerk? Are values inputting subsequent to the initial recording?

**RESPONSE:** *These documents from the BOE hearings shall be recorded in the Clerk's office and inputting values shall be apart of the initial recording.*

QUESTION 51: Are vendors required to submit detailed training plan with the response or after contract award? If former, please specify the number of trainees per category – front desk clerks, scan operators, administrators, etc.

**RESPONSE:** *100 employees*

QUESTION 52: 7.4 – Section 6: Is the requirement that “all proposed key personnel must have at least a minimum of three (3) years work experience in the State of Georgia appraisal contract work” is a disqualifiable criteria?

**RESPONSE:** *It does not apply to this RFP*

QUESTION 53: Section 4.0 – What is the expected user count for both the Land Records and ECM users respectively? (Not as a total please)

**RESPONSE:** *The total number of users for the County departments which may utilize the ECM solution is undetermined at this time.*

QUESTION 54: Section 4.2.0 – “Provide the ability to search across multiple repositories from a single search, and deliver a unified results list” – Is this intended for search across multiple storage locations or across multiple independent ECM systems?

**RESPONSE:** *This is meant to access multiple repositories.*

QUESTION 55: Section 4.4.1 – “Vendor must provide an indexed video file within 24 hours of each Commission Meeting. Vendor may provide an optional video stream if so desired, but Fulton County is under no obligation to accept this optional video stream, nor will it be accepted as a substitute for the required indexed video file.” – Is it desired for the Vendor to replace the current solution by Earthchannel, or coordinate and make available the video file to Earthchannel? Is it to be the responsibility of the vendor to perform the recording of the Commission Meeting?

**RESPONSE:** *Not Applicable to this RFP*

QUESTION 56: What, if any, imaging hardware (scanners, not workstations or servers) is currently in use within the County? Is there a preference to a particular manufacturer?

**RESPONSE:** *Fujitsu scanners*

QUESTION 57: Is the ECM solution to be made available as a user interface for document viewing and retrieval beyond system admins?

**RESPONSE:** *You provide the solution recommendations.*

QUESTION 58: Section 4 – 1.14 – What is meant by deferred payments? Please provide scenarios.

**RESPONSE:** *They receive the service and pay later.*

QUESTION 59: Section 4 – 1.19 (also 1.60) – What is form PT61? What purpose does it serve? Can we obtain a copy of it?

**RESPONSE:** *Property Transfer Tax Form required for each transfer of property in Georgia.*

QUESTION 60: Section 4 – 1.24 – What is CFN#? Will it be used in the new system?

**RESPONSE:** *Clerk File Number – Unique identifying number assigned to each document*

QUESTION 61: Section 4 – 2.19, 21.4 – What is meant by “The system should provide means for ad hoc reporting and any data/statistics captured as part of the system processes.”? Is manual query building required within the proposed system?

**RESPONSE:** *Yes, ability to modify existing reports and create new reports..There system should be capable of generating ad hoc report*

QUESTION 62: Section 4 – 4.44 – “System must follow GSCCCA Indexing standards and transmit to GSCCCA electronically” – Can we obtain a copy of the GSCCCA Indexing standards? What exactly needs to be electronically transmitted to GSCCCA and on what schedule – automatically, periodically, etc. Please elaborate.

**RESPONSE:** *This information is on the front page of [www.gsccca.org](http://www.gsccca.org) website and the schedule should be automatic twice daily*

QUESTION 63: Section 4 – 17 ALL, 18.4 – Is there an existing Tax Commissioner communication portal that the County currently utilizes? What is the desired functionality on the Land Records Management side to integrate with the Tax Commissioner’s data?

**RESPONSE:**

***No, there is not an existing Tax Commissioner Communication portal. And the communication from the Tax Commissioner office should be one way communication. The Tax commissioner office should e-file the information into the Land Records System and once the documents are processed the documents can be placed on an ftp site to be uploaded to the Tax Commissioner office system.***

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **January 17, 2012, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

**EXHIBIT H – FULTON COUNTY FIRST SOURCE JOBS PROGRAM**

THE FOLLOWING FORMS MUST BE EXECUTED AND SUBMITTED WITH YOUR PROPOSAL IN THE “**CONTRACT COMPLIANCE FORM**” ENVELOPE.

## EXHIBIT H

### FULTON COUNTY FIRST SOURCE JOBS PROGRAM

#### **STATEMENT OF POLICY:**

It is the policy of Fulton County Government to provide employment opportunities to the citizens of Fulton County. This policy will apply to all contracts procured through the Department of Purchasing & Contract Compliance valued in excess of \$200,000. The Prime Contractor is expected to utilize the First Source Jobs Program to fill 50% of the entry level jobs which arise as a result of any project funded in whole or in part with County funds with residents of Fulton County.

#### **PURPOSE:**

The purpose of this policy is to create a pool of employable persons who are residents of Fulton County to be called upon as a source to fill jobs created as a result of any eligible project funded in whole or in part with County funds in order to provide stable economic opportunities for families throughout the County. The First Source Jobs Program will be implemented by the Department of Purchasing & Contract Compliance and the Office of Workforce Development.

#### **MONITORING POLICY:**

Upon execution of a contract with Fulton County Government, the First Source Jobs Agreement (FSJ Form 2) will become a part of the contract between the bidder/proposer and Fulton County Government. The First Source Jobs Program will be monitored during routine site visits by the Office of Contract Compliance along with the Office of Workforce Development.

**FORM 1**

# FULTON COUNTY

## First Source Jobs Program Information

Company Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

The following entry-level positions will become available as a result of the above referenced contract with Fulton County.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Include a job description and all required qualifications for each position listed above.

Identify a company representative and contact phone number who will be responsible for coordinating with the First Source Jobs Program:

Company Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

FORM 2

**FULTON COUNTY**  
**First Source Jobs Program Agreement**

Awarded Contractor's Name: \_\_\_\_\_

Formal Contract Name: \_\_\_\_\_

RFP/ITB Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

The contractor listed above agrees to the following:

1. The contractor shall make a good faith effort to fill 50% of the entry level position(s) created by this project using the Fulton County First Source Jobs Program.
2. The contractor shall provide the applicable details of every entry level job in writing within the required form.
3. The contractor shall be expected to present documentation that confirms employment terms to both the employee and Fulton County.

The Office of Contract Compliance will assist with monitoring the participation of First Source Jobs Program employees during routine site visits and report findings to the Office of Workforce Development for confirmation and follow-up. The Office of Workforce Development shall notify the Director of Human Services and the Purchasing Agent of any determination of non-compliance with the requirements of this policy and recommend a resolution or action to be taken.

Upon a determination by the Purchasing Agent and the Director of Human Services that a contractor has failed to comply with any portion of this policy, the County may impose the following:

1. Ten percent (10%) of all future payments under the involved eligible project shall be entitled to be withheld from a contractor that has violated this policy until the contractor complies with the provisions of this policy.

The undersigned agrees to the terms and conditions set forth in this agreement.

Contractor's Official Title: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

**FORM 3**

## COST PROPOSAL FORM

Cost Proposal form for Request for Proposal 11RFP4702011YB-BL, Land Records Management System.

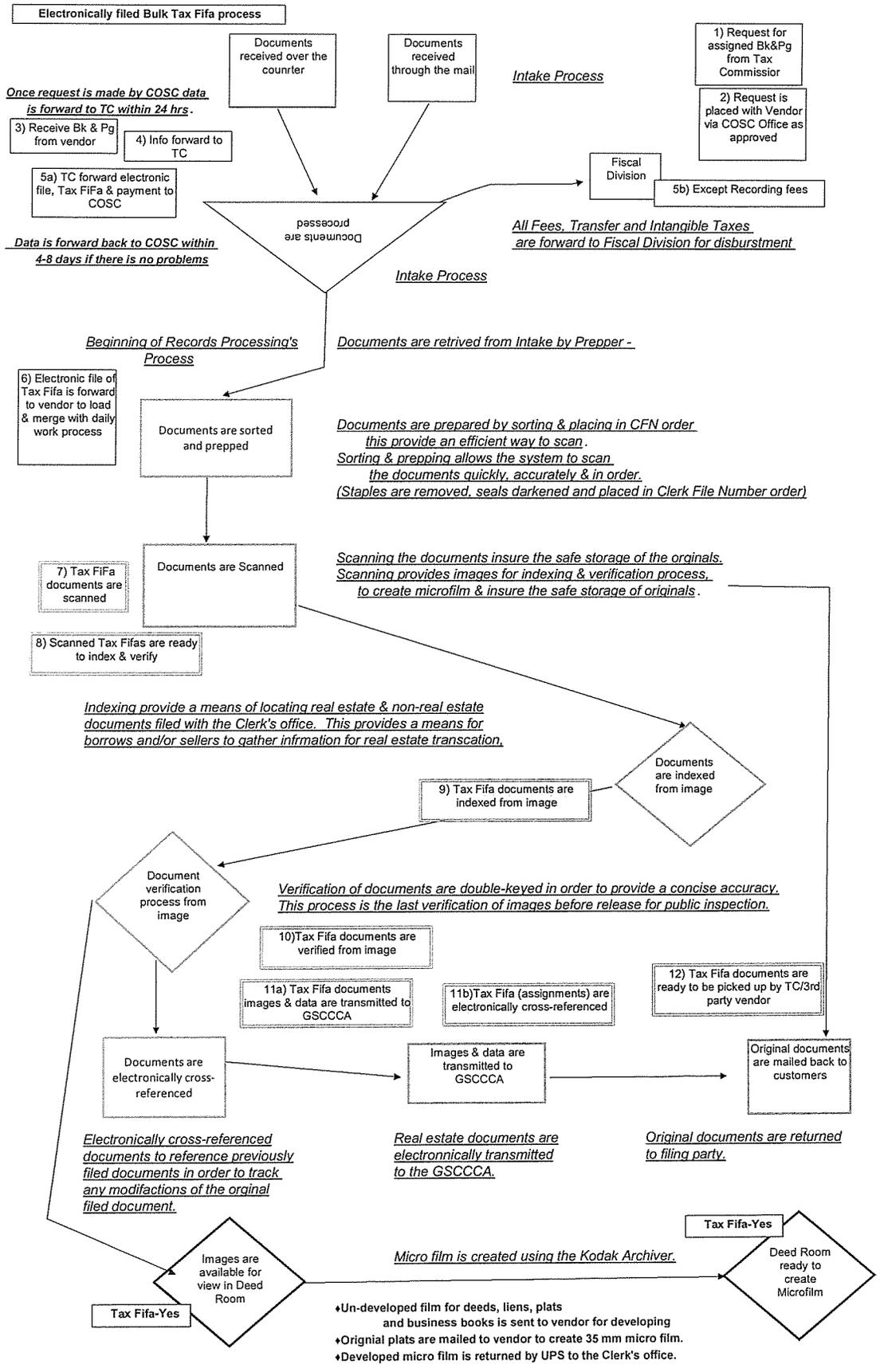
<b>SOFTWARE ACQUISITION COSTS</b>	
Core Software	\$
Additional Module(s) (If Required)	\$
Customizations (If Required)	\$
Third Party Software (If Required)	\$
Interface/Integration	\$
<b>USER LICENSE COSTS</b>	
Administrator (Cost each \$_____ x Recommended	\$
Standard User (Cost each \$_____ x Recommended	\$
View-only License (Cost each \$___ x Recommended quantity)	\$
<b>PLANNING AND IMPLEMENTATION COSTS</b>	
Professional Services	\$
Travel and Reimbursable Expenses	\$
On-site Training	\$
<b>CONVERSION AND DATA CLEANUP COSTS</b>	
Professional Services	\$
<b>HARDWARE COST</b>	
Server Hardware	\$
Additional Hardware (If Required)	\$
Server Software Req'd (server operating system, virtualization software.)	\$
<b>TOTAL ACQUISITION AND IMPLEMENTATION COST</b>	
	\$
<b>YEAR ONE OPERATION COSTS</b>	
Support and Upgrades	\$

Professional Services required for software upgrades	\$
<b>YEAR TWO OPERATION COSTS</b>	
Support and Upgrades	\$
Professional Services required for software upgrades	\$
<b>TOTAL COST</b>	\$
Recommended Optional Items – Provide list and description, including the additional functionality provided, cost, maintenance costs and license requirements. Attach to cost proposal.	

Notice – Due to the budgetary system of Fulton County, no payment can be made from November first of any calendar year until February first of the subsequent year. Fulton County will make every reasonable effort to have funding for anticipated payments approved prior to this “blackout” period. However, no penalties or interest for late payments will be imposed on Fulton County for payments scheduled during this period.

# REAL ESTATE DOCUMENT WORK-FLOW CHART

Functions listed below are Georgia State mandated.



During this entire process customer service is provided via telephone, fax, mail & email to answer questions & provide assistance to lending institutions, law firms, title companies, government agencies, tax payers, credit bureaus & filing parties.

**Note:** When a submitted requested is made by the Tax Commissioner for BK&PG#s, other documents ready for public viewing is placed in que until the Bulk Tax Fifa's are completed.