



**Department of Purchasing & Contract Compliance**

Felicia Strong-Whitaker, *Interim Director*

**July 31, 2009**

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

Dear Proposers:

Attached is one (1) copy of Addendum 2, 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. 2  
Page Two**

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

The following **questions** below were posed of the aforementioned RFP project; additionally, please be advised that the **Appendix** represents copies of the Indexed Pages to show examples of how the index page should be displayed. The **“Required Proposal Submittal Check List”** was inadvertently omitted from the initial proposal document and **must** be **submitted** with your proposal. The **bid opening date** for the aforementioned RFP project **has been extended** to **Tuesday, August 18, 2009 at 11:00 A.M.**

**Responses to Questions: EDMS 09RFP68792BY- CL**

<b>Question</b>	1.17 The system must provide a method to list all override reasons or allow text input. The system must store the override reason as part of the transaction audit trail. <i>What information needs to be overridden?</i>
<b>Answer</b>	Any data entered by a recorder
<b>Question</b>	1.24 The system must allow for back dated documents with “A” “B” CFN #'s to be added and fall in date order with previously recorded documents. <i>(Need clarification on Business rule) What scenario is the request used for?</i>
<b>Answer</b>	To insert documents not yet recorded, but received prior to the current date
<b>Question</b>	1.55 The system should be capable of generating a cover sheet for all document types. <i>What information needs to be included on cover sheet? What is the purpose for it?</i>
<b>Answer</b>	On cover sheet: Clerk Header, presenter name, address, contact number, and date presented. Cover sheet used for tracking, contact information, mail returns, and reject letter preparation.
<b>Question</b>	1.62 The system should be able to facilitate the Realty Transfer Tax re-determination process. <i>Define this process</i>
<b>Answer</b>	Transfer Tax (PT61 forms) should be able to be scanned then used by the Tax Assessors office for property value assessments
<b>Question</b>	4.43 System must allow an option to alert the employee to review such entries that start with The, A, Estate, Trustee, Sheriff. <i>Where are these entries made? As grantor/grantee names? Customers?</i>
<b>Answer</b>	Yes, names are presented as grantor/grantee on documents filed. Example - Estate of John Smith is indexed as Smith, John not Estate of John Smith.

The system should alert the employee whenever an entry begins with the bold & underlined items in column B.

**Question** 18.1 Remote access to static copies of documents of the following nature and locatable by address or Parcel ID Number (PIN): plats, deeds, easements, associated indemnifications, active and historical liens, other encumbrances, etc.  
*How is this different then a public inquiry? Will they have their own login?*

**Answer** This request if for information that is to be accessed by Fulton County's Environment and Community Development department. The type of information is no different from public inquiry; however, the Fulton County's Environment and Community Development department should not be charged for the information as the public would.

**Question** 18.2 Remote access to static copies of documents of the following nature and locatable by PIN or development name: homeowners association charters, development agreements, etc.  
*How is this different then a public inquiry? Will they have their own login?*

**Answer** This request if for information that is to be accessed by Fulton County's Environment and Community Development department. The type of information is no different from public inquiry; however, the Fulton County's Environment and Community Development department should not be charged for the information as the public would.

**Question** 18.3 Remote access to current ownership information of for parcels locatable by property address or PIN  
*How is this different then a public inquiry? Will they have their own login?*

**Answer** This request if for information that is to be accessed by Fulton County's Environment and Community Development department. The type of information is no different from public inquiry; however, the Fulton County's Environment and Community Development department should not be charged for the information as the public would.

**Question** Is the Requirements Matrix in Addendum 1, dated 7/16/09, available in Excel spreadsheet form?

**Answer** Yes. See updated spreadsheet.

**Question** Requirements 1.19 and 1.20 from the original requirements matrix in the RFP have been overwritten by portions of Requirement 1.18 on Addendum 1. Have requirements 1.19 and 1.20 been eliminated?

**Answer** No. See updated spreadsheet.

**Question** Requirements 1.59 and 1.60 from the original requirements matrix in the RFP have been overwritten by portions of Requirement 1.58 on Addendum 1. Have requirements 1.59 and 1.60 been eliminated?

**Answer** No. See updated spreadsheet.

<b>Question</b>	Requirement 1.31. Is the scanned check to be a part of the recorded document or is scanning being performed for banking purposes?
<b>Answer</b>	The scanned check image is used for internal purposes only, not a part of public record or for banking purposes.

<b>Question</b>	Requirement 3.7. (1) For the 190,000 index page images, how does this project need to be indexed, by book type and volume or does every line on every page need to be indexed? (2) For the 800,000 deed page images, what are the estimated images per document? Based upon the fields required, what are the estimated characters per document that need to be keyed? Alternatively, what are the index fields that need to be keyed? (3) For the 25,500 plat and condo plat images, how are these indexed? By lot and block, owner, address, etc.?
<b>Answer</b>	This is primarily scanning of old indexes and the corresponding deeds. The only indexing that needs to be done is to index the first letter at the beginning of the index. EX: If you are researching the name Adams in 1955, you choose the year 1955, then the letter "A", the data for the letter "A" is retrieved, then you roll through the pages until you get to the Adams. Once you find the book and page number you need, you should be able to enter the book # and page # and pull up the image of the deed. This is not a project to re-key all the documents.

<b>Question</b>	Requirement 3.9. How are the tax assessor field book images indexed? By lot, block, name, etc.?
<b>Answer</b>	They need to be indexed by district number, land lot number and date range. EX: District 14, land lot 55, date range -1946-1955 Each book will need approximately an average of 20 index entries.

<b>Question</b>	Requirement 3.32. Does the County currently own a plat scanner? If so, please provide name and model number.
<b>Answer</b>	Name: Contex Model #: Model - GW678

<b>Question</b>	For conversion estimating and storage purposes, can the County provide an estimate of the number of documents and images currently stored in the existing Mainline system?
<b>Answer</b>	Number of total images in the system? 7.88 million Current SAN usage = 1.1 terrabytes

<b>Question</b>	Does the County own any equipment that it wishes to reuse (i.e. workstations, receipt printers, scanners, printers, database servers, etc.)? If so, please provide manufacturers names and model numbers.
<b>Answer</b>	County will reuse workstations if possible. Please see County desktop standards for detail.

<b>Question</b>	The RFP appears to be requesting two separate functions, an EDMS and a cashiering and billing system in one. Should these not be split to get the best of both worlds?
<b>Answer</b>	Please propose a system that will meet the needs of the Clerk of Superior Court and allow for future expansion.
<b>Question</b>	Will system have to provide Accounts receivable and Accounts payable functions?
<b>Answer</b>	Yes
<b>Question</b>	Will the system have to interface with credit / debit card merchants?
<b>Answer</b>	Yes. This is not done currently.
<b>Question</b>	Requirement 4.30 – what functionality is required?
<b>Answer</b>	Ability to reuse the legal description by copying it over and over again.
<b>Question</b>	What does county use for current Land records capability?
<b>Answer</b>	The Mainline land records system is used currently.
<b>Question</b>	Is the selected system required to be certified?
<b>Answer</b>	The Real Estate Indexing System Certification program attests to the fact that the local indexing systems, which pass, must contain the specified data content and functionality, and must be able to transmit the required data, properly formatted, to the GSCCCA. This is a certification of "systems" capability, only. Certified programs are subject to periodic review and re-certification. For guidelines and additional information on the certification process, contact Phil Kobierowski at phil.kobierowski@gsccca.org 404-894-2552 or visit www.gsccca.org website.
<b>Question</b>	List the systems for which interfaces will be required?
<b>Answer</b>	The Tax assessor system
<b>Question</b>	How many of users do cashiering? Is there a breakout of users by function?
<b>Answer</b>	To be provided
<b>Question</b>	What is the lifecycle of current system? How is the current lifecycle system managed? What are the retention schedules?
<b>Answer</b>	The Clerk's office generally keeps everything forever but uses State retention schedules.
<b>Question</b>	Can the proposals consider future expansion of the EDMS?
<b>Answer</b>	Yes. You can discuss how expansion to other departments can be accomplished.

**Question** Will selected vendor be required to demonstrate their system capability?  
**Answer** Yes. Vendor must have a proven track record.

**Question** Can the cashiering function be customized specifically for the county?  
**Answer** Yes

**Question** If the selected vendor is not certified through Georgia authority will county work to get them certified?  
**Answer** The Office of the Clerk of Superior Court is not in a position to assist in certification of a vendor's system; they must contact Georgia Superior Court Clerks' Cooperative Authority for guidance on certification of their system.

**Question** Will the county extend the RFP due date?  
**Answer** TBD

**Question** How much back data is to be converted?  
**Answer** Data for land records, business records, military discharge records, federal tax lien records and plats records from 1980 forward.  
Also lien records from 1999 forward.

**Question** Is back-scanning of documents prior to 1980 required or just the capability to do it?  
**Answer** Proposal should include the cost of back-scanning service.

**Question** Can the scanning be done offsite?  
**Answer** Yes.

**Question** Where are the 90,000 tax assessor documents to be indexed and scanned located?  
**Answer** History center and tax assessor's office.

**Question** Can we get an updated spreadsheet of the functional requirements?  
**Answer** Yes.

**Question** Is indexing required for the documents to need to be back scanned?  
**Answer** No.

**Question** Is the film of existing documents in better condition than the paper?  
**Answer** Yes.

**Question** Will storage capacity for this application to exist on the SAN.  
**Answer** Yes

**Question** Does the county have any preferences with SAN devices Fiber channel vs. iSCSI.

**Answer** The County supports both Fiber Channel and iSCSI. I/O requirements will dictate the choice of SAN connectivity.

**Question** Are backups a part of this contract?  
a. What does the county currently use for backups? Software package.  
b. What does the county currently use for tape backup – LTO2, DLT, etc.

**Answer** A backup methodology should be provided as part of the proposed solution. The County reserves the right to obtain the necessary software/hardware to implement data backup independent from this contract.  
a. What does the county currently use for backups? Software package. IBM Tivoli Storage Manager (TSM) and EMC Avamar.  
b. What does the county currently use for tape backup – LTO2, DLT, etc? IBM 3590e Tape Cartridge.

**Question** Does Fulton have an existing Database backend that they want this system to use?

**Answer** The County currently supports both MS SQL and Oracle.

**Question** The Spec requires a growth rate of 10% annually for 10 years. At what point is hardware replaced to support obsolesce or replacement?

**Answer** 10 Years.

**Question** Can the county provide a number reflecting their current storage requirement?

**Answer** 1.6 terrabyte capacity, current usage = 1.1 terrabytes

**Question** Current Database  
a. How much data will the vendor be required to convert – please specify the approximate size  
b. Are their images to convert as well- of so please specify the approximate number  
c. What is the current format of the data?  
d. Are the images stored in the database?  
e. Are the images currently in tiff format?

**Answer**  
a. Current database size 120 gig  
b. Number of total images in the system? 7.88 million  
c. What is the current format of the data? data is stored in Oracle  
d. Are the images stored in the database? No, they are stored on the ORIS-VLAMS server, and backed up daily on our SAN unit. The ORIS-DB-NEW is the database server, with ORIS-WEB-DB as its backup.  
e. Are the images currently in tiff format? yes

**Question** Page 157 lists the following Exhibits:

	<ul style="list-style-type: none"> <li>a. Exhibit 1 – Required Submittal Checklist</li> <li>b. Exhibit 2 – Cost Proposal Summary</li> </ul>
<b>Answer</b>	<ul style="list-style-type: none"> <li>a. Exhibit 1 – Required Submittal Checklist - Provided in the addendum.</li> <li>b. Exhibit 2 – Cost Proposal Summary - See table in section 6.1</li> </ul>

**Question** Page 4-25 and Page 6-79 (instructions for the System Requirements Matrix and instructions for the Cost Proposal) both indicate that the section is to be “returned on the original hard copy forms provided” and cannot “be retyped or altered in any way from those provided within.” What exactly do you mean by “returned on the original hard copy forms”? Providing computer generated responses on the original hard copy form will be extremely difficult and hand writing or type writing the responses is not very time efficient. Is it acceptable to complete the Excel Spreadsheet provided and include a printed copy of that spreadsheet in the response?

**Answer** The requirements listed within the document cannot be retyped or altered; not the entire spreadsheet itself. It is acceptable to complete the Excel spreadsheet provided

**Question** When will the questions and comments from the July 22 pre-bid meeting be posted?

**Answer** Questions and responses from the July 22 pre-bid meeting as well as those received after that event will be posted in an addendum by July 30<sup>th</sup>.

**Question** When will the Excel Spreadsheet be updated to reflect the new System Requirements Matrix from Addendum One?

**Answer** The Excel spreadsheet will be posted by July 30<sup>th</sup>.

**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**

**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**

**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**

**Question** 4.2.1 DOCUMENT MANAGEMENT REQUIREMENTS

Please explain the detail requirement related to integration with GIS software application. Integrated to GIS software application

**Answer** The requirement for GIS integration is not required at this time; however, may be in the future. The system should have the ability to integrate with GIS software application.

**Question** 4.2.2 IMAGING REQUIREMENTS

We understand only scanning solution i.e. scanning software and related interfaces are the scope of this RFP; hardware's i.e. physical scanners will be procured by FULTON COUNTY Image Capture , Indexing , Image Access Interface

**Answer**

**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**

**Question** 7.4 Technical Proposal format and content (section 4 - Systems requirement matrix)" with reference to the following instruction for section 4 of the Technical Proposal "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." Does this imply that we need to physically fill the responses with a pen on original the hard copy forms OR can we copy-paste the forms in a document and fill in our responses there. Please clarify" For response writing clarity

**Answer** The requirements listed within the document cannot be retyped or altered; not the entire spreadsheet itself. It is acceptable to complete the Excel spreadsheet provided.

**Question** Section 7.1.1 (page 82 There is reference to 'Exhibit 1' which is to contain the Required Submittal Checklist. There is reference to Exhibit 1 in section 13 (page 157) as well. However, I have not been able to identify Exhibit 1 any where on the RFP file For response writing clarity

**Answer** Exhibit 1 – Required Submittal Checklist - Provided in the addendum.

**Question** Question in regards to question 1.25 in the requirements matrix, "The system must have the ability to print the instrument number, data, and time as well as any other standard recording information, directly onto the documents as a part of the recording process. System must also be capable of imprinting labels for book/page numbers & clerk numbers."  
-Is an electronic stamp that is placed on the document acceptable or is the county looking for a slip printer method of stamp?

**Answer** Either stamp containing the recording information is acceptable

**Question** Question in regards to question 3.2 in the requirements matrix, "System must be capable of producing 16mm and 35 mm micro-film from TIFF or PDF images that were e-filed and micro-film paper filings from scanned images."  
-Does the county wish for the vendor to create go-forward microfilm as well?

**Answer** In response to the 2nd question, we need the vendor to create go forward microfilm as well.

**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** TBD

**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?
- 2) How many of the 25,000 are the plats and floor plans?
- 3) Can we convert all back to 16 mm?

**Answer** TBD

**Question** Questions from the meeting last week – do you have any idea when the answers will be available?

**Answer** Jul 31, 2009

**Question** Due to the number of question that came up, almost all attendees at the meeting requested an extension of the due date – has it been determined if that will be allowed?

**Answer** TBD

**Question** And finally, on page 7-88 of the RFP – where it mentions Section 2 – 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:** TBD

**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 an 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** TBD

**Question** How many users do cashiering? Is there a breakout of users by function?

**Answer:** TBD

**Question** How much back data is to be converted?

**Answer** Data for land records, business records, military discharge records, federal tax lien records and plats records from 1980 forward.  
Also lien records from 1999 forward.

No.	Requirement Description	Response E/M/P/O/C/X	Comments
<b>1</b>	<b>Recording/Cashiering/Accounting</b>		
1.1	System should have "Help" procedures available built in to the system. Employees should be able to enter a document type and bring up information on what is needed to record the document. Information on transfer tax and intangible tax should also be available to the cashier. Ability to make changes and/or delete/add procedures to be done by an administrator.		
1.2	The system must be easy for cashiers with basic PC and Microsoft Windows skills to learn and operate.		
1.3	The system must seamlessly integrate cashiering workstations and all required functions.		
1.4	The system must support cashiering operation for all document types received by the Clerk's Office.		
1.5	Cashiering module should allow Operator to capture the name and address of person or firm submitting the document(s). Operator must be able to choose between manually keying the name, and selecting a valid name from a custom table.		
1.6	Cashiering module must require Operator to enter document type and number of pages.		
1.7	When recording a document, Operator must be allowed to either manually key the document type or invoke the document type table for selection of a valid entry. If manually keyed, the document type must be validated against the type table.		
1.8	Operator must be able to manually key in the document name as presented and the table will choose the document type from the table. Operator can accept the system choice or choose a document type from the table.		
1.9	Must provide for a separate document type for real property tax FIFAs and real property tax FIFA cancellations, with a field to index the tax parcel identification number.		
1.10	System must allow as a supervisor/administrator function, the ability to add/delete modify document types and make changes in fees.		

1.11	The system must allow the cashier to suspend a batch so a customer at the window may be assisted then return to the suspended batch to complete the transaction.		
1.12	The cashiering module must reference user-defined table(s) to determine correct calculations for fees and taxes due. Depending on document type, the cashiering module will require the operator to input the number of document pages, number of names and/or other descriptions, which shall be used to automatically determine the correct fee(s).		
1.13	The computed fees and taxes must be displayed on the cashiering workstation. Each fee should be accessible for display.		
1.14	The system must have an option to override (by a supervisor) the calculated fees. System must allow for deferred payments.		
1.15	For transactions not related to the recording process, Operator must be able to conduct a miscellaneous transaction, and enter the full amount at the keyboard.		
1.16	For refund transactions, the system must capture the name of the person or firm who is getting the refund, the amount of the refund, and the reason for the refund. Refund function by a supervisor. System must request remarks to enter reason for a refund.		
1.17	The system must provide a method to list all override reasons or allow text input. The system must store the override reason as part of the transaction audit trail.		

1.18	<p>The system must allow the Operator to record a document that is exempt from taxes and other fees and reset the fee to \$0.00. The system must allow the Operator to record a document that is exempt from taxes and other fees and reset the fee to \$0.00.</p> <ul style="list-style-type: none"> <li>• The actual amount of the consideration must be recorded, but the tax on that amount is recorded as \$0.00</li> <li>• The actual amount of the consideration must be recorded, but the tax on that amount is recorded as \$0.00</li> <li>• The actual consideration amount is recorded and captured and the tax will be recorded on that actual amount.</li> </ul>		
1.19	System must be able to accept more than one PT 61 form for a deed.		
1.20	For all fee transactions, the system must create an audit trail that includes the following information: Operator ID, Date, Time, Transaction Detail, Fee Amount, Name of Person or Firm Submitting Document, Instrument Number, Document Type, Fee Type, Payment Type, Check Number, and Book and Page, also must have an audit rail for recordings that are modified.		
1.21	To meet the requirements for commercial account bulk recordings, the system must provide the ability to enter unlimited transactions and document types against one receipt, assigning instrument numbers in sequential order.		
1.22	For recordings, the system must provide the ability to easily duplicate filed entries between different documents		
1.23	The system must be able to automatically assign a unique identification in sequential fashion and automatically assign book and page numbers which conform to the Clerk's Office book and page requirements. This system may be system instrument numbers, bar codes or other. Vendor must consider the volume of Fulton County when proposing an identification system.		
1.24	The system must allow for back dated documents with "A" "B" CFN #s to be added and fall in date order with previously recorded documents.		

1.25	The system must have the ability to print the instrument number, data, and time as well as any other standard recording information, directly onto the documents as a part of the recording process. System must also be capable of imprinting labels for book/page numbers & clerk numbers.		
1.26	The system must generate instrument numbers, which carry the year and whose sequence portion resets each year.		
1.27	The system must automatically capture and save an official partial or completed index during the cashiering/recording/data entry process. This index shall consist of: Recording Date, Unique Time (with seconds), Document type, Instrument Number, Book number, Page Number, and first and second party names. System to use OCR for this process.		
1.28	The system should be capable of configuring the cashiering stations as multi-function stations to facilitate indexing/verifying tasks during periods of low counter volume.		
1.29	The system must carry forward all document indexing data that was both automatically captured and manually entered during the cashiering/recording process into the indexing module without requiring redundant data entry.		
1.3	The system must provide the ability to take any combination of cash payments, credit card payments, check payments or customer draw-down payment for any transaction.		
1.31	If a check is presented for payment, the system must prompt the operator to enter the check number, the check amount and the name of the payer. Checks will be scanned as they are imprinted.		
1.32	The system should provide the ability to take credit card & debt card payments for any transaction.		
1.33	The system must support the processing of missed pages within the same instrument number, for the book and page numbering scheme. System must support later additions of missed pages for a particular document. System must have ability to add documents left out of a file submitted for recording, shift the order of documents, add or delete pages and documents.		

1.34	System must be able to add after recording and provide ability for operator / cashier to cancel and redo a step without the need to void at any point during a transaction until the acceptance, approval and request for receipt.		
1.35	The system must provide the ability for the Operator to accept or reject an entire transaction after all documents and data have been entered on the screen and fees have been calculated.		
1.36	The system must hold the transaction in a suspension and create a rejection letter stating what is needed to record the document		
1.37	The rejection must be tied to a transaction so when corrections are made and submitted again the system can complete the transaction without entering all the data again.		
1.38	If the error is the fault of the filing party, the transaction will be given the file date when it is re-submitted as correct.		
1.39	If the file was rejected by the cashier and it was not faulty, the transaction will be given the original file date and time.		
1.4	Tracking numbers must be in sequence.		
1.41	Rejection process must be part of the cashiering process and not a separate program.		
1.42	Cashiers must be able to search rejection letters that are already processed by the presenter, a date range, or by check numbers of returned checks.		
1.43	System must be able to generate a report of rejections by presenter and by type of rejection.		
1.44	Rejection letters will be assigned a tracking numbers and printed by the cashiers at the cashier work station.		
1.45	Rejection reasons will be in a drop down box with a general field to enter reasons that are not in the drop down box.		
1.46	The supervisor/administrator must have the ability to add new rejection reasons to the program.		
1.47	Documents rejected for intangible tax penalty and interest will have a print out of taxes due over the next 90 days, indicating the date and tax amount will change and the new tax amount.		

1.48	The system should not generate any part of the index, including sequential Instrument Number, the Book and Page number, the unique Date and Time, until the entire transaction has been approved, the money has been taken, and the receipt has been requested.		
1.49	The system must provide the ability to void a transaction after the document has been cashiered. It is desired that this is facilitated through the Administrative interfaces. Void process by a supervisor only.		
1.50	Upon receipt of payment, the system must generate a receipt with date and time recorded, receipt number, Operator ID, instrument numbers, book/page number, detailed list of fees and taxes by instrument number, document type by instrument number, payment types and amounts, submitter name, total dollar amount tendered and total overage amount. Each completed transaction must control the opening of the cash drawer when applicable and generate a receipt. For each book and page recorded the receipt must have a break down of each cost. Each receipt will have the employee's identification number.		
1.51	The receipt should be generated by a fast, quiet thermal printer or an impact head device.		
1.52	Imprinting of book and page numbers must be available on just the first page or on every page number of the document, imprinting directly on the document and also by imprinting on labels.		
1.53	The system must capture and track detailed transaction information that can be used to create and print a detailed Audit Report. This detailed information must be sufficient for use as an additional cash-balancing tool, report distribution tool, or as an investigative tool.		
1.54	The system must provide a computerized method of placing document recorded information such as date, time, instrument number, book and page numbers, recording fee, documentary taxes and name of county on the first page of the document (i.e. Stamp, Bar Code, Labels, etc) NOTE: speed of documents handling must be accounted for in method of affixing this information.		

1.55	The system should be capable of generating a cover sheet for all document types.		
1.56	The system must be capable of handling cash, check, credit card, debit card, PayPal, and draw down accounts.		
1.57	Cashiering workstations must have the capability of endorsing and scanning checks.		
1.58	The following minimum types of security and audit(s) must be supported for the cashiering module: <ul style="list-style-type: none"> <li>• Sign-on Password Security</li> <li>• Operator ID stored and logged with all transactions</li> </ul>		
1.59	The means by which the system processes the Real Estate Transfer Tax must be approved by the Department of Revenue.		
1.60	The system (cashiering/accounting module) must handle Tax processing and reporting. NOTE: handling of this process must be an integrated module and not require redundant data entry. The system must provide means to distribute (and report) on funds collected for 20 to 50 municipalities and school districts by automatically printing checks or transferring funds electronically. This process must include the ability to issue corrective Tax stamps. Must use GA PT 61 forms and the current millage rates. The system must accommodate multi county and multistate tax transactions.		
1.61	The system must provide workflow process improvements for the recording of all types of plans.		
1.62	The system should be able to facilitate the Realty Transfer Tax re-determination process.		

No.	Requirement Description	Response EMPLOYER	Comments
2	<b>Cashiering &amp; Reporting</b>		
2.1	All cashiering reports must allow for date and time selection to produce daily, weekly, monthly, quarterly, semi-annual and annual reporting. Time selection is important to allow the County to balance several times per day.		
2.2	The system must provide accurate receipt reporting and match the current fees in the document and fee tables. Exact receipt information that was printed for the customer must also match the receipts that print through the Receipt reporting functions. The detailed receipt information must include, but not be limited to, what portion of each fee was check, cash, or billed to a "draw-down" account. These reporting functions must be available by Operator ID, or consolidated over all cashiering Operators. NOTE: the exact process of implementation may be flexible so long as the core functionality is available.		
2.3	Must generate a report of the date mail out labels are generated, have a feature where data can be entered for the dates documents are mailed back to the filing parties.		
2.4	For each document, the system must generate a receipt with a break down of fees for each document recorded.		
2.5	Must be able to generate a mail out (return label) by entering the Clerk file number in the system		
2.6	The system must generate a Check Report. This report should list all check transactions. The information printed should include, but not be limited to: date, time, Operator ID, check number, check amount, submitter (if captured), and payer (if captured). Totals should print at the end.		
2.7	System must also generate a cash report for each cashier.		
2.8	Must have an internal messaging system, administratively driven, for correspondence between cashiering, indexing, scanning, public inquiry.		

2.9	The system must provide Audit Reporting of changes made after a document is recorded. Audit information includes, but is not limited to: date, time. Operator ID, instrument number, book and page number, receipt number, submitter name, first grantor and first grantee names, document type, number of pages, county recording fees, deed consideration amount, transaction type, payment type, check number, check amount, cash amount, draw-down amount, name of payer, refund amount, name of person receiving refund, and void information. NOTE: Vendor should clearly define the reporting interface and functionality (i.e. Crystal reports, embedded, proprietary or other).		
2.10	All modifications mandated by new GA state laws or due to requests from GSCCCA must be done at no cost to the County and must be done within 30 days of the request.		
2.11	The audit reporting function must be available by Operator ID, or consolidated over all cashiering Operators.		
2.12	The system must generate a Missing Instrument Number Report. This report should include, but not be limited to: all voided transactions, along with Operator ID, date and time.		
2.13	The system must be capable of producing a Void Report. This report should include, but not be limited to: date, time, Operator ID, instrument number, book and page numbers, and other transaction details. This report should be available by Operator ID, or consolidated over all cashiering operators.		
2.14	The system must provide a Cash Balancing Report. This report(s) should be available in summary and detail format. This report must include, but not be limited to: totals for recording fees, totals for transfer taxes, totals for each document type, totals for each payment type, totals for each transaction type, totals for each account type, back deposit amount, and total number of transactions. This report must be available by Operator ID or consolidated for all cashiering Operators.		

2.15	The Cash Balancing Report function must provide detailed report(s) by Operator ID that include, but are not limited to: date and time, instrument number, book and page number, receipt number, submitter name, document type, number of pages, recording fees, consideration amount, transfer tax, transaction type, payment type, check number, check amount, cash amount, draw-down amount, and deposit amount.		
2.16	The system must provide Summary Reporting capabilities. The Summary Reports must include total number of documents recorded in a given date range. Total must be broken down by document type. Total deed consideration amount for the date range should print as well. Reports must also have a breakdown of fees collected for various agencies.		
2.17	The system must provide workflow process improvements for the reporting and cashiering of all types of plans as indicated in Appendix E.		
2.18	System must generate a report of all work produce by each employee. Reports for employees must be by the number of documents filed, the number of pages filed, the number of rejections processed.		
2.19	The system should provide means for ad hoc reporting and any data/statistics captured as part of the system processes. System must provide a report of work completed in cashiering and in indexing and verifying.		
2.20	Report should list number of documents recorded, number of pages recorded, number of key strokes and number of rejections processed.		
2.21	The system must provide Accounts Receivable and Accounts Payable functions.		

No.	Requirement Description	Response EMP/IO/CX	Comments
3	<b>Scanning</b>		
3.1	The system must support scanning of an individual document and batch scanning of subsequent indexing from multiple workstations.		
3.2	System must be capable of producing 16mm and 35 mm micro-film from TIFF or PDF images that were e-filed and micro-film paper filings from scanned images.		
3.3	Reports to be generated for each employee on number of pages and number of documents scanned.		
3.4	System shall mark each image with the book and page number at the bottom of each page, creating space as needed.		
3.5	The system must automatically link document image(s) to the corresponding partial index.		
3.6	The system must support batch scanning for subsequent indexing at multiple workstations.		
3.7	<p>System must include back scanning of all indices and images prior to 1980. The system must support batch scanning for subsequent indexing at multiple workstations.</p> <ul style="list-style-type: none"> <li>• System must include back scanning of all indices and images prior to 1980. <ul style="list-style-type: none"> <li>190,000 index page images</li> <li>800,000 deed page images</li> <li>25,500 plat and condo plat images</li> </ul> </li> </ul>		
3.8	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).		
3.9	System shall provide for the scanning and indexing of all tax assessor field books. 90,000 tax assessor field book images.		
3.10	System must have the ability to redact information.		
3.11	System should be capable of OCR (optical character recognition) to locate information for the purpose of redaction. Redaction function should be available at indexing, verifying and scanning steps.		

3.12	Items will move through to the indexing verification phase in the same manner as new filings. Reports of back dated documents filed in this manner will be generated.		
3.13	System must validate the number of pages scanned against the manually entered document page count and provide means for correction as required.		
3.14	The system must provide some means of image sharpening to remove specks as well as adjust resolution.		
3.15	Scanned images should be available for printing as soon as they are scanned and burned, before indexing and verifying.		
3.16	The system must provide a detailed method for validating and correcting inconsistencies between scanned page count and manually entered page counts.		
3.17	The system must allow a multi-page document to be recorded under a single document index.		
3.18	The system must allow appending and insertion of additional pages to existing documents. These new insertions would be missing pages within a book and page numbering scheme.		
3.19	The system must permit appending, insertion and deletion of pages to previously scanned documents without requiring the entire document to be re-scanned.		
3.20	The system should employ industry standard scanners.		
3.21	The system must support the scanning and viewing of all documents sizes currently in use in the Records Office.		
3.22	The system must support the various paper weights and qualities as currently in use in the Clerk's Office.		
3.23	The system must support both simplex and duplex scanning.		
3.24	Ability to scan a mixture of simplex and duplex without having to take the duplex pages out and scan them separately.		
3.25	The system must support the use of bar codes for system scanning. NOTE: County recording transaction volumes must be accounted for in systems design and implementation.		

3.26	The system architecture and workflow processes must be easily scalable and flexible to allow for "fine tuning" of the process post-deployment.		
3.27	Scanning Stations proposed as part of the system must be easily operated with basic PC skills and little or no prior imaging experience.		
3.28	The system must employ leading industry standards for digital image storage. This storage must be scalable, very reliable and manageable.		
3.29	The system must provide means for copying a specific range of instruments numbers and related data (including index and digital images) to CD ROM or equivalent means to distribution outside the Recorder's Office.		
3.30	The system should allow, if desired, the document to be scanned the same time money is transferred for the initial recording. (i.e. at the cashiers counter)		
3.31	The system should allow, if desired, the document to be scanned at the time of indexing.		
3.32	The system must provide workflow process improvements for the scanning of all types of floor plans or plats.		
3.33	The system should facilitate the scanning and retrieval of UCC documents.		

No.	Requirement Description	Response EMP/IO/EX	Comments
4	<b>Indexing/Proofing/Verification</b>		
4.1	Indexing station must be easy to use with minimal Windows Operation system experience.		
4.2	System must be capable of split screen viewing with the document on one side and indexing fields on the other side. Screen settings to be customized by the user. Customization to include font size, colors, and locations of the fields. By user log in, not by location.		
4.3	The system must provide a flexible means to retrieve documents from the workflow queue that are ready for indexing and/or verification. The system should allow for any, but not be limited to, the following information to be used for queue retrieval: Instrument number, book and page number, document type, document status (i.e. unverified)		
4.4	Must have the standard features of zoom, rubber band, magnifying glass, rotate, page navigation, page back and forth, document back and forth, by mouse and hot key navigation.		
4.5	The system must display all partial index information for each document and prompt the Operator for the additional indexing fields relevant to that document type.		
4.6	Display screen must prompt by highlighting required fields needed to index certain document types. Mark certain fields required in each process. Alert employee of fields that must be completed before moving to the next field.		
4.7	Edit and corrections- for documents filed prior to year 2000 indexing / verifying must be able to change document type as a supervisor function.		
4.8	Must be able to index alpha numeric district numbers and land lot numbers, must be able to index alpha-numeric and numeric-alpha (index as presented by the filing party)		
4.9	Must also have a field to index section numbers for the first and second districts.  EX 1st district, 1st section		

	<p>1st district 2nd section  2nd district 1st section  2nd district 2nd section</p> <p>Must have separate fields for district #, section #, land lot #, block letter or #, lot letter or #, phase letter or #, unit letter or #, subdivision/condo name, street address, general info.</p>																																								
4.10	System must have automated indexing (OCR) capability																																								
4.11	County must be capable of designating sealed document types in the system. System must automatically seal any document that is entered and recorded as a document that is classified as sealed, Without the clerk taking additional action to seal the document.																																								
4.12	The system must allow frequently-used names to be retrieved from user-defined tables, as well as manually keyed.																																								
4.13	<p>The only characters to be entered are:</p> <table border="0"> <tr> <td>Character</td> <td>Usage</td> </tr> <tr> <td>Space</td> <td>use in any name</td> </tr> <tr> <td></td> <td>Single spaces</td> </tr> <tr> <td>only</td> <td></td> </tr> <tr> <td>! exclamation point</td> <td>use in business names</td> </tr> <tr> <td># pound or number sign</td> <td>use in business names</td> </tr> <tr> <td>\$ dollar sign</td> <td>use in business names</td> </tr> <tr> <td>% percent sign</td> <td>use in business names</td> </tr> <tr> <td>&amp; ampersand</td> <td>use in business names</td> </tr> <tr> <td>* asterisk</td> <td>use in any name</td> </tr> <tr> <td>, comma</td> <td>use only to separate</td> </tr> <tr> <td></td> <td>human surnames</td> </tr> <tr> <td>from</td> <td>given names</td> </tr> <tr> <td>otherwise</td> <td>ignore</td> </tr> <tr> <td>/ forward hash (slash)</td> <td>See table in N2-12</td> </tr> <tr> <td>for</td> <td>usage</td> </tr> <tr> <td>0 through 9 (Arabic numerals)</td> <td>use in any name</td> </tr> <tr> <td>A through Z (alphabetic letters)</td> <td>use in any name</td> </tr> <tr> <td>&amp; Ampersand</td> <td>precede and follow by a</td> </tr> </table>	Character	Usage	Space	use in any name		Single spaces	only		! exclamation point	use in business names	# pound or number sign	use in business names	\$ dollar sign	use in business names	% percent sign	use in business names	& ampersand	use in business names	* asterisk	use in any name	, comma	use only to separate		human surnames	from	given names	otherwise	ignore	/ forward hash (slash)	See table in N2-12	for	usage	0 through 9 (Arabic numerals)	use in any name	A through Z (alphabetic letters)	use in any name	& Ampersand	precede and follow by a		
Character	Usage																																								
Space	use in any name																																								
	Single spaces																																								
only																																									
! exclamation point	use in business names																																								
# pound or number sign	use in business names																																								
\$ dollar sign	use in business names																																								
% percent sign	use in business names																																								
& ampersand	use in business names																																								
* asterisk	use in any name																																								
, comma	use only to separate																																								
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	<p>between words or follow characters not words / virgule, hash or forward slash and names</p>	<p>space when characters and words and words do not precede or by a space when between amounting to index for fractions and dates within</p>		
4.14	Reports to be generated on changes & corrections made to the indexed data.			
4.15	Reports to be made in the indexed and verifying programs as to what was originally keyed as what was changed in verification.			
4.16	Reports also made of data changed after it was released to public inquiry. The identification number of the indexer and verifier who entered the data must always be available to a supervisor/administrator			
4.17	Ability to view and/or print any related reports as needed as in tracking and audit.			
4.18	The system must provide workflow process improvements for the indexing, proofing and verification of all types of floor plans and plats.			
4.19	The header of each page of the Index reports should print the filter and sort order in place for that specific report compilation. The report should use a cover page with name of county, filter options, sort order in place for the specific report and date printed.			

4.20	System must have an audit trail so a supervisor can tell the name of the employee who indexed and verified each document. System must be capable of generating a report that list the number of documents keyed by each employee. Must also produce reports on the number of key strokes of each employee, the number grantors or grantees, the number of cross reference entries, the number of legal descriptions.		
4.21	The system must provide for basic Windows based application functionality including: <ul style="list-style-type: none"> <li>• Support for hot key switching between opened module, screens and application</li> <li>• Drop down or pop up interfaces for all table driven data entry points in all modules</li> <li>• Support for hot key switching between opened module, screens and application</li> <li>• Drop down or pop up interfaces for all table driven data entry points in all modules</li> </ul>		
4.22	The system must automatically set the document status flag (or equivalent) from "unverified" to "verified" (or equivalent) when verification process has been completed.		
4.23	Ability to release documents to public inquiry immediately when verified without waiting for the instruments to release in exact CFN order.		
4.24	The system must be capable of generating a Verification Report according to specified date and time range or other criteria.		
4.25	The system (specifically, workflow process) must maintain a consistent set of rules and processing commands between indexing and verification modules. This includes all editing controls as well as field duplication controls. Vendor should describe in detail the proposed workflow verification processes.		
4.26	Supervisor must be able to return a document that was directed to verification back to the original the indexer for corrections.		
4.27	Copy & paste names from one field to the next.		
4.28	Copy all names from grantor to grantee and back and forth as requested.		
4.29	Create a County generated drop down menu in the document legal field for subdivisions.		

4.30	Import – Allow employee to type out grantor/grantee names in a note pad file and import copy/paste into index fields.		
4.31	The system must update the Last Date changed field (or equivalent) for a document index upon any change to a verified document.		
4.32	If corrections must be made to the data, after the correction is made, the system will put the date and time of the correction in a manner so it can be viewed on the index screen in public inquiry. System will note on public inquiry exactly what was added as a correction to the index. Data that was incorrectly entered will not be deleted. All comments added on a correction must be displayed in public inquiry. Ability to make any and all changes needed in the index/verify program to release a document to public inquiry.		
4.33	<p>The capability to verify any place...5 names indexed 13452 verified 12345 – system compare data, not placement and flag correct. .</p> <p>EX: Index -3 grantors – Smith, Jones, Brown, Verify - Smith, Brown, Jones</p> <p>They are not in the same order, but the data is the same.</p> <p>Or index Williams, Edwards, Coffelt and omit the name Clark</p> <p>Then verify Clark, Williams, Edwards, Coffelt</p> <p>They are not in the same order, but the data is the same.</p>		
4.34	Cross reference of related documents – when indexing the book and page number of related documents, the system must automatically relate the book and page number of the original document to the new document. The system should electronically stamp the book and page number of the new link on the first page of the image of the original document.		
4.35	System must have a training program for new indexing employees with information on tabs at the top of the display screen with training and instruction. Ability for the County to create customized help screens for training purposes.		

4.36	Verification employee must have the ability to view at least 70 character indexed to compare indexed to verified documents.		
4.37	Capability to assign certain documents types for the purpose of training. Filter documents base on the training level of the employee. Documents to be held in a queue and routed to a designated trainer or supervisor of evaluation and/or verification.		
4.38	When changes/corrections are made the system will flag the change and hold in a queue for review and release by a supervisor.		
4.39	System will automatically assign the date & time the entry was added, modified, corrected and this information will be viewed on the index in public inquiry.		
4.40	System must be capable of allowing the re-recording of documents that did not convert in years prior to year 2000. System must allow the recording with the original file date; manually assign the document type, book, page number and filing date and time. Fees are not required.		
4.41	Items will move through to the indexing verification phase in the same manner as new filings. Reports of back dated documents filed in this manner will be generated.		
4.42	The system must be able to display the scanned image and the index screen on the monitor in separate windows that the user can re-size as desired and easily switch between.		
4.43	The system should ensure that the separate windows used throughout the application are designed with user-friendliness in mind. Specifically, individual windows of the system should not open on top of a previous window in such fashion that the user (Operator) must manually reposition the window to continue document recording.		
4.44	The capability to hold complete (verified documents) in queue to be released (transmitted) at will to GSCCCA without added steps of building. <b><u>(Very important function, this is tied into funding)</u></b>		
4.45	System must allow an option to alert the employee to review such entries that start with <b><u>The, A, Estate, Trustee, Sheriff.</u></b>		

No.	Requirement Description	Response EMPLOYER	Comments
5	<b>Public Access and General Document Retrieval</b>		
5.1	Index search functions must be simple for the general public to use, without needing additional training beyond the initial training period as conducted as part of the initial deployment of the new system.		
5.2	Font size no smaller than a 12 for index data. Images of documents to be displayed at least 85% size for all images except plats.		
5.3	At the top of the screen, the name/names the user submitted for research must be displayed, so the user can review and double check his request as he reviews the index.		
5.4	Data detail to be displayed only at the request of user.		
5.5	Public access stations must allow the public to log on with username and password to deduct fees incurred from document printing from a draw-down account. They should also allow payment via debit type card or PIN pad when customers are receiving copies from the back area printers. Prints are to be held in queue and not released until payment is finalized.		
5.6	Internal one way messaging should be available to public users who are logged on to a workstation, so the user can easily and quickly communicate to the County staff about errors found in the public records. EX: User can advise staff of an alleged index error; An automatic response will be displayed.		
5.7	System must have an option to sort by a single year by exact filing date and time or sort multiple years by exact filing date and time but default search will be as described in elsewhere.		
5.8	The system must provide the public with full featured and complete index search functions for use in public retrieval of specified documents.		

5.9	Public inquiry should be able to display all data indexed for each search type. Ex if the document has a book and page reference and a legal description, both will be displayed whether the search is by book and page # or by name search.		
5.10	The system must provide capability to search names by a combination of last and first names. (not only Walker, but also Walker Robert and Walker R)		
5.11	System can search with or without a comma after the last name, compress. Delete, strip spaces, strip commas and periods.		
5.12	<p>The system must support searches for any of the following index search arguments: The system must support searches for any of the following index search arguments:</p> <ul style="list-style-type: none"> <li>• Name of Party (grantor and/or grantee)</li> <li>• Two Party Name Search</li> <li>• Name of Company</li> <li>• Document/instrument type</li> <li>• Book type</li> <li>• Book &amp; Page Search</li> <li>• Legal description by district #, and /or section # &amp; land lot #</li> <li>• Block/pod and Lot Search (alpha &amp; numeric)</li> <li>• Unit</li> <li>• Phase</li> <li>• Tax parcel ID # - (for real property tax FIFAs)</li> <li>• Recording date range search</li> <li>• Street address or just street name without a street number</li> <li>• Subdivision name</li> <li>• Condo name</li> <li>• Name of Party (grantor and/or grantee)</li> </ul>		
5.13	Must be able to search land district 1 and land district 2 with and without a section number.		
5.14	<p>System shall have a search in which a name and at least 8 variations of the name can be entered and an index retrieved that is sorted by land district number, land lot number, block number or letter, lot number or letter, unit number and/or subdivision name. EX: Search the following name variations:</p> <p>John Wieland Homes John Weiland Homes</p>		

	<p>Wieland John Homes Weiland John Homes</p> <p>Or search: Sheppard John Sheppard J Sheppard Johnny Shepard John Shepard John Shepperd J Shepperd Jon Shepperd Jonny</p>		
5.15	System shall have a search option to roll year by year at the users request, by grantor, grantee or both grantor & grantee. Roll years forward and backward.		
5.16	<p>System must support searches containing any combination of the following index search filters: following index search filters:</p> <ul style="list-style-type: none"> <li>• From/To Range for Recording Dates, or all (Default should be "all")</li> <li>• One Document Type selection, or all (Default should be "all")</li> </ul>		
5.17	For index fields that are supported by a user-maintained table (such as document type, and party type), system must allow user to invoke a display of valid table values to assist in defining the search filters.		
5.18	<p>User must be able to sort data by any field.</p> <ul style="list-style-type: none"> <li>• Sort by alpha numeric legal descriptions in the following order district #, land lot #, lot #, block # or letter, unit #, phase #, pod #,</li> <li>• By book &amp; page reference #</li> <li>• By street address</li> <li>• By parcel ID # (for real property tax FIFA's)</li> <li>• By filing date &amp; time</li> </ul>		
5.19	<p>System must search records by entering a date range and then displaying each calendar year</p> <ul style="list-style-type: none"> <li>• Ex: gtor 1990 then go to 1991 then 1992 and so on, system will "roll through" each year &amp; sort data in an alpha numeric display with out using xx/xx/xxx, user must be able to enter just the years 1980-1981-1982 ect up through the current year.</li> </ul>		

5.20	<p>System shall have a default index that displays as follows: Gtor-Grtee –doc type-date-time-dist-LL#-bockl-lot-address or sub name</p> <p>Book/page #, if the subdivision name and book/page reference are both available, the book and page # will be viewed, (clerk file # is not necessary on the index page)</p>		
5.21	<p>The system must be capable of producing reports for any documents that have been fully or partially indexed. These Printable Index Reports must be viewable and printable by:</p> <ul style="list-style-type: none"> <li>• Recording date/time range</li> <li>• Direct and indirect party names</li> <li>• Book and Page number</li> <li>• Deed consideration (data from transfer tax module in recording)</li> <li>• Loan amount (data from intangible tax calculation in recording module)</li> <li>• Block and Lot</li> <li>• Unit</li> <li>• Phase</li> <li>• Document type</li> <li>• Street address, (if indexed)</li> <li>• Tax parcel ID #</li> <li>• Subdivision name</li> <li>• Block and Lot</li> <li>• Unit</li> <li>• Phase</li> </ul>		
5.22	<p>The index page on the public inquiry must be sorted as follows from left to right for each filed:</p> <ol style="list-style-type: none"> <li>1. grantor or grantee</li> <li>2. grantor or grantee</li> <li>3. type of instrument</li> <li>4. date</li> <li>5. time</li> <li>6. district #</li> <li>7. section # (if applicable)</li> <li>8. land lot</li> <li>9. block or pod (alpha or numeric)</li> <li>10. lot (alpha and/or numeric)</li> <li>11. book and page reference field</li> <li>12. address or subdivision/condo name</li> </ol>		

	<p>The Clerk ID number/file number does not need to be displayed. The system must sort data as follows,</p> <p>1st – if there is a book and page number reference, this filed is displayed in numeric order of the book/page numbers (see #11 above)</p> <p>2nd - by district number (alpha and/or numeric)</p> <p>3rd – by land lot number (alpha and/or numeric)</p> <p>4th - block or pod (alpha or numeric)</p> <p>5th - lot (alpha and/or numeric)</p>		
5.23	Must accommodate alpha-numeric district and land lot numbers and numeric-alpha district and land lot number and strip / delete spaces.		
5.24	<p>Able to compress, delete, strip commas and spaces. EX district # 14 F, 14 FF, 9 C, 9 F</p> <p>When searching 14 F, system should also search: 14F 14 F 14 FF 14F F 14 F F</p> <p>When searching the 9th district, the system should also search: 9F 9 F 9C 9 C</p> <p>When searching the 8th district, the system should also search</p> <p style="text-align: right;">8</p> <p>8 C 8C</p>		
5.25	System must support the ability to abort a search at any time.		
5.26	<p>Should provide for a "general public search or quick easy search" so a citizen can easily access information with a list of questions such as:</p> <p>What do you want to do?</p>		

	<p>I need a copy of the deed to my house. The person would type in his name and bring up only the grantee index with WD's, QCD's, Estate deeds, etc.</p> <p>I need to see if there are liens filed against me. The person would type in his name and bring up only the lien records and lien cancellation records.</p> <p>I need a copy of the document that shows my house is paid for. System would bring up security deed cancellations.</p> <p>Clerk's staff will provide the list of what is needed for each search.</p>		
5.27	System must provide a query results screen that lists index records resulting from a query. Users should be able to retrieve expanded information about the index record.		
5.28	For each index, on a retrieved list of index records, system must display a comment stating, "See document detail".		
5.29	System must provide the ability for a user to select from the retrieved list of index records one document at a time for full image display.		
5.30	System must provide the ability for a user to return to index reference screen without viewing all selected documents.		
5.31	System should provide the ability for a user to select from the retrieved list of index records more than one document for image display. (multi-selection of records)		
5.32	System should provide the ability for a user to scroll between the images of selected documents without returning to the index reference screen.		
5.33	System must provide the ability for a user to return to the index reference screen without viewing all selected documents.		
5.34	System must support the display of multiple Grantor/Grantee names in alphabetical order.		
5.35	System must support the following movements through an image display: page-by-page, forward and backward, selecting a specific page for viewing, jump to first or last page. Document by document, forward and backward.		

5.36	System must support the retrieval of a document by multiple users at the same time.		
5.37	System must support the ability to ensure that "secured" documents cannot be accessed by the public, or by any member of internal staff, without the proper system security rights. (e.g. Military Discharge records)		
5.38	System must support full-size display of 8.5" x 11" documents.		
5.39	System must support scaled full image display of 8.5" x 14" or larger documents.		
5.40	System should provide minimum display resolution of 200 dpi or better.		
5.41	System must provide the following image manipulation functions: zooming in and out, panning back and forth, scrolling, rotating, flipping and rubber banding.		
5.42	System must meet the following index retrieval performance requirement: results of a simple index query must return from a search within 10 seconds.		
5.43	Vendors should indicate image display performance in "Comments"		
5.44	The system must provide for POS with the print request tied to the cash register in the back. EX When a print is requested, the amount that shows for the customer must be reflected when the cashier pulls up the request to print it.		
5.45	The system must allow for different fees for different print request. Large plats \$2.00 etc. certified copies \$2.00 for certification and .50 per copy.		
5.46	<p>The default search must be as follows:</p> <ol style="list-style-type: none"> <li>1. The index should be displayed immediately after request without an intermediate screen.</li> <li>2. It must be sorted for a single year or for multiple years as follows, from left to right <ul style="list-style-type: none"> <li>• party name (grantor or grantee)</li> <li>• party name (grantor or grantee)</li> <li>• document type</li> <li>• number of pages</li> </ul> </li> </ol> <p>****THEN SORT THE DATA AS FOLLOWS IN NUMBERS 1 THROUGH 6</p> <p>1st cross reference for the book and page numbers of related documents</p>		

2nd district number (including alpha numeric or numeric alpha)  
3rd section number (if applicable)  
4th land lot number (including alpha numeric or numeric alpha)  
5th block number or letter (including alpha numeric or numeric alpha)  
6th lot number or letter (including alpha numeric or numeric alpha)  
miscellaneous street names, subdivision names  
file/record date/time  
book/page #

The default search will not be sorted in exact date and time. It will be sorted as follows.

The data must be sorted as follows:

First sort will begin with the cross reference field. The book and page number must be sorted in numeric order.

Second sort will be in numeric order by district number. The district numbers in Fulton County are:

1, 2, 6, & 7

8 aka 8C if the user enters either 8 or 8C, the system will search all variations in one request

9 aka 9F or 9 F or 9C, or 9 C, the system will search all variations in one request

13

14

14F or 14 F or 14FF or 14 FF or 14 F F the system will search all variations in one request

17

18

Third sort will be by section numbers - for the 1st and 2nd land districts only

Fourth sort will be in order by land lot number, to include alpha/numeric or numeric/alpha as indexed

Fifth sort will be by block number or letter, to include alpha/numeric or numeric/alpha as indexed

Sixth sort will be by lot number or letter, to include alpha/numeric or numeric/alpha as indexed

	<p>Seventh sort in the miscellaneous field, to be sorted last in alphabetical order if there are no other fields indexed.</p>		
<p>5.47</p>	<p>When a search is requested, the index will be displayed as described above (5.46) with any intermediate steps.</p> <p>party name (grantor or grantee)  party name (grantor or grantee)  document type  number of pages  cross reference for the book and page numbers of related documents  district number (including alpha numeric or numeric alpha)  section number (if applicable)  land lot number (including alpha numeric or numeric alpha)  block number or letter (including alpha numeric or numeric alpha)  lot number or letter (including alpha numeric or numeric alpha)</p> <p>miscellaneous street names, subdivision names,  file/record date/time</p>		

book/page #

Hot keys must be available for document data details, to pull up an image, to go to next page or previous page, next document or previous document, or to request a copy of an image or to request a copy of an entire document, also a hot key to return to the search screen.

After retrieving an image, the image must take up most of the page and be at 85% of the original size. The only other information needed on the display along with the image is:

Zoom menu and options to view - the transfer tax form, the previous page, the next page, the previous document, the next document, print current image, print document, print transfer tax form, print index page, and option to exit or return to the index page.

User must be able to sort in exact filing date and time as an option only, not as the default search.

When searching property tax fifas and related, cancellations, assignments etc, that are filed using the bulk process, these documents must have newly created document types with parcel ID number extracted when the documents are sent to us. There must be a way to display the parcel ID number in the miscellaneous field, so they can be researched. The parcel ID number must be sorted in numerical order so they can be easily researched. They should also be a method to enter a parcel ID number and search the records for these newly created document types.

No.	Requirement Description	Response E/M/P/O/C/X	Comments
6	<b>Printing</b>		
6.1	<p>System must provide print functions that include:</p> <ul style="list-style-type: none"> <li>• Printing of entire document and all of its pages</li> <li>• Printing of retrieved index list</li> <li>• Printing of selected document pages</li> <li>• Screen print of current screen</li> <li>• Print full size plat copies on the floor at public Printers, "rubber band" a lot and print the rubber banded area, ability to print various size plats on the floor, print a document or part of a plat and print only the selected part of an image. Printing can be directed to the printers on the floor or to the back for printing by the employees.</li> </ul>		
6.2	Must be capable of generating a paper index.		
6.3	Frequent customers to have draw down/prepaid debit accounts. System must be capable of using a debit card system for prepaid accounts and/or account numbers. Prints are not to be released until payment is finalized.		
6.4	When viewing each images customer can mark the image/page for printing, without having to enter the page number.		
6.5	Ability to request certified copies for printing. System will print the text necessary for a certified copy, Clerk will only need to sign the document and place the Court seal.		
6.6	System must provide the ability to print all the imaged pages of a document without looking at each document page.		
6.7	System must provide the ability to queue prints to specific printers and the ability to specify default printers.		
6.8	System should meet the following print performance requirement: printer should print the image at the rated speed of the printer.		
6.9	The system should allow for print requests to be stored in a queue for a specified period of time. (i.e. shopping cart basket)		
6.10	The print services subsystem must be capable of supporting current industry standard printers such as Hewlett Packard and Lexmark laser printers.		

6.11	Printers must be individually addressable by the users as defined by the system administrator. Not all printers within the printing subsystem are to be available to all users unless allowed by the system administrator.		
6.12	System should provide the ability to print 8.5" x 11" and 8.5" x 14" and 11" x 17" copies. All prints sizes should be available on the floor to customers using the POS system.		
6.13	The system should provide "quick reference" cards attached or near each public workstation. With the exception of initial system training, operators of the public workstations should not require to interface with the Recorder staff.		
6.14	The system must ensure that the public workstations have access to a local high speed printer. (Operators of the public workstation should not be required to interface with the Recorder staff to retrieve printed documents that are available through the system as digital images).		
6.15	The system should be able to print to a wide format printer for all full size plats and floor plans documents.		
6.16	Printing of plat and condo floor plan documents should function in a consistent manner with other documents.		
6.17	The system must print out a receipt with each printed document or group of printed documents at the customer request. Customer can request a receipt for the entire day or whenever requested.		
6.18	The information printed on this receipt must be capable of being corrected by the system administrator.		

No.	Requirement Description	Response E/M/P/O/C/X	Comments
7	<b>Data Archiving</b>		
7.1	The system must have the ability to download images to CDROM in addition to transferring to a network drive for film creation purposes. This must include archiving of plats and floor plans on 35 mm film using an on site Archive writer.		
7.2	Must be capable of creating microfilm for e filings without scanning paper copies of the documents.		
7.3	16 mm film to be created on site using an archive writer.		
7.4	35 mm film to be created on site for plats and floor plans		

No.	Requirement Description	Response <del>EMP/IO/CA</del>	Comments
8	Internet		
8.1	The system must maintain all current internet capabilities and integrate with the a plan scanning system through 2004 – See Appendices		
8.2	The system should provide for new revenue generating services via the Internet including image viewing.		
8.3	The system should provide for the printing of Internet images for a fee.		
8.4	The system shall provide the ability of processing payments online including credit cards, and draw-down accounts via secure username and password authentication.		
8.5	The system must ensure that data available via the Internet is secure and separate from the rest of the internal system. Specifically, system architecture and final configuration must provide protection of data from Internet access.		
8.6	Vendor should clearly identify current capabilities and future directions to support e-Recording.		

No.	Requirement Description	Response	Comments
9	<b>Desktop Stations</b>		
9.1	Desktop stations should be Microsoft Windows XP Professional or higher workstations with adequate system resources required for the efficient processing of all system application components running on the desktop.		
9.2	The system workstations should be developed using imaging standards to ensure that all workstations of a particular function are configured identically and be supported in an efficient manner.		
9.3	The system workstations monitors must be large and capable of displaying all resolutions required by the system. Vendors may propose space saving designs as appropriate.		

No.	Requirement Description	Response EMPLOYER	Comments
10	<b>E-Filing</b>		
10.1	The system shall provide means to record documents electronically. This functionality will be deployed in phases as the standards and level of acceptance in the recording industry increase. Initially, this may be implemented for, but not limited to, a single transaction type – e.g. a satisfaction from an out of state lending institution. Vendors that do not have this capability may identify 3rd party partners as defined previously in this document.		
10.2	Accept e filings from County approved submitters (trusted parties) following PRIA guidelines.		
10.3	Accept e filings from all approved submitters using PRIA compliant software.		
10.4	E filing system should have the same capabilities as paper filings, customer tables, rejection letters, etc.		
10.5	System must be able to give the filing date and time based on the actual date/time the document is accepted by the Clerk.		
10.6	System must alert the cashier/recorder of e filings in the queue. Must alert with the submitters identification and the number of filings in the queue. E filings to be sent to designated employees.		
10.7	System must be capable of electronic filing in tier 1, tier 2, & tier 3 as defined by the Uniform Electronic Transaction Act (UETA) and as defined by the Uniform Real Property Electronic Recording Act (URPERA)		
10.8	Electronic recording payments to be guaranteed by a third party approved by written agreement with the Clerk of Superior Court. EX. Pay Pal or ACH.		
10.9	Images E-filed must be imprinted with the book and pages numbers on the first page of the document or have the option to imprint the book and page number on each page.		
10.10	If the document e filed is only imprinted on the first page, when a copy is requested on public inquiry, all pages will be numbered.		
10.11	Must accommodate customers' use of different e-filing systems compliant with PRIA.		

10.1 2	System must be able to give the filing date and time based on the actual date/time the document is accepted by the Clerk.		
10.1 3	Must accommodate filing parties who chose to e-file using the GSCCCA portal.		
10.1 4	System must have automated indexing (OCR) capability for e filed documents; this must be integrated/linked to the indexing/verification component.		
10.1 5	System must have the capability to designate certain cashiers/work stations for the acceptance of e filings.		
10.1 6	E filed documents rejected will have the filing date/time when they are returned in recordable form. If the error is made by the Clerk's Office staff, the filing date given will be the filing/date time it was originally submitted.		
10.1 7	A supervisor can manually assign a filing date and time and or a book and page number.		
10.1 8	Clerk can manually assign a filing/date and time (supervision function)		

No.	Requirement Description	Response EMP/OCIX	Comments
11	<b>Back Office - Network</b>		
11.2	The system must be compatible with the County network infrastructure.		
11.2	Vendors must identify all network and telecommunications infrastructure requirements		

No.	Requirement Description	Response EMP/IO/CX	Comments
12	<b>Business Continuance</b>		
12.1	System must provide the ability for full backup and recovery in the case of any type of malfunction (hardware and/or software).		
12.2	The system must provide backups for images and index data, and allow the System Administrator to control and adjust backup procedures.		
12.3	System must keep image and index databases on-line indefinitely.		
12.4	Vendor must supply their backup procedures and policies as part of this proposal.		
12.5	Must provide a detailed listing of names, addresses, phone numbers and e mail addresses of key contact personnel		
12.6	Vendor may provide estimate for hot site, warm site and off site data backup options as part of business continuance plan.		
12.7	The system must be architected in such a fashion so as to allow for the recording of documents during a partial outage of the final data repository (database). This may be local cache directory of the recording machine or other. Vendors should specify how periodic interruptions in network connectivity and/or partial power outages will affect system workflow processing.		

No.	Requirement Description	Response E/M/P/O/C/X	Comments
13	<b>Administration/Security/Other</b>		
13.1	System must provide a comprehensive administration and security system including, but not limited to: role based security schema, administrative override of information with a "sealed" status, completed auditing features for all recording, indexing, proofing and verification processes including public workstation by user ID or account.		
13.2	The system must also provide auditing and reporting capabilities on all Internet based functionalities.		
13.3	The system security schema should be desired as a hierarchical system that allows a specific Operator role to view only those allowed functions.		
13.4	The system should have the ability to monitor workflow queues and generate historical reports by date and time range, operator or other criteria.		
13.5	Application source code: Should the vendor/contractor cease to be in business or if any proceeding in bankruptcy, insolvency, or receivership, whether voluntary or involuntary, is initiated by or against the Vendor/Contractor, a copy of the source code will be provided to the Recorder's office at no charge. During the term of the contract of the selected vendor, a copy of the source should be maintained with a third party escrow agent, who would be responsible for delivering the source code to the Office as provided for above. The source MUST be kept current with each update to the system.		
13.6	The system must have the capacity to process the current volume plus 10% annual growth for 10 years beyond implementation date.		
13.7	The vendor of the system must certify that it has complete and exclusive ownership of all application code for all modules proposed.		
13.8	The system must provide periodic updates and patches to the system and peripheral components as required.		
No.	Requirement Description	Response E/M/P/O/C/X	Comments

<b>14</b>	<b>Data Migration &amp; System Integration</b>		
14.1	The system must be able to accept data migrated from the existing system. This data includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>• Indexes as stored in an existing Oracle 10g data base.</li> <li>• All digital images and additional information currently stored in a database. This requirement may not be implemented until this function is under contract.</li> </ul>		
14.2	Must be capable of bulk data extraction which should include tax parcel ID numbers for indexing property tax liens.		
14.3	The system must provide the means of providing required information on a cover sheet to facilitate integration with the County Assessment department. This information as is available in the system from the recording process may be required to be available on a cover sheet or similar means.		
14.4	The system should have the ability to integrate/interface. This process should appear seamless to the public.		
14.5	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?		
14.6	Interface with tax assessor to locate the tax parcel ID from the PT 61 form.		
14.7	Property tax FIFAS to have a unique document type and parcel ID # to be used for data extraction.		
14.8	The ability to retrieve archived data after the vendor performs an upgrade (minor or major). The vendor shall either provide a tool for historical use or convert all of the old data.		
<b>No.</b>	<b>Requirement Description</b>	<b>Response</b> <b>EMP/IO/CX</b>	<b>Comments</b>
<b>15</b>	<b>Back Office - Database</b>		

15.1	The system shall utilize Oracle 11g Enterprise Edition. Other database platforms will be considered as proposed.		
15.2	System must utilize ODBC compliant databases.		
15.3	<p>For every document recorded, depending on the type of document, the system must be able to capture and store, but not be limited to, the following information:</p> <ul style="list-style-type: none"> <li>• Instrument number</li> <li>• Document type (i.e., instrument type)</li> <li>• Date and time recorded (with unique seconds)</li> <li>• Book type</li> <li>• Book number</li> <li>• First page number, number of pages</li> <li>• Consideration amount</li> <li>• Property address &amp; Parcel ID's</li> <li>• Name and return address</li> <li>• Name of submitter and address</li> <li>• County recording fees</li> <li>• Payment type(s)</li> <li>• Party types (this varies by document type)</li> <li>• Party names (all) - separate data elements for surname, given name, middle</li> <li>• Party AKA names (Also Known As) - for name changes, etc. An AKA name is defined to the system as equivalent to the specified party name</li> <li>• Firm Name (if party is a firm) NOTE: It will be important to distinguish between individual names and firm names during data entry</li> <li>• Instrument number or parent document (if a UCC)</li> <li>• Date of last change (for changes after document has been verified)</li> </ul>		
15.4	System must provide user maintained table(s) for defining document fees and taxes by document type.		
15.5	System must have the ability to compute the total amount to be charged to record a specific document type based on the taxes and fees that together make up the total.		
15.6	System must allow the County to define the Recording fees as fixed fees, and/or fee calculations.		

15.7	Recording fees by document type must be definable on a per-page charge, per name charge, or flat fee charge.		
15.8	System must provide the ability to define a base rate for a base number of pages, and then to define additional fee amounts for additional pages beyond the base.		
15.9	User maintained calculations must include, but not be limited to all current document types and fee tables.		
15.10	Instruments presented may include parcels outside of the County and or state. If so, tax is only collected for this County's portion for the municipality. The State portion may or may not be collected depending on whether or not this County is the first county of recording. A user override of tax is required if an instrument covers multiple properties in multiple counties and or states.		
15.11	System must provide a user maintained table for setting up customer information, (i.e., a Firm Table). The Firm Table should capture sufficient customer information to support debit, credit, and draw down transactions.		
15.12	System must provide user maintained table(s) for defining and maintaining document and company codes. System must allow codes to be retrieved from the table during data entry, as well as return addresses for mailing back instruments.		
15.13	System must provide user maintained table(s) for commonly used party names. System must allow these names to be selected from the user-defined table(s) during indexing.		
15.14	System must provide the ability to enter and store unlimited grantor/grantee names, mortgagor/mortgagee names, or any other party type names.		
15.15	System should support modification of previously verified data with the appropriate level of security for modifications.		
15.16	System must provide the ability to establish security profiles for users that can be used to restrict access to specific types and groups of documents.		

15.17	System should provide the ability to establish role based security profiles for users that can be used to restrict access to specific types of activities. This would include, but not be limited to: entering new documents, updating documents, indexing documents, verifying documents, viewing document images, faxing documents, viewing secured documents and updating secured documents.		
15.18	System should provide the ability to restrict access to any menu option based on the user's ID. Alternatively, system should provide the ability to create and maintain custom menus for individual users and/or workgroups.		
15.19	System must provide the ability to restrict public access to "confidential" indexed documents.(i.e. Soldiers Discharges)		
15.20	System must provide the ability to copy name information when entering names into the cashiering, indexing, and verification modules.		
15.21	The vendor must clearly identify all system components and hardware specifications required to implement.		
15.22	The system must be capable of receiving simultaneous inputs of scanned data and index data from multiple workstations.		
15.23	The system database should be able to be stored in a variety of storage formats including but not limited to, Storage Area Networks (SAN), Clustered configuration and Replicated (redundant) systems. Vendors should estimate 30% of more required storage as appropriate with the proposed system.		
15.24	POS for public inquiry must be tied to the cashier stations in the record room. Ex. Customer s requests \$5.00 work of copies, the cashier can pull up the print request and see the \$5.00 charge and balance the register with the print request.		
15.25	POS can charge different prices for different print request when printing to the back (cashiers or on the floor.) EX \$2.50 for an index page and \$2.00 for an 11" X 17" plat.		
<b>No.</b>	<b>Requirement Description</b>	<b>Response</b> <b>EM/PIO/CX</b>	<b>Comments</b>
<b>16</b>	<b>Tax Assessor</b>		
16.1	Print more than 90 documents at one time		

16.2	A screen to select only what we use to transfer ownership: such as Warranty Deeds, Quit Claim Deeds, Limited Warranty, Special Warranty Deeds, and Deed Corrections etc. and any other document that has a PT61 form.		
16.3	A separate screen to print Plats and Surveys.		
16.4	Search by Name		
16.5	Search by book and page number		
16.6	Search by Instrument Type		
16.7	Search by Land Description		
16.8	Search by Street Name		

No.	Requirement Description	Response EMP/IOGX	Comments
17	<b>Tax Commissioner</b>		
17.1	Receive books/pages for recording and transferring tax liens		
17.2	Receive confirmation that recording and transferring of tax liens was successfully completed		
17.3	Ability to view recorded tax lien documents		
17.4	Report of canceled tax liens		
17.5	Verification of tax payment status of a land parcel		

No.	Requirement Description	Response EMP/IO/CX	Comments
18	<b>Environment &amp; Community Development</b>		
18.1	Remote access to static copies of documents of the following nature and locatable by address or Parcel ID Number (PIN): plats, deeds, easements, associated indemnifications, active and historical liens, other encumbrances, etc.		
18.2	Remote access to static copies of documents of the following nature and locatable by PIN or development name: homeowners association charters, development agreements, etc.		
18.3	Remote access to current ownership information of for parcels locatable by property address or PIN		
18.4	Verification of tax payment status of a land parcel		
18.5	Provide Zoning (history) for a given parcel		
18.6	Identify Zoning Case Numbers and all Permit Numbers (Land disturbance and building) for a given parcel		
18.7	Tutorial and help capabilities for the software		

No.	Requirement Description	Response EMPLOYER	Comments
19	<b>Reports</b>		
19.1	Agency billing report generated by agency/date		
19.2	Each cashier's daily report of receipts collected		
19.3	POS account listing with balances by date		
19.4	Summary report of payments collected by date/cashier		
19.5	Payments report by type		
19.6	Receipt report with breakdown of document types/fees collected/billed		
19.7	Audit trail report of corrections to funds		
19.8	Audit trail report of corrections to recording information		
19.9	Transfer tax distribution by date to municipalities with annual millage rate changes.		
19.10	Intangible tax distribution by date to municipalities with annual millage rate changes.		
19.11	Transfer tax detail by date.		
19.12	Intangible tax detail by date		
19.13	PT 61 details and status		
19.14	Breakdown reports of all payments collected and their disbursements to agencies/funds with annual millage rate changes.		
19.15	Staff statistics reports		
19.16	Cross reference report - When data entry clerk enters a linked / related document system to generate a report with the book and page # of the original document and the book and page # of the new linked document for the purpose of cross referencing on paper.		
19.17	Intangible tax distribution by commissioner district		
19.20	Transfer tax distribution by commissioner district		

No.	Requirement Description	Response EMP/IO/IX	Comments
20	<b>Financial Functions</b>		
20.1	Make corrections to each cashier's drawer in the Record Room		
20.2	Prior period adjustments (without effecting the current day's reports)		
20.3	Create custom reports as needed and when laws and/or fees require changes within 30 days of request.		
20.4	Reports modified as needed without additional charges		
20.5	A 24 hour response time to balancing inquiries and discrepancies when report do not generate as they should (i.e. debits/credits don't balance)		
20.6	Financial reports should meet GAAP requirement & standards		
20.7	Incorporate a training simulation area for new hire trainees for the entire application		

**Required Proposal Submittal Check List for Request to Proposal (RFP)**

Respondent Name: \_\_\_\_\_

Item #	Required Bid Submittal Check List	Check (√) (if applicable)	Check (√) (completed)
1	One (1) Proposal marked " <b>Original</b> ", five (5) copies		
2	Technical Proposal		
3	Cost Proposal (submitted in a separate sealed envelope)		
4	Acknowledgement of each Addendum		
5	<p><b>Technical Evaluation Factors</b></p> <p>Executive Summary</p> <p>Qualifications of Key Personnel</p> <p>Relevant Project Experience</p> <p>Financial Information</p> <p>(1) Provide annual reports and financial statement for the last three (3) years, including income statements, balance sheets, and any changes in financial position.</p> <p>(2) The latest quarterly financial report and a description of any material, changes in financial position since last the last annual report.</p> <p>(3) Proposer's most recent Dun &amp; Bradstreet, Value Line Reports or other credit ratings/report.</p> <p>Availability of Key Personnel</p> <p>Location of Firm</p>		
6	<p><b>Purchasing Forms</b></p> <p>Form A - Certificate Regarding Debarment</p> <p>Form B - Non-Collusion Affidavit of Bidder/Offeror</p> <p>Form C - Certificate of Acceptance of Request for Proposal requirements</p> <p>Form D - Disclosure Form &amp; Questionnaire</p> <p>Form E - Declaration of Employee-Number Categories</p> <p>Form F - Georgia Security and Immigration Contractor Affidavit and Agreement</p> <p>Form G – Georgia Security and Immigration Subcontractor Affidavit</p>		

7	<p>Office of Contract Compliance Requirements</p> <p>Exhibit A - Promise of Non-Discrimination</p> <p>Exhibit B - Employment Record</p> <p>Exhibit C - Schedule of Intended Subcontractor Utilization</p> <p>Exhibit D - Letter of Intent to Perform as Subcontractor</p> <p>Exhibit E - Declaration Regarding Subcontractor Practices</p> <p>Exhibit F - Joint Venture Disclosure Affidavit</p> <p>Exhibit G - Prime Contractor/Subcontractor Utilization Report</p> <p>Equal Business Opportunity Plan (EBO Plan)</p>		
8	Risk Management Insurance Provisions Form		
9	<p><b><u>Any additional requirements that the User Department would like to include should be added to this check list.</u></b></p>		

GRANTEE	GRANTOR	TYPE	DATE	TIME	DIST	LT	BL	LOT	ADDRESS	BOOK	PAGE
WIELAND FINANCIAL SERV INC	LANG STELLA STARR	LD	05/03/95	8:30	17	0185		166	AMHERST PL	19528	022
WIELAND FINANCIAL SERV INC	MEHRING GRETCHEN A	LD	04/10/95	9:00	17	0185		183	TRIUMPH DR	19451	031
WIELAND FINANCIAL SERV INC	WENK MICHAEL	LD	06/28/95	8:30	17	0185	9	56	CANTEY PL	19702	184
WIELAND FINANCIAL SERV INC	JACOBS CHARLES L JR	LD	06/28/95	8:30	17	0186		2	WOODLAND HILLS AVE	19320	026
WIELAND FINANCIAL SERV INC	DAVIS EDWARD CAMPBELL	LD	08/10/95	8:30	17	0194		21	VISTA SQ	19356	134
WIELAND FINANCIAL SERV INC	KERR SANDY J	LD	12/01/95	8:30	17	0194		21	CHAUMONT SQ	20368	034
WIELAND FINANCIAL SERV INC	MCGARY T LEIGHTON	LD	03/15/95	8:30	17	0194		48	DEFORS FERRY RD	19563	223
WIELAND FINANCIAL SERV INC	SMITH FRED A III	LD	06/30/95	8:30	17	0194		87	CHAUMONT SQ	19731	306
WIELAND FINANCIAL SERV INC	SIKES ELIZABETH S	LD	05/03/95	8:30	17	0194		91	DEARC PL	19528	279
WIELAND FINANCIAL SERV INC	SIKES ELIZABETH S	LD	12/05/95	8:30	17	0194		91	DEARC PL	20366	292
WIELAND FINANCIAL SERV INC	MEHRING GRETCHEN A	LD	04/10/95	9:00	17	0194		183	TRIUMPH DR	19451	031
WIELAND FINANCIAL SERV INC	WENK MICHAEL	LD	06/23/95	8:30	17	0194	9	56	CANTEY PL	19702	154
WIELAND FINANCIAL SERV INC	DAVIS EDWARD CAMPBELL	LD	03/10/95	2:50	17	0195		2	VISTA SQ	19356	134
WIELAND FINANCIAL SERV INC	KERR SANDY J	LD	12/01/95	8:30	17	0195		21	CHAUMONT SQ	20368	034
WIELAND FINANCIAL SERV INC	SMITH FRED A III	LD	06/30/95	8:30	17	0195		87	CHAUMONT SQ	19731	306
WIELAND FINANCIAL SERV INC	SIKES ELIZABETH S	LD	05/03/95	8:30	17	0195		91	DEARC PL	19528	279
WIELAND FINANCIAL SERV INC	SIKES ELIZABETH S	LD	12/05/95	8:30	17	0195		91	DEARC PL	20366	292
WIELAND FINANCIAL SERV INC	LANG STELLA STARR	LD	02/03/95	8:30	17	0195		166	AMHERST PL	19528	022
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WIELAND FINANCIAL SERV INC	WENK MICHAEL	LD	06/23/95	8:30	17	0195	9	56	CANTEY PL	19702	154
WIELAND FINANCIAL SERV INC	PAUL DONALD W	LD	08/03/95	8:30	17	0196		3	WESTMINSTER WALK	19865	147
WIELAND FINANCIAL SERV INC	LUKE A WAYNE	LD	08/08/95	8:30	17	0196		4	WESTLEY CIR	19870	151
WIELAND FINANCIAL SERV INC	MIMS JOSEPH P	LD	01/12/95	3:16	17	0196		13	WESTMINSTER WALK	19173	196
WIELAND FINANCIAL SERV INC	LAWRENCE PAUL A	LD	09/29/95	8:30	17	0230			PINE GROVE DR	20117	026
WIELAND FINANCIAL SERV INC	THOMSON JOHN	LD	09/19/95	8:30	17	0230			PINEGROVE DR	20065	070
WIELAND FINANCIAL SERV INC	HAMILTON CORPORATION	WD	08/16/95	8:30	2	1214		14	SULLIVAN RD	19376	217
WIELAND JOHN F	SCHENCK JACQUELINE S	WD	12/19/95	8:30	13	0062			SULLIVAN RD	20403	342
WIELAND JOHN HOME INC	TRUST COMPANY BK	QCD	02/20/95	8:30	13	0062			KETTON CRS	20403	344
WIELAND JOHN HOME INC	HAMILTON COMMONS HMOOWNER	QCD	02/20/95	8:30	1	0431	A	201		19295	289
WIELAND JOHN HOME INC	ASSN INC	AGR	06/19/95	11:46					BOOK 10980 PAGE 365	19661	159
WIELAND JOHN HOMES INC	MELTON BANK	CANC	05/22/95	8:30					BOOK 15577 PAGE 305	19589	112
WIELAND JOHN HOMES INC	BANK OF AMER IL	CANC	05/18/95	3:26					BOOK 15638 PAGE 1	19574	301
WIELAND JOHN HOMES INC	SCHRADER JULIE	AGR	04/03/95	8:30					BOOK 16647 PAGE 311	19410	001
WIELAND JOHN HOMES INC	TRUST COMPANY BK	CANC	02/07/95	8:30					BOOK 16862 PAGE 294	19254	194
WIELAND JOHN HOMES INC	WIELAND JOHN HOMES INC	AGR	03/29/95	8:30					BOOK 16965 PAGE 79	19413	214
WIELAND JOHN HOMES INC	WIELAND JOHN HOMES INC	AGR	09/11/95	8:30					BOOK 16965 PAGE 79	19982	345
WIELAND JOHN HOMES INC	TRUST COMPANY BK	CANC	09/01/95	8:30					BOOK 18148 PAGE 176	19991	285
WIELAND JOHN HOMES INC	TRUST COMPANY BK	CANC	02/14/95	8:30					BOOK 18270 PAGE 341	19290	019
WIELAND JOHN HOMES INC	TRUST COMPANY BK	CANC	10/23/95	8:30					BOOK 18527 PAGE 231	20204	002
WIELAND JOHN HOMES INC	REGENCY PARK	AGR	04/26/95	8:30					BOOK 18581 PAGE 215	20121	115
WIELAND JOHN HOMES INC	REGENCY PARK	AGR	04/26/95	8:30					BOOK 18704 PAGE 121	19490	025
WIELAND JOHN HOMES INC	WIELAND JOHN HOMES INC	AGR	07/31/95	8:30					BOOK 18704 PAGE 121	19846	088
WIELAND JOHN HOMES INC	FIRST UNION NATL BK OF GA	AGR	09/15/95	2:43					BOOK 18746 PAGE 123	20015	199
WIELAND JOHN HOMES INC	TRUST COMPANY BK	CANC	06/16/95	8:30					BOOK 18808 PAGE 136	19671	014
WIELAND JOHN HOMES INC	TRUST COMPANY BK	CANC	08/07/95	8:30					BOOK 19272 PAGE 56	19877	258
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WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	03/22/95	8:30			A	20		19393	254

GRANTEE	GRANTOR	TYPE	DATE	TIME	DIST	LL	BL	LOT	ADDRESS	BOOK	PAGE
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WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	06/02/95	8:30	1	0272	A	51		19851	303
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	06/02/95	8:30	1	0272	A	148		19627	006
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	03/27/95	8:30	1	0000				19404	266
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	03/31/95	10:14	1	0000				19422	291
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	06/13/95	1:33	1	0000				20085	348
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	09/25/95	8:30	1	0000				20385	305
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WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0008	A	2		19574	300
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0008	A	3		19574	300
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WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	05/11/95	8:30	1	0230	H	8		19548	016
WIELAND JOHN HOMES INC	CREEKSIDE AT LAKE CHARLES	REST	04/26/95	8:30	1	0262				19490	031
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	06/27/95	8:58	1	0262		1		19718	113
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	08/22/95	9:46	1	0262		2	MAYCROFT CT	19947	071
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	11/28/95	8:30	1	0262		3		20343	072
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	08/21/95	2:26	1	0262		6		20021	145
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	09/11/95	8:30	1	0262		8		19556	140
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WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	01/17/95	4:14	1	0262		18		19183	305
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	09/01/95	8:30	1	0262		25		19991	307
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	04/10/95	10:40	1	0262		36	CHARLESTON DR	19450	214
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	01/18/95	8:30	1	0272	H	46		19196	026
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WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	01/03/95	10:19	1	0272	H	18	BYWATER TR	19132	013
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	02/20/95	2:25	1	0272	H	29		19308	047
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	09/12/95	2:40	1	0272	H	32		20035	255
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	02/14/95	3:09	1	0272	H	33		19290	072
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GRANTEE	GRANTOR	TYPE	DATE	TIME	DIST	LL	BL	LOT	ADDRESS	BOOK	PAGE
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WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	02/19/95	10:30	1	0273	H	44	HIGH BRANCH WY	19273	062
WIELAND JOHN HOMES INC	KILBUEN NORMAN W III	QCD	03/05/95	8:30	1	0273	H	53		19336	232
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	LD	09/22/95	8:30	1	0282		2	MAYCROFT CT	20087	124
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WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	04/06/95	8:30	1	0314		1	ACRES	19439	339
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	11/14/95	8:30	1	0314	B	28		20302	122
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	04/06/95	8:30	1	0314	B	43		19440	187
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	06/30/95	8:30	1	0314	C	21		19733	152
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	02/15/95	9:58	1	0314	C	22		19286	345
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	02/15/95	9:58	1	0314	C	25		19286	346
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	05/15/95	8:30	1	0314	D	4		19556	139
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	09/29/95	8:30	1	0314	D	5		20118	310
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WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	02/15/95	8:30	1	0314	F	52		19285	350
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	02/24/95	8:30	1	0314	F	53	WILLISTON WY	19312	168
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	06/19/95	8:30	1	0314	F	55	WILLISTON WY	19671	132
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	01/13/95	8:30	1	0314	F	56		19187	136
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	03/14/95	3:14	1	0314	F	66		19369	244
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	04/05/95	4:06	1	0314	F	68	WILLISTON WY	19439	241
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	09/28/95	1:07	1	0315	A	1		20113	265
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WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	04/21/95	1:12	1	0315	B	22		19495	033
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WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	11/14/95	8:30	1	0315	B	28		20299	242
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	11/14/95	8:30	1	0315	B	31		20302	122
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WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	04/06/95	8:30	1	0315	B	43		19440	187
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WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	09/29/95	8:30	1	0315	D	5		20118	310
WIELAND JOHN HOMES INC	TRUST COMPANY BK	CANC	06/21/95	4:34	1	0315	F	51		20167	164
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	02/15/95	8:30	1	0315	F	52		19285	350
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	02/24/95	8:30	1	0315	F	53		19312	168
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	01/13/95	8:30	1	0315	F	56		19187	136

GRANTEE	GRANTOR	TYPE	DATE	TIME	DIST	LL	BL	LOT	ADDRESS	BOOK	PAGE
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	03/14/95	3:14	1	0315	F	66		19369	244
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	04/05/95	4:06	1	0315	F	68	WILLISTON WY	19439	241
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	04/21/95	1:12	1	0352	A	3		19495	033
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WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	11/14/95	8:30	1	0352	B	28		20302	122
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	05/15/95	8:30	1	0352	D	4		19556	139
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	09/29/95	8:30	1	0352	D	5		20118	310
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	10/13/95	8:30	1	0352	D	8		20167	164
WIELAND JOHN HOMES INC	TRUST COMPANY BK	CANC	06/21/95	4:34	1	0352	F	51		19688	239
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WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	02/24/95	8:30	1	0352	F	53		19312	168
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	01/13/95	8:30	1	0352	F	56		19187	136
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	03/14/95	3:14	1	0352	F	66		19369	244
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WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	05/11/95	8:30	1	0431	A	209		19548	341
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	01/12/95	9:18	1	0431	A	210		19175	023
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WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	02/09/95	10:31	1	0431	A	220	KETTON CRS	19261	311
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	36		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	37		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	38		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	39		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	40		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	41		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	44		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	45		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	47		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	49		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	52		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	54		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	55		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	56		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	57		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	58		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	59		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	60		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	144		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	145		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	146		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	147		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	A	149		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	C	150		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	C	151		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	C	152		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	C	153		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	C	154		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	C	155		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	C	156		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	C	157		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	D	158		19574	299

GRANTEE	GRANTOR	TYPE	DATE	TIME	DIST	LL	BL	LOT	ADDRESS	BOOK	PAGE
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0862	D	159		19574	299
WIELAND JOHN HOMES INC	ALPHARETTA CITY OF	QCD	01/12/95	8:30	1	0863				19174	248
WIELAND JOHN HOMES INC	ALPHARETTA CITY OF	QCD	01/12/95	8:30	1	0901				19174	248
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	36		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	37		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	38		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	39		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	40		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	41		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	44		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	45		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	47		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	49		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	52		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	54		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	55		19574	299
WIELAND JOHN HOMES INC	WELLS FARGO RLT ADV FUNDING INC	QCD	09/06/95	8:30	1	0901	A	55		20007	080
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	56		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	57		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	58		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	59		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	60		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	144		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	145		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	146		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	147		19574	299
WIELAND JOHN HOMES INC	WELLS FARGO RLT ADV FUNDING INC	QCD	08/17/95	8:30	1	0901	A	147		19932	170
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	A	149		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	C	150		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	C	151		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	C	152		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	C	153		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	C	154		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	C	155		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	C	156		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	C	157		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	D	158		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0901	D	159		19574	299
WIELAND JOHN HOMES INC	WELLS FARGO RLT ADV FUNDING INC	QCD	10/23/95	2:43	1	0902		11		20205	210
WIELAND JOHN HOMES INC	WELLS FARGO RLT ADV FUNDING INC	QCD	04/20/95	8:30	1	0902		30	HIGHVIEW PINES PASS	19488	273
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	36		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	37		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	38		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	39		19574	299
WIELAND JOHN HOMES INC	WELLS FARGO RLT ADV FUNDING INC	QCD	06/27/95	8:58	1	0902	A	89		19718	112

GRANTEE	GRANTOR	TYPE	DATE	TIME	DIST	LL	BL	LOT	ADDRESS	BOOK	PAGE
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	40		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	41		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	44		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	45		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	47		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	49		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	52		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	53		19691	127
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	54		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	55		19574	299
WIELAND JOHN HOMES INC	WELLS FARGO RLTY ADV FUNDING INC	QCD	09/06/95	8:30	1	0902	A	55		20007	080
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	56		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	57		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	58		19574	299
WIELAND JOHN HOMES INC	WELLS FARGO RLTY ADV FUNDING	QCD	08/21/95	2:26	1	0902	A	58		19939	214
WIELAND JOHN HOMES INC	LEEN ROBERT M BY ATTY	QCD	11/29/95	3:01	1	0902	A	58		20355	052
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	59		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	60		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	144		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	145		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	146		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	147		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	A	149		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	C	150		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	C	151		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	C	152		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	C	153		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	C	154		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	C	155		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	C	156		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	C	157		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	D	158		19574	299
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0902	D	159		19574	299
WIELAND JOHN HOMES INC	WELLS FARGO RLTY ADV FUNDING INC	QCD	10/23/95	2:43	1	0903		11		20205	210
WIELAND JOHN HOMES INC	BANK OF AMER IL	QCD	05/18/95	3:26	1	0917				19574	300
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	06/19/95	8:30	1	1259	F	55	WILLISTON WY	19671	132
WIELAND JOHN HOMES INC	WIELAND JOHN HOMES INC	OPTION	02/27/95	8:30	1	272	H	34	HIGH BRANCH WY	19313	025
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	03/08/95	8:30	2	0237		27		19334	347
WIELAND JOHN HOMES INC	BOWDEN JERRY M TR	QCD	06/19/95	11:46	2	1213			ACRES	19661	149
WIELAND JOHN HOMES INC	BOWDEN JERRY M TR	QCD	06/19/95	11:46	2	1213			ACRES	19661	152
WIELAND JOHN HOMES INC	BOWDEN JERRY M TR	QCD	06/19/95	11:46	2	1213			ACRES	19661	155
WIELAND JOHN HOMES INC	BOWDEN JERRY M TR	QCD	06/19/95	11:46	2	1214			ACRES	19661	149
WIELAND JOHN HOMES INC	WATTS & BROWNING ENGR INC	QCD	06/19/95	11:46	2	1214			ACRES	19661	152
WIELAND JOHN HOMES INC	BOWDEN JERRY M TR	QCD	06/19/95	11:46	2	1214			ACRES	19661	155
WIELAND JOHN HOMES INC	BOWDEN JERRY M TR	QCD	06/19/95	11:46	2	1214			ACRES	19661	155
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	08/31/95	8:30	2	1214		24		19407	281
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	08/08/95	8:30	2	1214		27		19394	347
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/31/95	8:30	2	1214		41		19407	281

GRANTEE	GRANTOR	TYPE	DATE	TIME	DIST	LL	BL	LOT	ADDRESS	BOOK	PAGE
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/31/95	8:30	2	1214		45		19407	281
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/31/95	8:30	2	1214		47		19407	281
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/16/95	8:30	2	1214		57		19376	217
WIELAND JOHN HOMES INC	BOWDEN JERRY M TR	QCD	06/19/95	11:46	2	1215			ACRES	19661	149
WIELAND JOHN HOMES INC	WATTS & BROWNING ENGR INC	QCD	06/19/95	11:46	2	1215			ACRES	19661	152
WIELAND JOHN HOMES INC	BOWDEN JERRY M TR	QCD	06/19/95	11:46	2	1215			ACRES	19661	155
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	03/08/95	8:30	2	1215		27	ACRES	19334	347
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	06/15/95	3:46	2	1215		28		19666	209
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	QCD	03/31/95	8:30	2	1234		24		19407	281
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	03/08/95	8:30	2	1234		27		19334	347
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	06/15/95	3:46	2	1234		28		19666	209
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/31/95	8:30	2	1234		41		19407	281
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/31/95	8:30	2	1234		45		19407	281
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/31/95	8:30	2	1234		47		19407	281
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/31/95	8:30	2	1234		24		19407	281
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	06/15/95	3:46	2	1235		28		19666	209
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/31/95	8:30	2	1235		41		19407	281
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/31/95	8:30	2	1235		45		19407	281
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/31/95	8:30	2	1235		47		19407	281
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/16/95	8:30	2	1235		57		19376	217
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/16/95	8:30	2	1235		61		19376	217
WIELAND JOHN HOMES INC	HAMILTON CORPORATION	WD	03/16/95	8:30	2	1235		71		19376	217
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	QCD	03/27/95	9:35	2	1259			ACRES	19387	111
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	09/29/95	8:30	2	1259		60		20117	275
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	09/29/95	8:30	2	1259		62		20117	274
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	04/06/95	8:30	2	1259		63		19439	338
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	01/09/95	10:50	2	1259		64	WILLISTON WY	19153	167
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	05/04/95	8:30	2	1259	F	65		19534	179
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1260		6		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1260		7		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1260		8		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1260		9		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1260		10		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1260		11		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1260		12		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1260		12		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1260		12		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1260		12		19566	347
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	09/28/95	10:37	2	1260		76		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1260	B	20		20113	265
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1261		6		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1261		7		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1261		8		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1261		9		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1261		10		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1261		11		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1261		12		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1261		12		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1261		73		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1261		74		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1261		74		19566	347
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1261		75		19566	347

GRANTEE	GRANTOR	TYPE	DATE	TIME	DIST	LT	BL	LOT	ADDRESS	BOOK	PAGE
WIELAND JOHN HOMES INC	LAND W A INCORPORATED	WD	05/18/95	10:37	2	1261		76		19566	347
WIELAND JOHN HOMES INC	TRUST COMPANY BK	QCD	10/17/95	8:30	6	0029	A	45	CLAYTON CO	20181	292
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	10/10/95	8:30	14	0047	A	1	REGENCY CREST DR	20153	294
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	07/19/95	8:30	14	0047	A	3	REGENCY PARK DR	19808	302
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	09/25/95	8:30	14	0047	A	5	REGENCY CREST DR	20085	348
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	08/07/95	8:30	14	0047	A	8	REGENCY CREST DR	19877	259
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	10/24/95	8:30	14	0047	A	9	REGENCY CREST DR	20209	231
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	12/08/95	8:30	14	0047	A	11	REGENCY CREST DR	20385	305
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	10/24/95	8:30	14	0047	A	12	REGENCY CREST DR	20209	229
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	11/28/95	8:30	14	0047	A	14	REGENCY CREST DR	19462	217
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	04/12/95	4:06	14	0047	A	16		20141	260
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	10/06/95	8:30	14	0047	A	17	REGENCY CREST CT	19641	022
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	06/08/95	8:30	14	0047	A	20	REGENCY CREST CT	19213	130
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	01/24/95	8:30	14	0047	A	21	REGENCY CREST CT	19285	275
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	02/15/95	8:30	14	0047	A	22	REGENCY CREST CT	19178	170
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	01/12/95	8:30	14	0047	A	23	REGENCY CREST CT	19250	075
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	02/03/95	10:20	14	0047	A	24	REGENCY CREST CT	19250	075
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	07/19/95	8:30	14	0047	A	25	REGENCY CREST CT	20153	295
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	10/10/95	8:30	14	0047	A	26	REGENCY CREST CT	19633	226
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	06/06/95	8:30	14	0047	A	27	REGENCY CREST CT	19877	260
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	08/07/95	8:30	14	0047	A	28	REGENCY CREST CT	19774	329
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	07/12/95	8:30	14	0047	A	29	REGENCY CREST CT	19511	079
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	04/28/95	8:30	14	0047	A	30		19586	147
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	06/22/95	8:30	14	0047	A	31	REGENCY CREST CT	19865	051
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	05/19/95	8:30	14	0047	A	32	REGENCY CREST CT	20209	230
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	10/24/95	8:30	14	0047	A	34	REGENCY CENTER DR	20107	216
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	09/29/95	8:30	14	0047	A	37	PARK CENTER DR	19740	119
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	06/30/95	8:30	14	0047	A	38	PARK CENTER DR	19422	291
WIELAND JOHN HOMES INC	NATIONS BANK OF GA	QCD	03/31/95	10:14	14	0047	A	3		19752	011
WIELAND JOHN HOMES INC	FIRST UNION NATL BK OF GA	QCD	07/06/95	3:10	17	0123		6		19393	278
WIELAND JOHN HOMES INC	FIRST UNION NATL BK OF GA	QCD	03/22/95	8:30	17	0136		3	WESTMINSTER WALK	19865	007
WIELAND JOHN HOMES INC	FIRST UNION NATL BK OF GA	QCD	08/03/95	8:30	17	0136		14	WESTMINSTER WALK	20134	219
WIELAND JOHN HOMES INC	FIRST UNION NATL BK OF GA	QCD	10/03/95	8:30	17	0136		14	WESTMINSTER WALK	20302	125
WIELAND JOHN HOMES INC	FIRST UNION NATL BK OF GA	QCD	11/14/95	8:30	17	0136		7		19818	180
WIENER ALLEN	JONES S HAROLD	AGR P	07/28/95	3:11	1	0061	A	8		19818	180
WIENER ELLEN	JONES S HAROLD	AGR P	07/28/95	3:11	1	0061	A	8		19818	180
WIENER KENNETH A	JONES S HAROLD	AGR P	07/28/95	3:11	1	0061	A	8		19818	180
WIENER KENNETH A	JONES S HAROLD	AGR P	07/28/95	3:11	1	0061	A	7		19818	180
WIENER KENNETH A	JONES S HAROLD	AGR P	07/28/95	3:11	1	0061	A	8		19818	180
WIENER MADELEINE	BES CONSTRUCTION CORP	WD	08/02/95	3:11	17	0045	A	8		19859	151
WIENER SHIRLEE ANN	DECATUR FEDERAL S & L ASSN	CANC	10/24/95	8:30					BOOK 13886 PAGE 342	20217	311
WIENER THOMAS JOHN	DECATUR FEDERAL S & L ASSN	CANC	10/24/95	8:30					BOOK 13886 PAGE 342	20217	311
WIENS ELIZABETH N	G E CAPITAL MORTGAGE SERV	CANC	11/08/95	3:45					BOOK 17397 PAGE 60	20282	259
WIENS ELIZABETH NOLAN	G E CAPITAL MORTGAGE SERV	CANC	11/08/95	3:45					BOOK 17397 PAGE 60	20282	259
WIENS JOHN M	WIENS ELIZABETH N	WD	08/24/95	8:30	17	0011		8		19952	012
WIENER MARY ZOE	BAILEY BILL	WD	09/29/95	8:30	17	0148		21	DEERING RD	20119	258
WIERMAN JOHN HARLEN	SCHMABEL JOHN RICHARD	WD	11/08/95	8:30	1	0774	VII	46	5TH FAIRMAY	20268	133

ACKNOWLEDGEMENT OF ADDENDUM NO.: 2

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. 2, \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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

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

\_\_\_\_\_  
Title