



PURCHASING DEPARTMENT  
1772 County Services Parkway  
Marietta, Georgia 30008-4012  
(770) 528-8400/FAX (770) 528-1154

Rick Brun  
DIRECTOR

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**ADDENDUM No. 1**

**Sealed Bid # 10-5477  
Request for Proposal  
Land Records Image Based Management System, Service and  
Maintenance for Existing Court, General Ledger and New Real Estate Systems**

**DATE: March 4, 2010**

Page 1 of 21

The following addendum hereby amends and/or modifies the Proposal Documents and Specifications as issued for this project. All proposers are subject to the provisions of this Addendum. **Proposers shall acknowledge receipt of this addendum.**

**This Addendum consists of:**

- **Minutes of the February 24, 2010 Pre-Proposal Conference**
- **Questions submitted in writing**
- **Pre-Proposal Attendee List**
- **Section 5 of the specifications in Word format**

Include this original form inside your proposal package when submitted.

If you have any questions concerning this addenda please contact: John Flood @ 770-528-8418

**All bids must be received before 12:00 (noon) by the Bid Opening date. Bids should be sent/delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.** Bids will be opened at 2:00 p.m. in the Cobb County Purchasing Department, 1772 County Services Parkway, Bid/Meeting Room, 2<sup>nd</sup> Floor, Marietta, GA 30008.

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**I acknowledge that I have received Addendum No. 1**

Sealed Bid # 10-5477

**Request for Proposal  
Land Records Image Based Management System, Service and  
Maintenance for Existing Court, General Ledger and New Real Estate Systems**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Sent to Purchasing

\_\_\_\_\_  
Please Print Name

**Please sign, date, and fax back this form ONLY to:  
Fax #: 770-528-1154  
Attn.: John Flood  
Please call 770-528-8400 for questions regarding this addendum.**

## **Addendum #1 to Sealed Bid 10-5477**

### **LAND RECORDS IMAGE BASED MANAGEMENT SYSTEM, SERVICE AND MAINTENANCE FOR EXISTING COURT, GENERAL LEDGER AND NEW REAL ESTATE SYSTEMS**

#### **CLERK OF SUPERIOR COURT**

Bids are due Thursday, **March 11**, 12:00 p.m. at 1772 County Services Parkway, Marietta, GA 30008-4012. **Late bids will not be accepted.**

- 1) **Question:** Can you provide the number of users in Cashiering, Indexing and Public Search?  
**Answer:** Cashier – 30 Employees have this ability  
Indexing – 7 Employees have capability to Index  
Public Search – 400+ Users within the County
  
- 2) **Question:** Will you provide information on the central address database?  
**Answer:** SQL Server 2008 (RTM) Address views are available as needed for validation.
  
- 3) **Question:** Does the central address database include legal descriptions?  
**Answer:** No
  
- 4) **Question:** Is it preferred that records room viewing of imaged documents be different from those viewed by the public?  
**Answer:** There is only one standard view of the imaged documents needed.
  
- 5) **Question:** Does Cobb have a site license for its Relational Database Management System?  
**Answer:** No, vendors should include licenses needed in the proposal.
  
- 6) **Question:** Is there intent to upgrade the CRIS system?  
**Answer:** If it is recommended by the vendor, then it should be included in the proposal.
  
- 7) **Question:** What version of Oracle is currently being utilized?  
**Answer:** Oracle 9i

- 8) **Question:** Can you tell us what language the current system utilizes?  
**Answer:** Delphi
- 9) **Question:** Is it the intention to replace all the hardware?  
**Answer:** We are not requiring a replacement of the current hardware. Cobb's hardware maintenance vendor is responsible for the owned servers and leased workstations. There are 8 Dell Servers (Models 1850, 2850 and 2950) and 43 Dell Workstations with the following specs:  
OptiPlex 760, Dual Core E5200/ 2.50GHz  
2 GB Memory  
22" Monitor  
256MB ATI RADEON HD 3450 Graphics dual DVI and VGA and TV Out  
80GB SATA 3.0Gb/s and 8MB  
No Floppy Drive  
Windows XP PRO SP3  
Dell USB 2 Button Optical Mouse  
16X DVD+/-RW SATA, Data Only
- 10) **Question:** Can you detail any internal or external interfaces to the system?  
**Answer:** Files are transmitted to the Clerk's Authority, GCIC and DDS
- 11) **Question:** Regarding requirement #145, what type of data would you want to search on from within the batch data?  
**Answer:** Searches should be able to identify individual imaged documents within the batch.
- 12) **Question:** Regarding requirement #47, is that the type of search needed in requirement #145?  
**Answer:** Yes this is part of the search capability needed
- 13) **Question:** Regarding requirement #68, is it the intent to link to Pay Pal or will there need to be a 3<sup>rd</sup> party credit card processing in the background?  
**Answer:** The intent is to link to Pay Pal or use a third party credit card Processor if recommended and justified by the vendor.
- 14) **Question:** Will the County maintain a merchant account or a web processing partner?  
**Answer:** Merchant account will be maintained by the County.
- 15) **Question:** Regarding requirement #29, can you clarify 3 stroke verification?

**Answer:** The current workflow allows for the first person to index an imaged document, a second person to verify and highlight any discrepancy and a supervisor to make the final decision on how a document is indexed.

- 16) **Question:** When will the answers for both the previously submitted questions and the questions asked during the Pre-Bid Conference be available?

**Answer:** There is one addendum.

### **Written Question Received**

- 1) **Question:** Regarding requirement #17, where is the master database? What is it written in?

**Answer:** Located in within Cobb Intranet. SQL Server 2008 (RTM)

- 2) **Question:** Regarding requirement #80, what is purpose of resetting validation? What task does this accomplish?

**Answer:** Receipt numbers to be reset at the beginning of the fiscal year.

- 3) **Question:** Regarding requirement #81, what is the purpose of the file sequence #? What task does this accomplish?

**Answer:** To keep processed cases in sequence order daily regardless of which of the multiple workstations is entering transactions

- 4) **Question:** Regarding requirement #47, will the record search be performed on multiple databases and/or multiple existing applications? (i.e. would Civil Suit information be in the case management system)

**Answer:** Yes

- 5) **Question:** Regarding requirement #118, what sources would the correspondence come from? Is this associated with documents?

**Answer:** Anyplace; it needs to be able to accommodate any type of paper document for internal management use.

- 6) **Question:** Regarding requirement #145, what type of document packages would the batch processing be handling?

**Answer:** Various types of real estate instruments within a batch

- 7) **Question:** Regarding requirement #154, what type of documents do you anticipate would need to be sealed? Is the expunging/sealing the image only or the entire record?

**Answer:** Anything required by law or ordered by a Judge to be sealed/expunged,  
Can be either or both

- 8) **Question:** Is it preferred that the record room users utilize the website application (perhaps in a local configuration mode), or similar to today's environment of a specialized application for the record room, and web site access from remote locations?

**Answer:** The record room should have web access to the documents.

- 9) **Question:** Is there an intention to upgrade the CRIS system server, CRIS RDBMS, or other components along with integration to the new GL and LRS systems, or will the CRIS system continue to be supported on its current platform?

**Answer:** Current platform unless recommended otherwise by Vendor

- 10) **Question:** Can the County provide a current list, age, and status of all server, workstation, and peripheral components utilized by the CRIS, LRS and GL systems, along with the versions of operating systems, RDBMS systems and web platform system software components utilized by the CRIS, LRS and GL systems?

**Answer:** See answer #9 on page 2 above. We use Oracle 9i for our database. The current LRS is written in Delphi. The web platforms are Microsoft IIS and Apache Tomcat. Scanners are described below:

ManufacturerID	Description
Anatech	Evolution
Canon	DR 9080C document scanner
Canon	DR 9090C document scanner #8926002
Fujitsu	M3091DC Scanner
Fujitsu	M3097DE
Fujitsu	M3099EX High Speed
Fujitsu	M3099EX High Speed
Fujitsu	M4099D
Fujitsu	M4099D
Hewlett Packard	Scanjet 4c
Hewlett Packard	Scanjet 6300c
Hewlett Packard	Scanner
Kodak	Writer Document Archive 4800
Minolta	Minolta MS6000 II Scanner

- 11) **Question:** Does the County intend to upgrade the imaging sub-system for both the LRS and CRIS or only for LRS?

- Answer:** If recommended by the vendor, then it should be included in the Proposal.
- 12) **Question:** Does the County intend to replace the optical system hardware?  
**Answer:** If recommended by the vendor, then it should be included in the Proposal.
- 13) **Question:** What external interfaces currently exist with the LRS; (i.e. are there any current system interfaces that allow data sharing between separate heterogeneous systems)?  
**Answer:** LRS provides data to the external web site, various county departments, GSCCCA
- 14) **Question:** Are any additional external interfaces anticipated for the LRS; (i.e. system interface to the Tax Commissioner or Tax Assessors systems)?  
**Answer:** No
- 15) **Question:** Will Cobb County eliminate the requirements set forth in RFP Section 1.17, bullet points one and three, which are as follows: (1) Present existing experience in Georgia supplying and maintaining image based records processing systems similar to Cobb Court and LRS and; (2) Georgia Superior Court references. For the reasons set forth below, Vendor respectfully requests that the RFP be modified by removing these two requirements.  
**Answer:** The Clerk of Superior Court work requires that vendors performing the development have a complete and full understanding and knowledge of Georgia laws and rules pertaining to Superior Court. So, no, we will not consider vendors who do not have experience in the State of Georgia.
- 16) **Question:** How many public search stations are available in the Clerk of Superior Court's public record room?  
**Answer:** There are 43 public workstations.
- 17) **Question:** How many printers are accessible in the Clerk's public record room?  
**Answer:** There are 10 printers.
- 18) **Question:** How do you currently collect print revenue from search results and images printed in the public record room?  
**Answer:** POS (at counter) and coin operated copiers

- 19) **Question:** How many Gigabytes of data/images does their system currently contain?  
**Answer:**

**Current size (March 2010):**

**Production:**

- Real Estate image store = 900 GB
- Court image store = 300 GB
- Historic Real Estate image store = 3TB
- Oracle Database Data total = 150 GB

**Web:**

- Real Estate image store = 400 GB
- Court image store = 150 GB
- Oracle Database Data total = 100 GB

- 20) **Question:** Is the County open to using Microsoft's Windows Server 2008 Operating system?

**Answer:** Yes

- 21) **Question:** Page 35, Item 7.03 says conversion should include beginning balances from existing system - Should we take that to mean the winning vendor should convert the ending balances on the existing system and convert them to the beginning balances on the new system?

**Answer:** Yes

- 22) **Question:** When will the answers to questions raised at the Pre-Proposal meeting be posted, and where?

**Answer:** The answers are above to be posted on the Cobb County web.

- 23) **Question:** How do we obtain the electronic spreadsheet of Item 5. Land Records System Functions & Features? It is acceptable to submit in our response a printed copy of the completed spreadsheet or it is required that we manually fill out a "hard copy" of the PDF sheets?

**Answer:** Please see additional form.

- 24) **Question:** We are wondering if it is at all possible to receive the above mentioned RFP in an editable format so we could easily plug in response answers to areas such as the Functionality Requirements.

**Answer:** The specifications are not available in Word format. Please refer to the attached Functionality Requirements section (5) provided as part of addendum 1 in Word format.

PRE- BID CONFERENCE

REQUEST FOR PROPOSAL  
 LAND RECORDS IMAGE BASED MANAGEMENT SYSTEM, SERVICE AND MAINTENANCE FOR  
 EXISTING COURT, GENERAL LEDGER AND NEW REAL ESTATE SYSTEMS

SEALED BID #10-5477  
 COBB COUNTY CLERK OF SUPERIOR COURT  
 FEBRUARY 24, 2010

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
✓ Steven Farr	MainStreet Technologies P.O. Box 1202 Cornelia, Ga 30531	706-776-6150	706-776-7201	Steven.farr@mainstreet-tech.com
✓ Joyce Oyler	Cott Systems 350 E Wilson Bridge Rd WORTHINGTON, OH 43085	1-800-234-2688	614-847-3737	joyler@cottesys.com
✓ John Santamarina	Lewis InfoTech, Inc. 2154 Ellis Farm Dr. Marietta, GA 30064	678-2648170	678-2648410	jsantamarina@lewisinfotech.com
✓ Howard O'Dell	Iron Data Solutions 3033 Maple Drive Atlanta, Ga 30305	404-376-8767		howard.odell@irondata.com
✓ Lynn Griffies	" "	678-878-0225		lynn.griffies@irondata.com
✓ John McCall	" "	912-282-6531		john.mccall@irondata.com
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Wayne Green	5 Point Solutions	404-317-8134		wgreen@my5PointSolutions.com

PRE- BID CONFERENCE

REQUEST FOR PROPOSAL

LAND RECORDS IMAGE BASED MANAGEMENT SYSTEM, SERVICE AND MAINTENANCE FOR  
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COBB COUNTY CLERK OF SUPERIOR COURT  
FEBRUARY 24, 2010

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
✓ Dwight S. Wood	Apitude Solutions 851 TRAFALGAR Court, Ste 100 Maitland, FL 32751	407-767-0570 770-349-9096 Cell	407-260-2315	dwood@ApitudeSolutions.com
Julia Levesque	IS - Cobb			
Elva Dornbusch	Superior Court Clerk	770-528-1310 678-447-9145	770-528-1382	elva.dornbusch@CobbCounty.org
James Munn	Sup. Ct Clerk	770-528-1358	770-528-1325	James.munn@CobbCounty.org
Tara Crisp	IS - Cobb			