

REQUEST FOR PROPOSALS

Scott County Purchasing Division

Scott County Recorder – Enterprise Database and Software System

PROJECT #FSS0210-02

******* REVISED BID DEADLINE*******

The Scott County Recorder and the Scott County Information Technology Department are requesting proposals from software and application development firms. Scott County intends to contract with a qualified firm to provide a turnkey database and software system to automate and integrate the work processes of the Scott County Recorder of Deeds. Qualified firms may express continued interest in said project by preparing a proposal as outlined herein.

SELECTION PROCESS

The IT Department and the Recorder's Office will evaluate all proposed systems using criteria based on the firm's demonstrated abilities and experience as it relates to the proposed system requirements as outlined herein. All decisions and selections of the Scott County Board of Supervisors and Committee are final and are not subject to appeal. Scott County reserves the right to select the best proposal, that in our estimation best meets the needs of the County, not necessarily the lowest cost. Whereas cost will be an issue in the selection, it will NOT be the determinant factor.

Please do not attempt to contact any staff or officials of Scott County outside of this RFP selection process. The evaluation team may contact your firm to arrange for a demonstration of your proposed system and/or to seek additional information.

Scott County may require a "live demo" of proposed systems during the course of finalizing the selection process. This demonstration should allow for at least minimal "hands-on" from the selection team, as well as time for questions and answers. Ideally this demo would be on-site at Scott County.

ENTERPRISE SYSTEM REQUIREMENTS

Each enterprise system proposal must be based on the scope of work (attachment A) for the Recorder's System Project. The scope of work is intended as a framework for the new system. It identifies needs, outlines operating environment issues and discusses work flows in the Recorder's Office. The scope of work is NOT intended as an exhaustive list of requirements or components for the system. The successful vendor is required to provide a fully integrated system that addresses all typical enterprise software system issues in the context of the system requirements (scope of work) for Scott County. Those enterprise system issues include:

- Database management;
- Network compliance;
- Client operating system compliance;
- Data security and integrity;
- Operator and administrative access management;
- ODBC compliance;
- Adherence to industry standard database types and conventions;
- Use of industry standard image types;
- Current and future flexibility;
- On-going compliance with changes to Iowa Code;
- Periodic system upgrades and enhancements;
- Flexible and robust data output including printing, data exports, web (internet) interfaces, etc.;
- Ease of operator use;
- Ability to import or convert from standard delimited data flat files for conversion of existing data;
- On-board reporting capabilities including preformatted reports and the ability to generate ad-hoc reports (Crystal Reports TM or similar)

It is NOT the intent of Scott County to purchase a custom software application. Rather, Scott County prefers to purchase a system currently in use in other Recorder's offices. The successful vendor must have experience with the processes and laws within the State of Iowa and be prepared to provide a system that conforms to the Iowa Code and can accommodate future changes to the provisions of those laws.

RFP DEADLINE

Deadline for this request is **Monday, December 2, 2002** at 2:00 p.m. Submittals must be received at the office of the Scott County Purchasing Division before the aforementioned time and date. Submissions received after this time will not receive consideration.

DELIVERY INSTRUCTIONS

RFP submissions must be delivered prior to the aforementioned deadline at the following location:

SCOTT COUNTY PURCHASING DIVISION
 REF: PROJ #FSS0210-02
 428 Western Avenue
 Davenport, IA 52801

Each proposal must include a full description of the product/system/software/database proposed. Provide system architecture information, screen shots, system requirements, database description and software module information.

Each proposal must include pricing information for licensing requirements, subscription and/or maintenance costs and any other system costs that may be incurred. **Scott County will provide all required server/client/network/print hardware.**

Each submission should include references including information from jurisdictions with the proposed product/system currently in operation. Proposals should include a initial time-line or typical schedule for installation of the system following award.

Note any exceptions to the specifications or exclusions clearly in the proposal. If exceptions are not clearly indicated in the submission, the selection team will assume full compliance with all aspects of the bid requirements and scope of work.

Each prospective firm must submit four hard copies of their proposal before the above deadline. In addition, word documents or PDF documents may be submitted via e-mail to purchasing@scottcountyiowa.com. Voice verification of receipt for either mailed, e-mailed or parceled submissions may be made at (563) 326-8793.

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SCOPE OF WORK

- 1) System must address all three main workflow components within the current Recorder's function in Scott County: Real Estate, Vital Records and Conservation.
- 2) Real Estate must provide the following functionality:
 - cash receipt system with printed receipts including document number, date, time, amount, Recorder's Office contact info (phone, e-mail, fax, address), grantor and grantee names, check number, payment type indicator, last four digits for credit/debit card payments;
 - fee calculation based on document type and size (number of pages);
 - calculates the real estate transfer tax based on value of property being transferred;
 - ability to suspend transactions and receipts without loss of data;
 - generation and assignment of bar codes to automate document processing, imaging and indexing;
 - ability to generate mailing labels for return correspondence;
 - indexing of images by number, type, date, grantor/grantee name, operator name;
 - Imaging of recorded documents – high speed scanning capable, ability to add or delete pages from the scanning station, batch scanning, bar code recognition for linking scanned documents to index and records, ease of document verifications, use of industry standard image type;
 - record fields including common description, legal description, plat number, grantor information, grantee information, property tax information;
 - reporting capabilities for daily, weekly, monthly, quarterly and annual revenue, document volume (total and by type), property value and access volume by user ID;
 - quick searching capabilities by datafield against the current active database;
 - cut and paste capabilities;
 - Scanning - Scanning and indexing is done at the same time by using the bar code. Documents are automatically fed into scanner, pages can be added or deleted from this scanning station. Scanning the documents does not have to be done at one time. The documents can be batched;
 - Ability for web-access via secure server, virtual private network or mirrored server and to mirror database for web access or outside connection;
- 3) Vital Records functionality must include:
 - cash receipt function including record type, date, time, operator, payment, type, amount due, last four digits for credit/debit payments, check number, payee name, document/license numbers; Recorder's Office contact

- information (phone, e-mail, fax, address);
- ability to process birth, death and marriage information and maintain database of that information;
- register and record births and deaths - assign numbers to these documents;
- assign safety paper to certified copies of vital records;
- process marriage applications and associate license numbers (pre-assigned by State of Iowa), calculate fees for the application, issue a receipt, print the Marriage License, and print the Marriage Certificate;
- assign Certificates to Marriage applications;
- generation and assignment of bar codes to automate document processing, imaging and indexing;
- document imaging similar to real estate function
- ability to seal and amend records

4) Conservation function for the registration of snowmobiles, ATV's and boats, including:

- ability to enter new registrations, renew registrations, transfer ownership and process disposals;
- cash receipt function for fees;
- print receipts information including transaction type; date, time, operator, payment, type, amount due, last four digits for credit/debit payments, check number, payee name, document/license type; Recorder's Office contact information (phone, e-mail, fax, address);
- generation and assignment of bar codes to automate document processing, imaging and indexing;
- automatically assign decals and boat numbers (pre-assigned by State);
- print registration and titles, must fit State of Iowa standard and form;
- process titles and liens;
- Must be able to look up vehicle by name, boat number, hull or serial number, title number;
- Must be able to calculate fees based on length of boat, period applying (if mid term), if motor or sail, or no motor or sail used;
- Must have capability to process and print renewal notices every two years, print daily and monthly reports (must be State of Iowa standard);
- Calculation of sales tax (jurisdiction tax, and local school option tax)

5) Data Conversion - Proposed system must have the capability to convert present data format (including digital images) into new data system. Current database is a ZIM™ for Windows database utilizing Tiff4 images. Provide separate cost proposal for data conversion based on existing data volume information provided in #6 below. No conversion of existing conservation data is required. Cost proposal for conversion of Real Estate and Vital Records only.

6) Historical volume for the current Recorder's system follows:

Real Estate documents recorded

YEAR-# Docs

1989 - 23,028

1990 - 24,583

1991 - 28,538

1992 - 36,998

1993 - 40,178
1994 - 36,284
1995 - 32,258
1996 - 34,575
1997 - 36,286
1998 - 49,268
1999 - 44,426
2000 - 37,661
2001 - 47,893

(Real recordings continue to increase in numbers overall despite cyclical changes due to a number of real estate and economic factors. The most documents recorded in one day is 464. Mortgages can have 25+ pages and large condemnation could be up to 100 pages.)

Birth and Deaths - registered and scanned

(Prior to 1998 this functions was outside the Recorder's Office)

1998 - 4502
1999 - 4993
2000 - 5044
2001 - 4864

Marriage Applications processed and receipted into system

1998 - 1376
1999 - 1345
2000 - 1383
2001 - 1310

Vital Records - Birth, Death and Marriage

Certified Copies made and receipted into system

1998 - 14,621
1999 - 15,410
2000 - 15,230
2001 - 15,419

Recreational vehicles (Conservation)

(Currently registered)

16,000+ boats,
2,000+ ATV's,
1,800+ Snowmobiles

- 7) System must be capable of robustly handling the anticipated current and future volume of the Recorder's database. Queries, report generation, new records, printing and all other transactions should run quickly and without delays that would impact office operations. The successful vendor is required to run benchmark tests **across the county data network** to verify system performance prior to final acceptance of the system. Slow performance shall be grounds for non-acceptance of the system.
- 8) Hardware and architecture information relating to the Scott County Data Network are

available upon request.

- 9) Vendor shall provide all software system components and modules for a fully functional enterprise system solution for the Recorder's Office in Scott County. Any patches or interfaces required for the county network or other systems to make the system functional are the responsibility of the vendor.
- 10) Vendor shall coordinate the hardware requirements for the new system. Scott County shall provide all hardware required and host server provided in the Scott County central server facility. Vendor shall provide all labor required to fully install said system, test all aspects of the system, convert existing digital data, project management, shipping, travel and expenses required for said installation as part of the base bid. It should be understood that much of this time is required on site during installation and training (see below)
- 11) Training - Vendor shall provide a minimum of two training sessions for users of the new system. Each training session shall be of adequate duration to cover all aspects of the system, including time for reasonable questions and explanations (minimum 8 hours each session) for up to 20 persons per session. In addition, vendor shall provide at least one (8 hour minimum) training session, separate from user training, for system administrators, network administrators and program development staff to adequately prepare in-house staff to operate and support the system. All training sessions shall be held at county facilities and shall include live, hands-on training, data entry simulation, troubleshooting, work flow discussion and printing demonstrations.