



# PURCHASING DEPARTMENT

## COLE COUNTY COMMISSION

311 East High Street, Room 200 | Jefferson City, MO 65101  
Tel 573-634-9168 | Fax 573-634-8031  
jbryant@colecouny.org

To: All Interested Parties  
From: Jessica Bryant, Cole County Purchasing Agent  
Date: May 17, 2022  
Re: Addendum Two to Cole County Bid No. 2022-20: Land Records Software Management & Imaging System

The following information hereby becomes part of the above-referenced Request for Bid and shall be fully considered in the preparation of your response.

1. In regards to question 13 on Addendum One;

To ensure that all digital records and all digital images which are currently in the Recorder's Records Management System are transferred over to the New Records Management Systems – As of today, the image folder has 737,410 files and 5,903 folders and is using 204 GB of

Do you mean 737,410 as the number?

- Yes, the folder has 737,410.

2. Is the County currently indexing PIN, or PID numbers?

- Currently, the Recorder's software does not have the capability to enter a parcel ID number or any identification code assigned to a property.

3. What equipment does the County have today to scan business and large format documents?

- Document scanning is with a Canon Image Formula Scanner DR 7550C. Large format documents are scanned with a Ricoh MPCW 2200 SP.

4. RFP Section 3:4: Do you want the vendor to create microfilm for you? What are the requirements and specifications for film creation? What is the frequency in which you want it created? How many copies? Original or silver dupes? Where are the originals and copies to be sent?

- The option for a vendor or for the image scanner to microfilm documents daily with scanning or otherwise, is for Microfilm preservation, which is necessary to comply with Missouri Statutes. A duplicate roll of microfilm is not necessary. The microfilm is to be sent to the office of Recorder of Deeds. All microfilm specifications are to comply with Missouri Local Records Preservation.

5. RFP Section 3:4: Considering the County will be providing an onsite solution and include all hardware components, what is your vision of the "Web hosting" requirement in this section?

- Server Farm – Web Site Hosting Support (includes unlimited concurrent users, Virus protection, SQL Server & SSL Certificates Plus Committed Information Rate Access) Cost to be included.
6. Do you want to be able to issue Certified and Non-Certified copies of Marriage Licenses? Do you want to automate this process?
- We would like the option to have the capability to issue Certified and Non-Certified copies of Marriage Licenses. The capability of an automated system would be taken into consideration.
7. When does the County’s current contract expire?
- Current Recorder’s Annual Software Agreement: September 1, 2021 – August 31, 2022.
8. The price proposal page does not include cost allocations for Implementation and Professional Services, or onetime costs of software? Does the County want to amortize these costs over the 5 years?
- Submit the total costs for the first year and the projected maintenance costs after that.
9. How many end user licenses are required?
- We have approximately 25 end users now, but need to expand on that when necessary.
10. Would the County consider remote training to reduce costs? How many people will need to be trained? Will the County consider a “Train the Trainer” approach?
- Remote training is not a consideration. We have 7 staff members and 4 Title Companies with numerous employees to be trained. The vendor is expected to provide in-person training to the Recorder, Recorder’s staff, and to the 4 Title Company individuals.
11. In Section 3.10, the phrase “maintenance and support of IT services” is used as well as the phrase “Maintenance & IT Services” on the pricing page.
- What is meant by “IT Services”? Is this just referring to the normal software maintenance (updates) and technical support for software? Or, is there an expectation that the vendor will provide some IT services to the recorder’s office.
- Yes, it is referring to the normal “maintenance and support of IT services”.
12. Where are the data and documents located now? Are they hosted by CIC or are they on a server within the county?
- Currently, the documents and data are on a server in the Recorder’s office – within the county.

13. What is the breakdown on users? I believe this is the current setup. How many cashiering stations, scanning stations, data entry stations and public search stations are needed?

	Cashier	Scan	Data Entry	Quality Assurance
Recorder			X	X
User 1	X		X	X
User 2	X		X	X
User 3		X	X	X
User 4			X	X
User 5			X	X
User 6 Part Time			X	X
User 7 Part Time			X	x

- The breakdown of users in your graph is correct. However, our current software has the ability for every work station to record documents if we would add a printer for recording. Currently, 2 work stations have printers and can record documents, the second station is set up to record documents as a backup.

**The bid receipt date and time HAVE NOT CHANGED; submissions will be received until Thursday, May 26th at 3:00 p.m.**

I/We have received Addendum Number Two to Bid No. 2022-20 and have fully considered the information provided in preparing a response.

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Name of Company

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Agent and Title

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Authorized Signature