



CITY OF STAMFORD
OFFICE OF ADMINISTRATION
888 WASHINGTON BOULEVARD
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STAMFORD, CONNECTICUT 06904-2152

ADDENDUM NO. 1
(March 4, 2022)

Request for Proposals No. 859
Integrated Land Records and Vital Statistics Recording System

Addendum No. 1 is being issued to all potential respondents to provide the items and attachments set forth herein which shall act to qualify, clarify, or otherwise modify the RFP Documents previously issued regarding the above referenced project. These items, whether of omission, addition, substitution, or clarification, shall be incorporated into the proposals submitted by all bidders, and receipt of this document and its attachments should be acknowledged in the space provided on the RESPONDENT'S INFORMATION AND ACKNOWLEDGEMENT FORM. Failure to do so may subject the Bidder to disqualification.

The items and references:

Q: What is the desired delivery date of the project?

A: Nov 1, 2022 would be the "go live" date.

Q: How many state users are expected to use the software?

A: 7-12

Q: Can the software be launched prior to historical records conversion?

A: No.

Q: Can a citizen have an account or will they interact as guests?

A: Citizens will have accounts to search the online database of Land Records by subscription.

Q: Point of sale feature: in addition to an online point of sale are there any requirements for a physical credit card processing device or ability to integrate with existing ones?

A: No

Q: Hardware: terminals, scanners, copiers, screens, printers; do you require the successful bidder to also supply office equipment or does the software the need ability to integrate with existing equipment?

A: We would like a proposal from each prospective vendor with hardware included and excluded.

Q: Api integration : will the software be one way or bi-directional integration; ex-one way (fire department makes a request for data as needed) or ex-two way (in addition to first option when new changes are made the fire department is sent such data)?

A: One way

Q: Does your current bank have a payment gateway api?

A: Yes

Q: Does your current credit card processing have a payment api?

A: Yes

Q: For faster launch dates breaking components into smaller manageable pieces is a strategy we use. Do you have a list of your minimal viable requirements in order of importance?

A: No. The entire system should be up and running day 1.

Q: When do you expect to go live with a new system?

Q: What is the desired delivery date of the project?

A: Nov 1, 2022

Q: Who is your current vendor?

A: New Vision Systems

Q: Is all your data housed on one server? Are data and images housed on the same server?

A: Yes

Q: What percentage of your total documents are eRecorded?

A: 20-25%

Q: Do you perform batch scanning? If so, do you use a cover page? Barcode?

A: Yes. Barcode

Q: Do you currently offer a fraud guard protection to your constituents? Is this something you would be interested in having us quote?

A: No

Q: Are any of your historical documents already digitized and available to the public?

A: Yes

Q: Page 31, Scope of Services, bullet point 6, "Claims and summonses scanning": Can you please explain your current process and where you receive these today?

A: This refers to the ability to scan, record, and index claims and summonses.

Q: Page 31, Scope of Services, bullet point 8, "Minutes and agendas of boards and commissions": are you looking for just a system to record these documents and provide public access, or are you looking for a complete meeting management system?

A: We are looking for the system to record, index, archive, and provide public access to these documents.

Q: Page 31, Scope of Services, bullet point 12, "Binders & archival paper": are you asking the vendor to simply provide the supplies, or will the vendor be required to build the books as well?

A: We will accept proposals with both of these options, but they are not requirements.

- Q: Page 31, Scope of Services, bullet point 15, “Integration with election software”: what kind of information/data do you wish to integrate and for what purpose?
- A: This refers to integration with the State of CT Election Software if the need arises in the future.
- Q: Page 31, Scope of Services, bullet point 20, “Hardware: terminals, scanners, copiers, screens, printers”: Are you requiring us to quote hardware? If so, can you supply us with the details of what you need (i.e., number of terminals, scanners, copiers, printers, etc.)? Would you consider purchasing your own hardware?
- A: We would like to receive a quote with and without Hardware from each proposed vendor – list of equipment provided separately.

The following hardware/equipment is needed:

- 1 Server with backup
- 5 PC’s (monitor, keyboard & mouse)
- 7 Desktop Scanners
- 4 Receipt Printers
- 2 Network Printers
- 1 Large Format Print/Scan Workstation
- 4 Desktop Stations for Public Search

- Q: What is the current size of the historical records?
- Q: In what formats or database will the historical records be in?
- Q: If the historical records vary in format can you provide a list with specific quantities?
- Q: Is there a budget range you would like to stay in?
- Q: How many full-time, concurrent users do you have?
- Q: What is the size of your database(s)?
- A: The questions above are either unclear or information not available; no response provided.

The Scope of Service is revised as follows. Revisions are in red.

Scope of Services

The LRVS software system should be able to handle the following core functions of the TC office:

- Land Record Indexing and Scanning
- Vital Records and Scanning
- Map indexing
- Trade name registration
- Dog licensing and registry
- Claims and summonses scanning, **recording and indexing.**
- Town Books
- **Recording of** minutes and agendas of boards and commissions
- Military discharge indexing and scanning
- Reports
- Auditing
- Binders & archival paper **(Not a requirement but if this can be provided please include in proposal)**

- Credit card processing (System should have the ability to choose CC as form of payment at minimum)
- Land subscription access to the indexes for public use.
- Integration with election software (For use in the future if necessary dependent)
- Cyber security
- Backup system
- Internet connection requirements
- ~~Microfilm storage~~
- Hardware (We would like to see proposals with and without hardware included, list of hardware attached)
- Conversion
- Training
- 24/365 support

The RFP must include a listing of Town Clerk Office clients to whom you currently provide this service. (References and contact information)

All other terms and conditions of **RFP No. 859** remain the same.

Erik J. Larson
Purchasing Agent

Cc: Lyda Ruijter, Town and City Clerk
Purchasing Department File