

AMENDED REQUEST FOR PROPOSALS FOR RECORDER INFORMATION TECHNOLOGY SERVICES

Amended 4/22/2020

Ohio Revised Code Section 317.321

I. Introduction.

The Fairfield County Recorder's Office, by and through the Board of Fairfield County Commissioners (collectively "the County") seeks proposals for the provision of a records management solution containing software, hardware, licensing and permits, support and maintenance, image to film archival, disaster recovery, micrographic conversion services.

The Fairfield County Recorder is the elected official responsible for managing and maintaining land records in Fairfield County, Ohio. The Fairfield County Recorder's office employs four Deputy Recorders who, along with the Recorder, collectively processes approximately 24,000 documents per year. The County seeks a vendor to allow the Recorder's Office to continue to process these documents in an efficient manner, and to make them easily accessible to the public in an electronic format.

It is anticipated that the successful offeror will enter into a contract with the County commencing on or about November 2020.

This Request for Proposals (RFP) is being made in accordance with Ohio Revised Code Sections 307.862 and 317.321.

II. Instructions for submitting proposals.

Proposals shall be submitted in a sealed envelope and marked "Recorder Information Technology Service Proposals." Proposals shall be submitted to:

The Fairfield Recorder's Office
c/o Lisa McKenzie, Chief Deputy Recorder
210 E Main St., #205
Lancaster, Ohio 43130

Proposals must be submitted no later than 11:00 A.M., Eastern Standard Time, on May 22, 2020.

Pursuant to R.C. 307.862(C), proposals and any documents or other records related to a subsequent negotiation for a final contract that would otherwise be available for public inspection and copying under R.C. 149.43 shall not be available until after the award of the contract.

After evaluation of the proposals, the County will send a written notice to the offeror to whom it wishes to award the contract and shall make that notice available to the public. Within a reasonable time period after the award is made, the County will notify all other offerors that the contract has been awarded to another offeror.

III. *Communications between Offeror and the County.*

Questions concerning this RFP should be directed to Lisa McKenzie, Chief Deputy Recorder. Ms. McKenzie may be contacted at 740-652-7100, or lisa.mckenzie@fairfieldcountyohio.gov. Email submission of questions is preferred.

All interested vendors shall submit an email address to lisa.mckenzie@fairfieldcountyohio.gov by May 8, 2020, and answers to all questions posed will be emailed all vendors who provide their email address. Responses will be made within three business days of receipt of question.

IV. *Scope of Work.*

The County seeks proposals to replace the Recorder's current cashiering and imaging system with one that provides higher integrity and more efficient data entry procedures, along with the ability to search and retrieve existing document images through an online computer index and internet website.

More specifically, the County seeks a fully integrated recorder's imaging/indexing system with the potential to add conveyance information in conjunction with the Fairfield County Auditor. The system must have capabilities for multiple workflows with full indexing capabilities at all stations. The system will need to effectively convert existing data and images by a vendor with experience in these types of conversions, recognizing that recording, indexing, imaging and maintenance of the integrity of the public's data is a critical job of the Recorder's Office.

The offeror must be a single source vendor with no subcontractors. The offeror must provide both hardware and software, along with technical support and information regarding how data will be stored.

V. *Services.*

Each proposal must summarize upfront costs to convert, train & install the software and the ongoing annual maintenance costs that may apply. Each proposal must note if there is an additional fee for any product or service the offeror intends to support.

Each proposal must be able to perform the following functions:

- a. To update cashiering, indexing, imaging, searching of software & services in order to provide a comprehensive land records system.
- b. To provide a more efficient accurate, secure method of indexing and retrieving records.
- d. To allow patrons of the Fairfield County Recorder's Office to access indexes and images in order to retrieve documents from workstations in the Recorder's integrated system.

- e. To provide a variety of reports relating to recoding and accounting necessary to meet the needs of the Recorder and the State Auditor of Ohio.
- f. To provide an E Recording solution.
- g. To provide conversion of current software to one integrated solution for the Fairfield County Recorder's Office.
- h. To provide onsite training for employees and outside entities requiring such training.
- i. To provide microfilm, plats and disaster recovery services.
- j. To provide technical support
- k. To provide in detail how data will be stored and security measures

Proposals may offer additional services for consideration by the Recorder.

VI. Vendor Qualifications.

The successful vendor must have field support capabilities that will enable quick response to potential equipment and software problems at the system location and continue to invest in research and development of enhancements to the proposed products to meet future needs of the County.

VII. References.

Each offeror may submit up to 3 references to county recorders within the State of Ohio, to whom the offeror has provided information technology services within the past 5 years.

VIII. Evaluation Criteria.

Three designees of the Fairfield County Recorder will separately evaluate and score each proposal. The scores for each category will be averaged, and the sum of the category averages will be used to determine the highest score. Proposals will be evaluated by the following scoring criteria:

a.	Satisfaction of RFP Requirements	40 Points
b.	Technology Solution	25 Points
c.	Implementation Schedule Methodology	10 Points
d.	Vendor Profile & Experience	10 points
e.	Cost	15 Points
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	Total:	100 Points

The County will enter into negotiations with the offeror with the highest score.

VIII. Contract Terms.

The County seeks a contract term between one and five years, beginning on or before November 30, 2020. Pursuant to the Ohio Revised Code Section 309.862, the County will negotiate an

acceptable contract with offeror submitting the proposal deemed most advantageous to the County. Such contract is subject to legal review by the Fairfield County Prosecuting Attorney.

IX. Miscellaneous.

The County reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the County considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the County.

The County reserves the right to reject, in whole or in part, any proposal that the County has determined, using the factors and criteria outlined in this RFP, would not be in the best interest of the County.

The County may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.

XI. Partial award/multiple awards.

The County does not anticipate a partial award, or multiple awards of this contract.