Addendum #1 - Questions

RFP Criteria	Vendor questions	Answers
Land record indexing and in-house scanning	Can Ricoh remove the files offsite?	If a new vendor is chosen they will have to work with our current vendor Cott Systems. The files cannot be just moved offsite.
Microfilming (land records and maps)	Are you looking to convert microfilm images for storage in the content management solution?	After recording and scanning the land records, the documents must be periodically microfilmed in accordance with State of Connecticut Public Administration procedures and stored in an approved location.
Map indexing and Imaging		
Foreclosure Property Management registration and in-house scanning	Do you want the registration filled out online in fillable forms or do you anticipate the documents coming in to the department in paper form to be scanned by employees?	No, the registration forms are filed on the land records
Report and index printouts	Are you asking if reports are available from the content management system and if there is the ability to search and print?	Need to print hardcopies of the land recordings, daily indexes - also to do mergers of the indexes.
Audit - Land Records (Additional)	What do you mean by Audit? Are you asking if once the Land Record information is in the content management system, you are able to create searches and gather information for audit purposes?	Staff would index grantor and grantee. Vendor would review and provide feedback in accordance with State Statutes.
Cash Management System	What do you anticipate being purchased within this system?	Software licenses
Property Registration	Are you looking for a form and workflow related to property registration?	no it would be part of the land records
24/7/365 Support		
Software Updates		
Licensing (7 Viewing Licenses - 1 Scanning license); Viewing licenses - 4 staff members; 2 public viewing; 1 Counter and 1 complete scanning license	What documents do you forsee yourself scanning in?	Land Recordings
Subscription based portal internet access to document index and images		
Internet connection requirements		
Training provided		
Microfilm Storage	Are you looking to convert microfilm images for storage in the content management solution?	Yes
Backup and Restoration System		
Description and timeline of transition to your system		
Conversion of data and images held in the current system - including historical archives dating back to 1960		
Dog Registry System	How many unique documents are required per registration? Do you want registration form to be fillable on your town website?	Each dog would need to be registered
Data should be housed in the cloud - vendor to provide copy of SOC report		
Microfilming	Please provide more detail as to how microfilm fits in the future plan.	See above