

## **INVITATION TO RFP**

Sealed RFPs, subject to the conditions contained herein, will be received by the Oneida County Clerk's Office until 4:00 P.M., local time on Thursday December 8, 2016 for:

### **Oneida County Clerk's Office Electronic Document Management System RFP # 2016-183**

Copies of the described RFP may be examined or picked up at no expense at the Oneida County Clerk's Office, or can be reviewed at <http://www.ocgov.net> (public notice section.)

The return envelope must be clearly marked with the RFP # and addressed to the Oneida County Clerk's Office, Sandra J DePerno, 800 Park Ave, Utica, NY 13501.

The owner reserves the right to reject any or all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex, or disability.

Sandra J DePerno  
Oneida County Clerk

Dated: October 25, 2016

**ONEIDA COUNTY CLERK'S OFFICE**  
**ELECTRONIC DOCUMENT MANAGEMENT SYSTEM**  
**REQUESTS FOR PROPOSALS**  
**RFP No. 2016 - 183**

The Oneida County Clerk's Office invites proposals for a robust, state of the art, complete Document Management and Financial Management System. This system must integrate all aspects of the county clerk's office including fee management, records management for both land and court records, along with the ability to accept these records in either a digital format or a paper format and the ability to access this information on the internet and to retain the images for preservation by converting digital images to silver microfilm.

In addition to acting as Clerk of the Supreme and County Courts, Clerk of the County Corporation and recorder and register of all records pertaining to real property in the county, the County Clerk serves as the "treasurer" for the Supreme and County courts as well as collecting and disbursing money to the County, and numerous state and federal agencies. It is imperative that the County Clerk meticulously maintain the financial records of the office. A sound, reliable financial program is essential to this process.

Due to the complexities of the County Clerk's office it is imperative that the vendor have at least one staff member that has had experience working in or for a County Clerk's office.

**RECEIPT OF PROPOSALS**

**Each vendor shall submit a signed original proposal and (3) three copies in a sealed envelope indicating the company's name and the proposal title:**

**ONEIDA COUNTY CLERK'S OFFICE ELECTRONIC DOCUMENT**  
**MANAGEMENT SYSTEM**

**The proposal may be mailed or deliver in person to:**

**Oneida County Clerk's Office**  
**Sandra J. DePerno, County Clerk**  
**5<sup>th</sup> Floor, 800 Park Avenue**  
**Utica NY 13501**

**All proposals must be received by Oneida County Clerk's Office no later than 4:00 PM on Thursday December 8, 2016.**

## **I. FINANCIAL MANAGEMENT**

### **CASHIERING/BANKING**

- All fees collected by the Oneida County Clerk's Office in accordance with New York State and Local Laws must be receipted by the system and disbursed to the appropriate accounts.
- Deposits made shall be documented by the system automatically in a financial log.
- Payments shall be linked by the system to monthly reports in a financial log.
- Checks shall be logged by the system in sequential order and printed with information gathered from each mandatory monthly report.
- The system must allow for additional entries in the financial log for reimbursement checks, etc.
  
- Fees must be receipted by cash, check or credit card.
- Search of payments and fees collected must be enabled by:
  - Date of payment
  - Method of payment
  - Amount of payment
  - Payee
  - Receipt number

### **FINANCIAL REPORTS**

- Fees collected must be accounted for by the system on a daily receipt report
- Fees collected must be disbursed by the system on a daily basis to all reports that are mandated by the state and local laws, including but not limited to the following:
  - Judicial
  - NYSORPS (New York State Office of Real Property Services)
  - Commissioner of Education
  - Bails
  - Fines, Surcharges, DNA , etc
  - Mortgage tax (monthly and semi-annual)
  - Notary
  - Passports
  - Transfer Tax
  - County Treasurer
  - National Passport Agency
- System must have the ability to send these reports electronically.
- System must be flexible enough to add reports as needed at no additional cost.

## **II. DOCUMENT MANAGEMENT**

### **RECORDING/FILING/INDEXING**

- System must have the ability to scan, accept and index documents presented either in paper or in digital format.
- System must have the ability to convert images to a format that is acceptable by the system.
- Scanned/digitized images must have the ability to be indexed, searched and retrieved by:
  - Name
  - Date
  - Document class
  - Recording number, receipt number or index number
- The system must have the ability to scan additional documents at a later date under the previously assigned recording number, receipt number or index number.
- The system must be capable of indexing documents in both a public view method and a confidential method allowing clerks to have access.
- System must have software that will detect a potentially confidential sequence of numbers and alert the clerk of its existence.
- System must have the ability to scan and retain a hidden image viewable only by clerk staff.
- System must have the ability to read, by hand held scanner, a universal barcode, and populate the index screen with the encrypted data.
- System must be able to accept electronic recordings.

### **COURT FILINGS**

- System must have the ability to accept and convert to electronic image an unlimited amount of filings.
- System must have the ability to assign index numbers in a numerically consecutive order.
- System must have the ability to add an unlimited number of docket items under each assigned index number.
- System must have the ability to designate each confidential filing as such, and disable the ability to publicly view the documents.
- System must have the ability to seal from view documents within a previously-designated confidential filing.
- System must have the ability to receive electronic filings from the New York State Court's Electronic Filing (NYSCEF) system.

### **PUBLIC ACCESS PRINTING**

- System must have the ability to establish accounts for customers printing in the County Clerk's Office, as well as printing for the general public from the public access terminals.

### **INTERNET CAPABILITIES**

- Must provide internet access to Public Land and Court records within 24 hours of verification by county clerk staff.
- Internet access must be available 24 hours a day, 7 days a week with a generator back-up in the event of a power failure.
- Internet support for the public will be provided by the vendor.

### **SUPPORT**

- Must provide technical support from 8:00am to 4:30pm, Monday through Friday.
- All upgrades must be included throughout the contract at no additional costs.
- Training is to be provided within one week of installation of the system, and periodically as needed.
- Back- ups must be done at least within 24 hours of data entry. In addition to the on-site server, at least one offsite server with a generator back-up is required.

### **DATA CONVERSION**

- The proposal must include the conversion of all images and data on the current Electronic Document Management System

### **ARCHIVAL PRESERVATION**

- The proposal must include the creation of microfilm from digital images.
- **Vendor must possess its own temperature- and climate-controlled off- site archival storage bunker.**

**COMPATIBILITY WITH COUNTY INFORMATION TECHNOLOGY (IT)  
DEPARTMENT ( CENTRAL SERVICES)**

- Vendor must provide written recommendations from other County's IT Departments regarding the ability to work in coordination with them on issues that may arise concerning services provided by the vendor through the local county network.
- Recommendations should be from other New York State County IT Departments and include name and phone number for each.
- Vendors are required to provide their written Service Level Agreement with the proposal.
- The successful vendor will be required to sign Oneida County's Terms and Conditions for Software as a Service. (Attached)

**EQUIPMENT/HARDWARE/SOFTWARE**

Fifteen (15) Workstations

Each workstation should include:

- Monitor
- PC
- Scanner
- Printer
- Mouse
- Keyboard
- Receipt printer/Check endorser
- Label Maker
- Bar code wand reader

Ten (10) Public Access Stations

Each station should include:

- Monitor
- PC
- Keyboards
- Mouse
- Must integrate with Toshiba printer/copier
- One station with a scanner

### **III. QUOTED PRICE MUST INCLUDE**

- Server licenses
- Data base licenses
- Workstation licenses
- Recording software must included unlimited licensing
- Must have the ability to integrate with county network
- Must be able to incorporate currently used applications (list provided on request)
  
- Must included redaction software for systems publicly accessed
- A minimum of twenty-four (24) hour back-up of information
- Must provide modifications to program per state/local/federal mandates including but not limited to redaction, e-recording and e-filing

*Vendor must support all hardware for the length of the contract and replace as necessary at no additional cost.*