



ADDENDUM #1

August 4, 2021

RFP Title: Land Records Software Consultant

Owner: County of Wake – Melissa England, Procurement

RFP Bid No.: #21-063

The following items provide answers to questions that were submitted before the deadline for RFP #21-063. Wake County answers are in blue.

1. What initiated the need to perform this project at this time?
The County is engaging an RFP Consultant to assist with the preparation of an RFP for the replacement of the Land Records Management System in the Register of Deeds Office.
2. Is there an overall budget that has been established for the project that you are able to share?
The budgeted amount will not be shared at this time.
3. Is there a budgeted amount for the consultant phase of the project that you can share?
The budgeted amount will not be shared at this time.
4. What is the anticipated timeframe in which you wish to initiate the consultant phase of the project?
The County wishes to engage a consultant as soon as possible to begin development of the Land Records Management replacement RFP.
5. Is there a desired timeframe in which you wish to have the following project phases completed to include:
 - a. Current Environment Assessment
 - b. Release of a Land Records Document Recording software RFP
 - c. Negotiation of a contract and SOW with the selected software vendor
 - d. Initiation of the implementation phase of the project
 - e. Complete implementation of the selected software solution
No. However the County wishes to engage a consultant as soon as possible to begin development of the Land Records Management replacement RFP.
6. Have there been any recent studies related to an assessment of the County's current Recording Operations and related software and, if so:
 - a. When was that work performed?
 - b. Who performed that work?
 - c. Can the results of that study be shared?

d. Were the County's current-state processes documented for all of the in-scope areas to be evaluated in the Needs Assessment?

No.

7. What is your expectation as to the performance of the services being performed on-site versus remote/off-site?

It is expected the Current Environment Assessment tasks as defined in the RFP will be performed on-site.

However, the following could be done remote.

- Develop and author the RFP.
- Vendor selection services.
- Contract negotiation services.

8. Is current and future-state process mapping a required component for the Current Environment Assessment?

Consultant should provide appropriate documentation as defined in the Current Environment Assessment section of this RFP.

9. Are you expecting the Consultant to participate in all vendor demonstrations?

Yes, in order to assist Wake County in it's selection.

10. To confirm, you are not expecting the selected Consultant to have any role in the implementation phase of the project. Is that correct?

That is correct. Once the vendor has been selected, ROD IT will take over the Project Management for migration and implementation.

11. Should the application security risk assessment be in line with the NIST Risk Management Framework or some other cybersecurity risk assessment standards?

Yes

12. Are there specific process evaluation deliverables (user stories, process flow visuals, process improvement plan) that the county would like to receive?

Consultant should provide appropriate documentation as defined in the Current Environment Assessment section of this RFP.

13. Would the prospective software be developed using Waterfall or Agile software development methodologies?

Not applicable to the scope of services requested in this RFP.

14. Would the consultant for the proposed work be expected to develop User Acceptance Test requirements as part of the prospective RFP?

No, this should be performed by the software vendor we select, not the RFP Consultant.

15. Will the security assessment extend beyond the specific application (cloud, physical, etc...)?

Yes.

16. Are there currently forums or tools for stakeholder engagement used by the county's Project Management team or would those need to be developed by the consultant?

No, these would need to be developed by the Consultant.

17. Is there a requirement to disclose family members that work for the State government if they don't work for the department being serviced?

No.

18. Is there a desire for the formation of a framework, procedures, and policies to aid in future software evaluations that could be used by the county outside the context of this application?

No.

19. What systems are currently supported for integration with the Land Recording system? Is there a specific list of systems that are expected to be integrated?

There is no specific integration however the Tax Administration Office and GIS have login access to retrieve data, and future integration may be desired.

20. Does the County have any restrictions regarding Vendors who offer Land Records Recording Solutions? Are vendors who offer Land Records Recording solutions precluded or somehow disadvantaged by offering to participate in this RFP Creation and Consulting Services procurement?

The awarded consultant will not be allowed to bid on the Land Records Software solution.

21. Does the County have a specific amount of funds budgeted for this RFP Creation and Consulting Services engagement? Does the County have a specific amount of funds budgeted for the procurement of a new Land Recording System?

The budgeted amount will not be shared at this time.

22. We respectfully request a compilation of questions that other vendors submit and the County's corresponding responses.

This will be posted to the County's website at www.wakegov.com in the form of Addenda #1.

23. When will the contract be awarded?

The County wishes to engage a consultant as soon as possible to begin development of the Land Records Management replacement RFP.

24. How long to you anticipate the project running?

Proposers should provide an estimated schedule for their services based on the scope define in this RFP.

25. Are you requesting a firm fixed price, or cost plus?

Firm fixed price. Please refer to Section 4.5 of the RFP for more detail.

26. Does the County desire Microsoft Visio process diagrams as part of the current environment assessment?

Consultant should provide appropriate documentation as defined in the Current Environment Assessment section of this RFP.

27. Does the County have a budget for this project? If yes, can the amount be shared?

The budgeted amount will not be shared at this time.

28. Does the County desire regular project status updates throughout the project? If yes, what is the desired frequency (e.g., weekly, biweekly, etc.)?

Yes, weekly to start.

28. Does the County have any target dates for key project milestones (e.g., RFP issuance, executed contract with a Land Records Document Recording Software vendor, etc.)?

Proposers should provide an estimated schedule for the services they are proposing based on the scope defined in this RFP.

30. Section 4.4, Client References (pg. 16): In regards to the line, "Please provide a comprehensive client listing with year(s) in which your firm provided services," would the County accept a list narrowed down to applicable services from this RFP, and municipal clients? At the firm-wide level, a comprehensive list would likely be too broad for evaluation purposes. Yes.

31. Is there a timeline for the Current Environment Assessment?

The County wishes to engage a consultant as soon as possible to begin development of the Land Records Management replacement RFP.

32. Is there a timeline for Releasing the RFP?

The County wishes to engage a consultant as soon as possible to begin development of the Land Records Management replacement RFP. Proposers should provide an estimated schedule for the services they are proposing based on the scope defined in this RFP.

33. Is there a deadline for implementing a new system?

We would like to go live with a new vendor as early as July 1, 2022.

34. Volume of land records recordings for 2020

eRecording 242,762

Traditional 32,256

35. Number of staff by area (Land Records):

Cashiers: There are 12 staff who cashier/record documents, scan and eRecord interchangeably.

Scanners: There are 12 staff who cashier/record documents, scan and eRecord interchangeably.

Indexers: 12 dedicated Indexers

eRecording: There are 12 staff who cashier/record documents, scan and eRecord interchangeably.

36. Will there be a Pre-bid conference when the RFP is released to recording vendors? If yes, will the pre-bid conference be onsite or virtual?

It has not been determined whether there will be a pre-bid conference for the RFP. There will not be one to release the RFP, but one could be held later during the RFP process if it is determined necessary by the consultant and Wake County.

37. What Wake County department is responsible for releasing the Land Records Recording RFP?

Register of Deeds