

**Public Notice
Invitation to Bid**

Record Indexing Software

Sealed bids will be received by the Berkeley County Commission at 400 West Stephen Street Suite 201, Martinsburg WV 25401, until Wednesday January 6th 2010 @ 4:00 P.M. Bids received after this time will not be accepted. Bids will be opened and read aloud on January 7th 2010@ 11:00am. Bids shall be for the purchase of Record Indexing Software, Installation & Training for the County Clerk's Office.

Specifications are available on the County website @ www.berkeleycountycomm.org

Sealed envelopes should be clearly marked "***Record Indexing Software BID***"

The County Commission reserves the right, as the interest of Berkeley County may require, to reject any and all bids and to waive any informalities in the requests for proposals and to award the bid in whole or in part for the best interest of the County to the most qualified bidder. Firms owned by women and minorities are encouraged to bid.

By order of

The Berkeley County Commission

Ronald K. Collins, President

Desired Software Features & Functions:

- Fee Collection
 - Indexing System
 - Land Redemption System
 - Marriage Application System
 - Vital Statistics System
 - Public Inquiry System
 - Online Document Inquiry System w/Accounting
 - Document Imaging System
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- ❖ Successful software **MUST** integrate with the current Microsoft Windows 2003/2008 Server Domain environment.

 - ❖ Vendor must provide a complete list of customers currently using the proposed solution. This list must include:
 - Customer Name
 - Contact Person
 - Telephone Number

 - ❖ Vendor must provide total project pricing that **MUST** be broken down into (4) separate dollar amounts:
 - **Software Cost**
 - **Training Costs**
 - **Hardware Cost**
 - This is to include any peripherals necessary to utilize the proposed solution. It should **NOT** include Server Hardware or Operating System. As described above, current environment will be utilized.
 - **Annual Maintenance**
 - This must include all software maintenance and any other charges that Berkeley County could incur relative to the use and support of the proposed software.

 - ❖ Vendor **MUST** convert existing indexing data and images into proposed software

 - ❖ Vendor should include financing options that include 3, 4 & 5 year terms.

 - ❖ The Berkeley County Commission will be the sole owner of any and all information contained in the new systems to include but not limited to indices and images. The vendor will have absolutely no claim whatsoever to this information. In the event the County Clerk's Office desires to extract or export this information, the system should allow for such utilizing open nonproprietary techniques.

- ❖ *Time frame for work completion:* Vendor must provide a schedule for implementation & training. The schedule should include the amount of time expected to complete the project if they are the successful bidder.
- ❖ Technical questions concerning equipment and installation services should be directed to Gary A. Wine, IT Director, at 304-267-5113, Berkeley County Commission IT Department.
- ❖ Billing questions should be directed to Mrs. Marsha Kelley, Director of Finance & Purchasing- Berkeley County Clerk's Office at 304-264-1924.
- ❖ Attached Bid Application Form must be completed in order for the bid to be considered. On Bid Application please provide the total of equipment, installation and training.

BID APPLICATION

Bidder must fill in the information requested below in order for this application to be accepted. Deliver form in sealed envelope marked "Bid Enclosed –PC Equip & Install" to:

Berkeley County Commission
400 West Stephen Street Suite 201
Martinsburg, West Virginia 25401

Bids **must** be received by 4:00 p.m., Wednesday, January 6, 2010. Bids will be opened on Thursday, January 7, 2010, at the Berkeley County Commission meeting, at 11:00 a.m. prevailing time.

Vendors Name and Remittance Address: _____

Vendors Name and Address for all other correspondence if different from remittance: _____

Name of Contact Person: _____

Telephone Number: _____

Total cost to outfit one vehicle: _____

Please include any literature you would like to have considered or you deem as important along with all requested material.

****All lines on this form must be filled in for this application to be considered complete.**

Software Application minimum Field Specifications:

FEE COLLECTION

Ability to collect the following information on all documents for fee purposes:

Description	Additional Information	Comply	Does not Comply
Instrument number	<u>MUST</u> be unique		
Document type			
Name type	i.e. grantor grantee		
First name			
Middle name			
Last name			
Business name			
Name suffix			
Indirect name	DBA		
SSN			
Starting book			
Starting book suffix			
Starting page			
Starting page suffix			
Number of pages			
Ending book			
Ending book suffix			
Ending page			
Ending page suffix			
Valuation			
Recording fee			
SB592 fee	Document preservation fee		
HB4331 fee	Farm land protection fee		
Transfer tax			
Total due			
Check amount			
Check number	At least 10 for multiple transactions		
Cash amount			
A/R amount			
Credit card amount			
Change			
Balance			
A/R account number			
Transaction date			
Transaction time			
Customer first name			
Customer middle name			
Customer last name			
Customer business			
Customer suffix			
Customer address			

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Customer city			
Customer state			
Customer zip code			

Ability to collect the following additional information on all miscellaneous recordings for fee purposes:

Description	Additional Information	Comply	Does not Comply
Hunting stamps			
Fishing stamps			
Copy fees			
Justification			
Miscellaneous fees			

INDEXING SYSTEM

Provide the following functions.

Description	Additional Information	Comply	Does not Comply
Provide chain of title	Link the property account number to each index.		
Provide cross references	Link releases to liens, assignments to liens, correction to corrected documents		
Provide an annotation to the index			

Ability to collect the following information on all name records for indexing purposes:

Description	Additional Information	Comply	Does not Comply
Instrument number	<u>MUST</u> be unique		
Document type			
Name type	i.e. grantor grantee		
First name			
Middle name			
Last name			
Business name			
Name suffix			
Indirect name	DBA		
SSN			

Ability to collect the following information on all document records for indexing purposes:

Description	Additional Information	Comply	Does not Comply
Instrument number	<u>MUST</u> be unique		
Document type			
Transaction date			
Transaction time			

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Book number			
Book suffix			
Page number			
Page suffix			
Legal description	<u>MUST</u> be at least 1000 characters		

Ability to collect the following additional information records for indexing purposes:

Description	Additional Information	Comply	Does not Comply
Map number	Unlimited per instrument		
Map suffix	Unlimited per instrument		
Parcel number	Unlimited per instrument		
Parcel suffix	Unlimited per instrument		
Property account number	Unlimited per instrument		
District	Unlimited per instrument		
Subdivision	Unlimited per instrument		
Location	Unlimited per instrument		

Ability to collect the following additional information on UCC records for indexing purposes:

Description	Additional Information	Comply	Does not Comply
UCC file number			
UCC description			

Ability to collect the following additional information on Transfer records for indexing purposes:

Description	Additional Information	Comply	Does not Comply
District number			
District name			
New tax ticket information	Name, in care of, address 1, address 2, city, state, zip, consideration, additional map and parcels, split indicator, and a 500 character transfer description.		

Ability to collect and print a separate Certificate of Transfer in duplicate on pre-printed forms for the Tax Assessor's Office with the following information:

Description	Additional Information	Comply	Does not Comply
Date Recorded			
Deed Book, Page Number			
District			
Grantors/ Grantees			
Character of Interest Conveyed			
Original Quantity			
Part Conveyed			
Exceptions and Reservations			

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Original Remarks			
County Clerk's Facsimile Signature	Clerk of the County Court, Berkeley County, West Virginia		

DOCUMENT IMAGING SYSTEM (SCANNING)

<i>Description</i>	<i>Additional Information</i>	<i>Comply</i>	<i>Does not Comply</i>
MUST interface directly into proposed Indexing System			
MUST be capable of adjusting workflow (front end scanning, back end scanning)			
Scan entire book			
Print book from scanned pages			
Use ISIS drivers			
Add document			
Delete document			
Insert pages			
Delete pages			
Duplex even or odd pages in a book			
Adjustable image cleanup	Multiple levels of cleanup desired		
Image deskew			
Zoom	Up to 600% zoom level desired		
Rotate 90 and 180 degrees			
Invert image			
Adjust viewing	Best fit, fit width, fit page		
Full page OCR			
OCR/Indexing comparison of original document			
Barcode recognition			

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Proposal **MUST** include cost of conversion of existing Indexing and image archiving system currently being used in the Berkeley County Clerk's Office.

LAND REDEMPTION

Ability to collect the following information for land redemption purposes:

Description	Additional Information	Comply	Does not Comply
Tax year sold			
Tax ticket number			
Tax ticket suffix			
Tax district			
Certificate of sale number			
Date sold			
Date redeemed			
Sale amount			
Tax amount			
Next years tax amount			
Next year ticket number			
Next years ticket suffix			
Next years date paid			
Preparation fees			
Redemption notice fees			
Certified mail cost			
Publication fees			
Title exam fee			
Title exam interest			
Date exam paid			
Redemption cost			
Total interest			
Redemption amount			
Tax name one			
Tax name two			
In care of			
Tax address			
Tax city			
Tax state			
Tax zip Code			
Purchaser first name			
Purchaser middle name			
Purchaser last name			
Purchaser suffix			
Purchaser business			
Purchaser address			
Purchaser city			
Purchaser state			
Purchaser zip code			

Land Redemption Software Specifications (continued):

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Description	Additional Information	Comply	Does not Comply
Redeemer first name			
Redeemer middle name			
Redeemer last name			
Redeemer suffix			
Redeemer business			
Redeemer address			
Redeemer city			
Redeemer state			
Redeemer zip code			
Deed document type			
Deed book number			
Deed book suffix			
Deed page number			
Deed page suffix			
Deed map number			
Deed map suffix			
Deed parcel number			
Deed parcel suffix			
Deed transaction date			
Deed legal description			
Tax deed document type			
Tax deed book number			
Tax deed book suffix			
Tax deed page number			
Tax deed page suffix			
Tax deed map number			
Tax deed map suffix			
Tax deed parcel number			
Tax deed parcel suffix			
Tax deed transaction date			
Tax deed legal description			
Tax deed recording fee			
Transaction date			
Notice to redeem first name			
Notice to redeem middle name			
Notice to redeem last name			
Notice to redeem Suffix			
Notice to redeem business			
Notice to redeem description one			
Notice to redeem description two			
Notice to redeem description three			
Notice to redeem address			
Notice to redeem City			

COUNTY CLERK INDEXING SOFTWARE RFP

Notice to redeem state			
Notice to redeem zip code			
Type of notice one			
Type of notice two			
Type of notice three			
Return notice one			
Return notice two			
Return notice three			

MARRIAGE APPLICATION

Ability to collect the following information for marriage application purposes:

Description	Additional Information	Comply	Does not Comply
Application number			
Application date			
Following Groom & Bride information			
First name			
Middle name			
Last name			
Suffix			
SSN			
Date of birth			
Age			
Evidence of age			
Birth city			
Birth state			
Birth country			
Relationship to other party			
Sex			
Race			
Years of school			
Years of college			
Marriage number			
Previous marital status			
Previous status Finalized			
Father first name			
Father middle name			
Father last name			
Father suffix			
Father birth city			
Father birth state			
Father birth country			
Mother first name			
Mother middle name			
Mother last name			
Mother suffix			
Mother birth city			

COUNTY CLERK INDEXING SOFTWARE RFP

Mother birth state			
Mother birth country			
Current address			
Current address Two			
Current city			
Current state			
Current zip			
Current country			
Digitized signature			

VITAL STATISTICS

MARRIAGE VITAL STATISTICS

Ability to collect the following information for marriage record purposes:

Description	Additional Information	Comply	Does not Comply
Instrument number			
Transaction date			
Date of marriage			
Book number			
Book suffix			
Page number			
Page suffix			
Officiate title			
Officiate first name			
Officiate middle name			
Officiate last name			
Officiate suffix			
Place of marriage			
Place address			
Place city			
Place state			
Place zip code			
County of marriage			
Following Groom & Bride information			
First name			
Middle name			
Last name			
Suffix			
SSN			
Date of birth			
Age			
Sex			
Previous status			
Birth city			
Birth state			
Birth country			

COUNTY CLERK INDEXING SOFTWARE RFP

Father first name			
Father middle name			
Father last name			
Father suffix			
Father birth city			
Father birth state			
Father birth country			
Mother first name			
Mother middle name			
Mother maiden name			
Mother suffix			
Mother birth city			
Mother birth state			
Mother birth country			
Current address			
Current address two			
Current city			
Current state			
Current zip			
Current country			
Digitized signature			

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BIRTH VITAL STATISTICS

Ability to collect the following information for birth record purposes:

Description	Additional Information	Comply	Does not Comply
Instrument number			
Transaction date			
First name			
Middle name			
Last name			
Suffix			
SSN			
Date of birth			
Sex			
Amended date			
Book number			
Book suffix			
Page number			
Page suffix			
Doctor first name			
Doctor middle name			
Doctor last name			
Doctor suffix			
Hospital			
Hospital address one			
Hospital address two			
Hospital city			
Hospital state			
Hospital zip code			
Mother first name			
Mother middle name			
Mother maiden name			
Mother suffix			
Mother birth date			
Mother age			
Mother birth city			
Mother birth state			
Mother birth county			
Mother birth country			
Mother current address			
Mother current address two			
Mother current city			
Mother current state			
Mother current zip code			
Father first name			
Father middle name			
Father last name			
Father suffix			

COUNTY CLERK INDEXING SOFTWARE RFP

Father birth date			
Father age			
Father birth city			
Father birth state			
Father birth county			
Father birth country			
Father current address			
Father current address two			
Father current city			
Father current state			
Father current zip code			

DEATH VITAL STATISTICS

Ability to collect the following information for death record purposes:

Description	Additional Information	Comply	Does not Comply
Instrument number			
Transaction date			
First name			
Middle name			
Last name			
Suffix			
SSN			
Date of birth			
Age			
Sex			
Book number			
Book suffix			
Page number			
Page suffix			
Occupation			
Employer name			
Address one			
Address two			
City			
State			
Zip Code			
Marital status			
Spouse first name			
Spouse middle name			
Spouse last name			
Spouse suffix			
Mother first name			
Mother middle name			
Mother maiden name			
Mother suffix			
Father first name			
Father middle name			

COUNTY CLERK INDEXING SOFTWARE RFP

Father last name			
Father suffix			
Decedent birth place			
Birth city			
Birth state			
Birth county			
Birth country			
Decedent death place			
Death city			
Death state			
Death county			
Death country			

PUBLIC INQUIRY

Ability to provide the following public inquiry features:

Description	Additional Information	Comply	Does not Comply
Perform a search by name	Search by business name or individual		
Perform nonspecific search	Search records regardless of character spacing and punctuation		
Perform book and page search			
Provide chain of title search	Search all owners of a specific property		
Provide search by document type	This search should be performed by using a specific document type and name		
Provide search by index			
Provide a chain of title			
Provide a date range search			
Provide free text search			
Search cross references	Match releases to liens, assignments to liens, correction to corrected documents		
List annotations to the index	These should be listed in date order		
Provide a daily fee book			
Show all other parties to an index			
Instrument number			
Transaction date			
Transaction time			
Document type			
Name type	i.e. grantor, grantee		
Book number			
Book suffix			
Page number			
Page suffix			
First name			
Middle name			
Last name			

COUNTY CLERK INDEXING SOFTWARE RFP

Suffix			
Business name			
Legal description			
Sort by date			
Sort by document type			
Sort by name type			
Sort by book and page			
Sort by name			
Print an index search			

ONLINE DOCUMENT INQUIRY SYSTEM w/Integrated Accounting

Description	Additional Information	Comply	Does not Comply
<u>MUST</u> have simple interface			
<u>MUST</u> not have case sensitivity in searching			
<u>MUST</u> have automatic wildcard capabilities			
Search by date			
Search by document type			
Search by index			
Search by name			
<u>MUST</u> have capabilities to easily view documents			
View all parties on a document			
View book and page			
View map and parcel			
Legal description			
Date recorded			
Sort by date			
Sort by document type			
Sort by book and page			
Sort by name			

COUNTY CLERK INDEXING SOFTWARE RFP

Sort by instrument number			
Zoom in/out	Multiple levels desired		
Page image	Next page, previous page		
Invert image			
Fit width			
Fit height			
Rotate 90 and 180 degrees			
Prevent image copying	Prevent from saving or writing image to disk		
Prevent image capturing			
Prevent printing	Unauthorized printing		
A/R printing ability			
Escrow account billing			
Online accounts for printing			