

Request for Proposals/Information for a Land Records Management System
Town of Canton, CT

The Town Clerk's office of the Town of Canton (Town) is seeking proposals/information for a Land Records Management Systems (LRMS) to support the existing and future land record management needs of the Town Clerk's office beginning July 1, 2011.

The proposed LRMS should include information about, but not be limited to, the following hardware, software, training and support needs of the office of the Town Clerk:

- Land Record Indexing and in-house Scanning
- Vital Records Indexing and in-house Scanning
- Trade Names Indexing and in-house Scanning
- Military Discharge Indexing and in-house Scanning
- Map Indexing
- Dog Registry System
- 24/7/365 Support
- Auditing
- Software Updates
- Licensing
- Binders and archival paper
- Backup & Restoration System
- All furnished hardware for input, scanning and internal office public access
- Report printouts
- All associated one-time and monthly fees
- Contract Term
- Subscription based portal/internet access to document index and images
- Internet connection requirements
- Training provided
- Microfilm storage
- Description and timeline of transition to your system
- Conversion of data and images held in the current system
- Listing of current Connecticut customers (reference names & contact information)

Land Record Document volume over the years has been:

| | |
|--------------|------|
| FY2001-2002 | 3224 |
| FY2002-2003 | 4222 |
| FY2003-2004 | 4125 |
| FY2004-2005 | 3186 |
| FY2005-2006 | 2928 |
| FY2006-2007 | 2668 |
| FY2007-2008 | 2415 |
| FY2008-2009 | 2145 |
| FY 2009-2010 | 2120 |

The Town is seeking an initial contract for three (3) years followed by two (2) 12-month renewal options at adjusted rates not to exceed the applicable Consumer Price Index. The rate schedule will be in the form of an annual sum broken down into monthly and per document payments. The Town owns all data and data will be returned to the Town in a mutually agreed upon format following termination or cancellation of the contract.

Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by the Town to reimburse any vendor for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by the Town, or for participating in any selection interviews. It is the vendor's responsibility to check the Town's web page for any modifications to the RFP.

Submission of any proposal indicates acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

The Town reserves the right to reject any and all proposals in whole or in part, to waive any and all informalities and to disregard all non-conforming, non-responsive, or conditional proposals.

The Town may award a contract based upon the proposals received, without discussion of such proposals with Vendors. Each proposal should, therefore, be submitted in the most favorable terms the Vendor can make to the Town. The Town of Canton does, however, reserve the right to request additional data or an oral presentation in support of the written proposal. Submission of a proposal does not automatically qualify a Vendor for a presentation. The Town reserves the right to negotiate with all qualified Vendors.

All information submitted as part of this Request for Proposals will undergo a comprehensive evaluation by the Town. Each vendor shall submit a proposal signed by an official authorized to bind the firm to its provisions. Each proposal must include a statement that the proposal remains valid for a period of at least one hundred fifty (150) days from the date of its submission. The original, signed proposal and one copy in a sealed envelope indicating the company's name and

the proposal title are required. Proposals are requested to be in the following format:

1. Executive Summary
2. Company Synopsis
3. Proposed Application Software and Computing Environment
4. Hardware Synopsis
5. Implementation of Support and Training
6. Maintenance Program
7. List of CT Municipalities which you are contracted to perform services for
8. Fee Proposal Summary in the following format:

| | Option One Cost Per Document | Option Two Monthly Flat Rate |
|--------------------|---------------------------------|---------------------------------|
| 7/1/2011-6/30/2012 | | |
| 7/1/2012-6/30/2013 | | |
| 7/1/2013-6/30/2014 | | |

Name of Responding Vendor: _____

Address of Responding Vendor: _____

Name of Authorized Agent: _____

Signature of Authorized Agent: _____

Date of Signature: _____

Respondents with questions regarding this RFP may contact Linda Smith, Town Clerk, via email only at lsmith@townofcantonct.org.

Proposals must be received in the Office of the Town Clerk, Canton Town Hall, 4 Market Street, PO Box 168, Collinsville, CT by 12:00 noon local time on October 27, 2010.