REQUEST FOR INFORMATION
RFI #25-0040
RECORDS MANAGEMENT SOFTWARE FOR THE CLERK TRANSFER RECORD

May 13, 2025

This is a **Request for Information (RFI)** and it is neither a Request for Bid (RFB) nor a Request for Proposal (RFP). This request is for information and planning purposes and shall not be construed as a solicitation or as any kind of obligation on the part of Sedgwick County. A solicitation for services has not been developed yet, so please do not request a copy of a solicitation at this time. This Request for Information (RFI) is intended to gain information from providers regarding the services described in this document. Providers may also be contacted to discuss their responses.

Any information collected through this RFI process may or may not be used in the future to develop a solicitation for proposals or bids. Providing a response to Sedgwick County does not in any way give an advantage to any particular provider.

Sedgwick County will not award a contract on the basis of responses nor otherwise pay for the preparation of any information submitted or the county's use of such information from this request. Sedgwick County will not critique responses and the RFI should not be used by interested parties to market their products/services. Proprietary information is not being solicited; however, if proprietary information is submitted it will be subject to open records statutes. Responses will be separated from and have no bearing on subsequent evaluations of proposals submitted in response to any resulting RFB or RFP process.

Firms interested in submitting an e-mail response should do so by or before **Tuesday, June 17, 2025 by 5:00 PM CDT** to Lee Barrier at Lee.Barrier@sedgwick.gov. Late responses will not be accepted.

Sincerely,

Lee Barrier, NIGP-CPP
Senior Purchasing Agent

LB/ch

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I.   About this Document

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II.   Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 508,000 persons. It is the 16th largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the county is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

The Sedgwick County Clerk is responsible for recording all real estate transfers within the county. The Clerk's Office ensures that transfers are properly recorded in the Clerk Transfer Record for taxation purposes. In recent years, the Register of Deeds (ROD) and the Clerk have utilized an in-house system called RMS to record documents and to maintain recent transfer records and associated documents. The RMS database contained the RODRMS module, which housed the ROD tables, and had all the necessary ROD functionality (receipting e.g.). The ClerkRMS module houses the Clerk Transfer Record tables and has all the necessary Clerk functionality to maintain the Clerk Transfer Record. Property conveyance documents recorded in RODRMS would flow to the ClerkRMS module. RODRMS was the primary records management system (RMS) for the ROD, and ClerkRMS is the primary records management system for the County Clerk.

In February 2025, the ROD ceased using RODRMS and switched to a new solution called Fidlar AVID. The change of systems by the ROD affected how the Clerk's Office integrates with the ROD system, processes court records associated with properties, and maintains the Clerk Transfer Record. To accommodate these changes, IT staff and the Clerk's Office worked together to modify RMS and create an interface to accommodate the needs of the ClerkRMS module. The interface includes the ability to import property conveyance documents processed by the ROD, import SVQ documents, and remove punctuation from subdivision and party names.

As it currently operates, Clerk RMS provides the required Clerk Transfer Record and documentation process for the Clerk's Office. With that in mind, the system has limitations. The ability for the Clerk's Office to scan and attach court case documents received from the 18th Judicial District Court, add/delete Clerk RMS users, view documents without redaction, and delete documents from Clerk RMS requires intervention by IT Development staff through a request of the Clerk's Office. Additionally, the system only has the transfer record for recent real estate transactions. The 'Historical' transfer record is stored in a separate database, as is the 'Legacy' transfer record. A new system would provide the opportunity to store new and historical/legacy Clerk Transfer Records in the same database. It is also anticipated that a new system would streamline processes such as pinning and scanned document imports which are currently performed via manual processes.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide a records management systems software. The following objectives have been identified for this contract:

1. Acquire a software solution meeting the parameters, conditions and mandatory requirements presented in the document.
2. Establish contract pricing for maintenance, support and professional service hours with the vendor that has the best proven "track-record" in performance, service and customer satisfaction.
3. Acquire a software solution with the most advantageous overall cost to the county.

IV. Scope of Work

This request is looking for technology solutions to provide a records management software for the Clerk Transfer Record. The Clerk's Office has four (4) primary Clerk RMS functions – indexing documents in the Clerk Transfer Record, creating and maintaining subdivisions (plats), entering court cases, and document retrieval (searching for docs).

Mandatory Project Requirements

- Ability to receive property conveyance documents from Fidlar AVID
- Ability to generate a work queue with all property conveyance documents received from Fidlar AVID
  - Work queue should be filterable by either date range or document ID range
- Ability to index documents in a work queue with an easy-to-follow workflow
  - Fields for PIN, AIN, geocode, and legal description with no character limit
  - Interface with Aumentum to populate AIN, geocode, and legal description once PIN is entered
  - Contain 'odd, even, or both' options when entering lots
  - Ability to enter information for first lot on deed, then increment parcel info for remaining lots
  - OCR content on deed images with guarantee of accuracy including ability to snip/copy language from an image for entry into the system
  - Ability to run spell check on legal descriptions
  - Once document is indexed with parcel info, have ability to 'post' document removing it from queue
- Ability to create/maintain subdivisions, including lot and block information
  - In a process very similar to above, have the ability to add first lot and increment parcel info for remaining lots
- Ability to create new court case documents
  - Built-in document ID validation checks
  - New court case documents go into work queue
  - Ability to attach scanned image of court case to document
  - Ability to edit document ID
  - Ability to delete documents
- Robust Reporting Capabilities which include at a minimum the following reports
  - Transfer Record report which has all documents from selected date range and must include the PIN number(s) indexed for each document
  - Performance report which shows how many PINs each staff member has posted during selected date range
  - Daily Recorded Document report which shows how many documents were recorded per day for selected date range, for both court cases and non-court cases, with totals at the end for both
  - Ability to export reports (Excel, PDF, Word)
- Ability to search for documents
  - Search results can be viewed in both condensed and expanded forms
  - Ability to open documents directly from the results screen and print
  - Ability sort, filter, print, email, search for text, and export (Excel, PDF, Word) search results

Desirable Project Requirements

- Ability to stop searches

Architecture and IT Standards

If product proposed is vendor/cloud hosted:

Preferably written in HTML 5, not requiring Java, Reader, or Flash needs (vulnerable 3rd party apps) - if any, always the latest version.

Vendor should provide a list of client requirements.

Vendor should indicate data requirements - data growth rate per year (database size, attachments, binaries, backup sizes, etc…). How does this impact costs and services?

Vendor should list client application deployment methods (please include how these applications will be updated).

Vendor should list any included backup and recovery capabilities, objectives and estimated timelines.

Vendor should provide secure connections to data and be compliant with any regulatory requirements such as HIPAA, CJIS, and PCI requirements.

Vendor should include interface diagram and security specifics.

If not answered in previous question please list authentication and security methods for access to the system and system data:

If a hosted solution, Sedgwick County should retain access to data should contracts terminate, the data remains the property of Sedgwick County.

If On Premise (county servers):

The software needs to be able to be supported on current technology standards and future / modern OS releases. Does this system stay up to date with modern software updates -- such as Windows OS or SQL versioning to the latest versions?

If web based, preferably written in HTML 5, not requiring Java, Reader, or Flash needs (vulnerable 3rd party apps) - if any, always the latest version.

Environment and Platforms for on-Premise:
- Install on latest version of Windows -- Windows 2012R2 or newer, 64 bit.
- If web based, browser compatible with Internet Explorer 11+, or other modern browsers.
- If not proprietary or internal database - Latest version of SQL Server Supported (minimum 64bit 2012)
- VMWare 5.5+ compatible and supported.
- Application can be centrally managed:
  - Updates to app
  - Patches to operating system it is on
  - Microsoft Active Directory member
  - Ability to manage through Group Policy
  - If thick client, client can be deployed with minimal configuration needs, fully packaged in .MSI or other sustainable deployable method.

Vendor should list Server and Client resource requirements (CPU, Memory, and Disk Space)

Vendor should indicate data requirements - data growth rate per year (database size, attachments, binaries, backup sizes, etc…).

Vendor should indicate server and application update practices (Include the answers to how to patch the application on the client and server).

Vendor should list network connection requirements.

Vendor should list client application deployment methods (please include how these applications will be updated).

Vendor should list System External Interface requirements (Please include an interface diagram) – Is there any remote connection into the on Premise system needed for support?

If not addressed in previous response, vendor should list authentication and security methods for access to the system and system data.

Vendor should indicate backup methods recommended - any incompatibilities with backup systems on the market?

Software should be compatible with modern antivirus clients (list any needed exceptions or known problems)?

Vendor should list any firewall and security considerations or exceptions needed?

Vendor should list any database or software license needs, purchased outside of this request.

Project Status Reporting

Weekly written status reports shall be submitted to the Department Project Manager. These status reports should outline:

- Overall summarization of the project progress;
- Deliverables achieved;
- Deliverables remaining, progress, and expected delivery on each; and
- Issues and concerns affecting specific deliverables and the project schedule or any other aspect of the project.)

Acceptance Testing

The vendor will work with the department to create an acceptance testing plan. Both parties shall agree to the plan in writing and the plan must be completed prior to county acceptance of the solution.

Documentation

The vendor shall provide system documentation (written or electronic) to the department.

User Training

Describe any training to be provided by the Vendor:

- Identify who and how many resources require training.
- Identify the timing of the training.
- Indicate if training is to be provided at the Department's site or off site.
  - If on-site training is required indicate if the Vendor will be required to deliver training at multiple locations or at one central location.
- Identify location of training facilities.
- Describe the equipment and software to be provided at the training facility.
- Identify any required content for training materials to be provided to trainees.
- Identify any experience/skill requirements for the individual(s) delivering the training.

A.   Request for Information Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7258 to confirm any and all dates.

Distribution of Request for Information to interested parties	May 13, 2025
Questions and Clarifications submitted in writing	June 3, 2025
Questions Answered	June 10, 2025
Request for Information due Date on or before	June 17, 2025

V.   Required Response Content

Responses shall be submitted using the suggested format as follows:

Part A – Introduce Your Organization

Please tell us who you are and provide your contact information. Who owns your organization? What is your level of interest?

Part B – Capabilities and Experience

Does your organization have the appropriate experience and capabilities to address the county's requirements?

Part C – Comments on the Scope of Work

Please provide details regarding all items listed and provide any additional information that would distinguish your organization in addressing the needs of the county in providing a software solution.

Part D – Responses to the Following Questions

Please respond to the following questions and provide additional information pertinent to this RFI:

- What different approaches do you recommend besides what is listed in the Scope of Work that you have found to be effective?
- [Identify the data that you will report on a monthly, quarterly and annual basis to Sedgwick County to measure performance and outcomes.]
- Do you have suggestions that would allow the county to gain the most innovative solution while minimizing the overall cost?
- What suggestions do you have that would make this a successful operation?
- How would you attract and maintain customers utilizing your product?
- What product options would you provide?
- What is your approach to problem solving?
- Provide examples of agencies or customers currently using any referenced product.

SUBMITTALS are due **NO LATER THAN Tuesday, June 17, 2025 by 5:00 PM CDT**.