ADDENDUM #2
RFI #25-0040
RECORDS MANAGEMENT SOFTWARE FOR THE CLERK TRANSFER RECORD

June 20, 2025

The following is to ensure that vendors have complete information prior to submitting a Request for Information. Here are some clarifications regarding the RFI for Records Management Software for the Clerk Transfer Record:

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

The timeline for RFI 25-0040 has been revised:

RFI responses will now be due Tuesday, July 1, 2025, by 1:45 pm CDT.

1. **Is Fidlar AVID installed on premise or is it hosted in cloud?**
   Cloud though it also requires a fat client to be installed on each computer.

2. **Are you expecting the proposed solution to interface directly with Fidlar AVID to "pull" the documents over or can Fidlar "push" the required documents to the proposed solution?**
   Preferably Push. Fidlar has a system called Monarch that is currently being used to push information to an API created by Sedgwick County.

3. **Are the conveyance documents all in the same format or are they unique depending on who provides them?**
   Unique.

4. **What information is available on the conveyance documents? PIN? AIN? Geocode? Legal Description?**
   Legal is the only requirement for our process BUT we add the rest ourselves.

5. **Are there any fields that the Clerk wishes to index that do not appear on the conveyance documents?**
   PIN, AIN, & Geocode.

6. **Can we get samples of "typical" conveyance documents?**
   That could be arranged.

7. **Are we correct in assuming that documents that do not require a conveyance, like Release/Assignment of Mortgage, do not come to the Clerk?**

Yes and no. Some do and some do not. It depends on the document type and what the document does.

Indexing

8. **Does Fidlar have any limitation on character length for PIN, AIN, geocode?**

Fidlar does not currently use or store that info.

9. **What value are you storing for geocode? Just longitude/latitude or are you storing another value?**

Neither. Our geocodes look like this ➔ *A-12345 and MO-CH-1503-1-1.*

10. **Is Aumentum installed on-premises or in the cloud?**

Cloud.

11. **Does Aumentum provide web service calls or API capability to retrieve AIN, geocode, and legal description? If not, would it be acceptable to get a batch file exported from Aumentum on a nightly basis?**

Yes. When we enter the PIN in RMS, the AIN, geocode, and legal description fields are auto populated.

12. **Can you expand on this requirement or provide examples: Contain odd, even, or both' options when entering lots?**

We have legal description that are 'Lots 1-3-5-7' which is only the odd numbered lots. We also have 'Lots 2-4-6-8', which are only even, and 'Lots 1-10', which are both. When we are indexing, we choose Odd, Even, or Both based on the legal on the deed.

13. **Is the information for parcel/lot information contained on the conveyance documents?**

Yes. Platted parcels will have lot information. Typically, a legal will be 'Lot 1 Block A Sedgwick County Add'. Unplatted parcels do not have lots, blocks, or additions. Most deeds do not contain parcel info such as PIN, AIN, or geocode.

14. **Would it be acceptable to provide full text search capability in place of "snip/copy" functionality to populate Legal Description?**

Probably not. We are required by statute to enter the legal as it is presented on the deed. We copy what is on the deed and paste it into RMS if it doesn't match what we have in Aumentum. A full text search doesn't sound like it would meet that statutory requirement.

15. **What document(s) would trigger the creation of subdivisions?**

Only new plats create subdivisions.

16. **What type(s) of documents are you looking to create for court cases? Can you provide examples of those documents?**

The doc type for court cases are DIST.CV, DIST.DM, & DIST.PR, for civil, divorce, & probate docs, respectively. Yes, we can provide examples.

Robust Reporting Capabilities

17. **Do you have examples of these reports from your existing system?**
    Yes.

18. **Do you currently use any third-party reporting tools with the current system or elsewhere in the county?**
    No.

Searching

19. **Can you explain what you mean when you say "viewed in both condensed and expanded forms"?**
    When we run a search, the results has a tab for condensed and a tab for expanded. The condensed view displays results in a single line view. You can view the first "line" of the document but you are unable to see all of the GTOR/GTEE's, legal description, etc. This view will allow you to see many more rows of deeds than the expanded view allows. The expanded view displays results in a multi-line view. You can see all of the "lines" of the document containing GTOR/GTEE's, legal description, etc., but less rows of deeds are visible. The expanded view also allows us to filter our results with a 'Select' column with check boxes on the left side of the results screen.

Misc. Items

20. **Can you provide the approved budget range for this project?**
    No. There is no planned budget at this time.

21. **Are you currently or have you in the past 12 months worked with a service provider for delivery of similar services? If so, please provide their name and a copy of the agreement.**
    No.

22. **Have you worked with a third-party service provider to help prepare this RFI? If so, can you please share their information with us?**
    No.

Firms interested in submitting a ***Request for Information*** must respond with complete information and **deliver on or before 1:45 pm *CDT, Tuesday July 1, 2025.*** Late responses will not be accepted and will not receive consideration for final award.

"PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE RFP RESPONSE PAGE."

Lee Barrier

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