



County of Aroostook
REQUEST FOR QUALIFICATIONS (RFQ)
Northern and Southern Registry of Deeds Management Systems

The County of Aroostook is soliciting qualifications for registry of deeds management systems and services. For additional information, and qualification specifications, contact the County Commissioners' Office at (207) 493-3318 or visit our website at <http://www.arostook.me.us> under the proposals section to acquire qualification specification documents.

Qualifications package must be sealed and marked **"Deeds Qualifications – Do Not Open"** and must be received at the County Commissioners' Office no later than 4:30 p.m., Thursday, May 16, 2019. Qualifications packages shall be opened at 10:00 a.m., May 17, 2019, at a public qualification opening in the administrative hearing room on the lower level of the Caribou Courthouse, 144 Sweden Street, Caribou, Maine 04736.

Please submit qualifications to:

Ryan D. Pelletier
County Administrator
144 Sweden Street, Suite 1
Caribou, Maine 04736
(207) 493-3318

The County Commissioners reserve the right to accept or reject any or all qualification information.

County of Aroostook
Request for Qualifications
Registry of Deeds Records Management Systems

Existing Conditions

The County of Aroostook has two (2) independently operated Registry of Deeds Offices. One (1) in Fort Kent, Maine and one (1) in Houlton, Maine. The existing electronics at both locations are one (1) each IBM 520 server system with backup tape drive.

- Work Stations

The Fort Kent Office has three (3) Windows based work stations for employee work; one (1) Windows based search station for public use and one (1) Windows based engineering work station for plans and maps.

The Houlton Office has four (4) Windows based work stations for employee work; three (3) Windows based search stations for public use. Engineering plans and map work are shared with one of the employee work stations.

- Printers and Scanners

Both locations have networked laser jet printers for day to day use and high capacity printing for deed book production. Fort Kent Office has three (3) and the Houlton Office has two (2).

Both locations have one (1) each network wide format copier/scanner for plans and maps.

Both locations have one (1) each high capacity document scanner for the scanning of deeds.

Both locations have two (2) each imprinters for deed/document stamping of book, page, date and time.

Both locations have two (2) each check scanners for the purposed of electronic deposits.

- Online

Both locations provide services online. To view existing online services, go to:

<https://aroostookdeedsnorth.com> and <https://aroostookdeessouth.com>

Existing Network Backbone

Network backbone for the Southern Registry of Deeds, 26 Court Street, Houlton, Maine 04730 has a sixty (60) megabyte per second (MBPS) synchronous connection; user network interface (UNI) access and port, ethernet dedicated internet access (E-DIA), emulated local area network (E-LAN) and voice over internet protocol (VoIP).

Network backbone for the Northern Registry of Deeds, 22 Hall Street, Fort Kent, Maine 04743 has a thirty (30) megabyte per second (MBPS) synchronous connection; user network interface (UNI) access and port, ethernet dedicated internet access (E-DIA), emulated local area network (E-LAN) and voice over internet protocol (VoIP).

Location

The County of Aroostook has two physical locations for the Registry of Deeds. These facilities are located at opposite ends of Aroostook County. Deeds South is located in the Superior Court House in Houlton, Maine and Deeds North is located in a stand alone building on the second floor located on Hall Street in Fort Kent. The intent is for the two offices to continue to work and operate as independent facilities, however, it is the goal of the County to build a system that in the future can easily be adapted to work seamlessly in relationship to software and document access.

Statement of Qualifications Content

In order to help review submissions, The County of Aroostook requires that all Statement of Qualifications be organized in accordance with the following format:

1. Title page;
2. Table of Contents;
3. Letter of introduction (Include information on firm's capacity to provide goods and perform services);
4. Firm's experience in registry of deeds records management systems;
5. Firm's approach to implementing and managing deeds management systems under general laws related to deed management and storage;
6. Firm's experience with deed management hardware (provide information on what hardware the firm has available);
7. Firm's experience with deed management software (provide detailed information on what software the firm has available);
8. Firm's experience with data and image conversion;

9. Provide detailed information on the different levels of system support the firm offers;
10. Provide detailed information on the different levels of system security the firm offers;
11. Provide detailed information on the different levels of system backup the firm offers;
12. Provide detailed information on the different levels of disaster recovery the firm offers;
13. Provide detailed information on the recording method that the firm's software uses;
14. Provide detailed information on E-recording the firm offers;
15. Provide detailed information on indexing the firm offers;
16. Provide detailed information on changes journal the firm offers;
17. Provide detailed information on public search the firm offers;
18. Provide detailed information on redaction of personal information the firm offers;
19. Provide detailed information on microfilming that the firm offers per compliance with Maine statutes;
20. Provide detailed information on book production the firm offers;
21. Provide detailed information on deed websites the firm offers;
22. Provide detailed information on town transfers the firm offers;
23. Provide detailed information on plans and wide-format scan/copy the firm offers;
24. Provide a list of wide area network, local area network, internet and bandwidth requirements to support goods and services.
25. Provided names, addresses, phone numbers and email addresses of at least three (3) persons who can attest to your reliability, goods and services of the firm, the hardware, the software and the operation of the systems as a whole. (Indicate where the features as a whole can be reviewed.)
26. Provide any additional relevant information that is not listed in this statement of qualifications content and label it "additional information".

RFQ Intent

1. The intent of this request for qualifications is for the Owner to determine a number of suitable firms that have the ability to meet the needs of deed management for the County of Aroostook and NOT to enter into an agreement for goods and services.