

**LOUISIANA CLERKS' REMOTE ACCESS AUTHORITY**  
**Request for Qualifications and Proposals**  
**For Recording Software Integration and Related Services**  
**June 4, 2018**  
**INQUIRIES AND RESPONSES**

<b>INQUIRY RECEIVED</b>	<b>RESPONSE POSTED</b>	<b>INQUIRY</b>	<b>RESPONSE</b>
06/08/2018 @ 9:58 AM	06/15/2018	1. Is it the intent of LCRAA to build an eRecording portal for all vendors to submit to all Parishes in the state?	<p>The RFQ&amp;P requires development of software to integrate the custom Recording Software with data and images recorded and maintained by Clerk participants relative to land records, document management, and accounting, (RFQ&amp;P, p.1, §1.0, ¶1).</p> <p>The software is not to be restricted only to eRecording. The software shall also include recording and indexing processes, (RFQ&amp;P, pp.2-3, §3.0).</p> <p>Clerks of Court should be able to continue using third party eRecording software, if desired, (RFQ&amp;P, p. 1, §1.0, ¶ 1 and 3).</p>
06/08/2018 @ 9:58 AM	06/15/2018	2. Currently LCRAA association is voluntary- Will this solution be mandated to all Clerks?	Use of the Recording Software by LCRAA participants is voluntary at this time, (RFQ&P, p. 1, §1.0, ¶ 2).
06/08/2018 @ 9:58 AM	06/15/2018	3. How does this affect current Parishes that are already accepting documents for eRecording?	Solution should allow LCRAA participants to continue using third party eRecording software, if desired.
06/08/2018 @ 9:58 AM	06/15/2018	4. Will Parishes that do not utilize the Jefferson Parish software still be able to accept documents via this solution?	Selected contractor is not required to develop Integration Software for parishes which do not elect to utilize the Recording Software. (RFQ&P, p. 2, §2.0, ¶3).

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06/08/2018 @ 2:10 PM	06/15/2018	1. Please describe the desired integration level with the additional land record system providers?	Selected contractor will not be required to provide integration with land record system providers. Recording Software will need to integrate data and images from other land record systems.
06/08/2018 @ 2:10 PM	06/15/2018	2. Is integration desired between the Jefferson system and the portal?	Selected contractor will not be required to provide Integration Software for the Office of the Jefferson Parish Clerk of Court.
06/08/2018 @ 2:10 PM	06/15/2018	3. Is the integration desired with the other land record systems and the portal?	Selected contractor will not be required to provide integration with other land record system providers. Recording Software will need to integrate data and images from other land record systems.

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06/08/2018 @ 2:10 PM	06/15/2018	4. Phase 1 is described as integration for offices of the Clerks of Ascension, Rapides, and St. Tammany Parish's. Are you requesting the integration of these parish's land record systems to the portal? Or is it installation/training/support of the Jefferson land record system into these parishes?	Selected contractor will be required to:  A. Provide software to allow each Clerk of Court Office to access Recording Software through the Portal;  B. Integrate the Recording Software with other software in use in the Clerk of Court Office which need to interact with recorded documents;  C. Convert the existing indices and images of recorded documents with Recording Software;  D. Provide training and support of the Recording software, (RFQ&P, pp.2-3, §3.0).
06/08/2018 @ 2:10 PM	06/15/2018	5. You ask for contractor to provide equipment. What equipment do you anticipate? Is this equipment to operate the Jefferson parish land record system at each site? Equipment for the portal?	Selected contractor shall provide any equipment necessary to:  A. Develop integration software; B. Convert existing recorded documents; C. Provide support and training for Recording Software; and D. For hosted solution, if included in proposal, (RFQ&P, pp.2-3, §3.0).

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06/08/2018 @ 2:10 PM	06/15/2018 REVISED 06/25/2018	<p>6. Exhibit D for pricing only describes the conversion at two Parishes.</p> <p>a) Do you want pricing to install/train at these sites?</p> <p>b) Equipment?</p> <p>c) If so, how many users at each site? Public terminals?</p>	<p>Exhibit D lists current equipment for 2 parishes. Proposals should include pricing for conversion at the 3 initial parishes and method of calculating cost of conversion for additional parishes.</p> <p>a) Pricing is required for training and support of the Recording Software, (RFQ&amp;P, p. 3, §3.0).</p> <p>b) Pricing is not needed for equipment or hardware for clerks' offices.</p> <p>c) The number of users at each site varies. Typically, parishes with larger populations have more users and more public terminals.</p>
06/08/2018 @ 2:10 PM	06/15/2018	7. Do you anticipate a direct purchase or hourly rates?	LCRAA seeks ownership of all source codes developed pursuant to contract and perpetual use of any proprietary software used by Selected contractor. Any portion of the proposal including hourly rates shall include estimated number of hours for work.
06/08/2018 @ 2:10 PM	06/15/2018	8. Are you currently charging for access/certified copies from public search?	Clerks of Court charge for access, printing and certified copies. The ability to charge for these services shall be included in the software.
06/08/2018 @ 2:10 PM	06/15/2018	9. Is a revenue share pricing model acceptable?	The RFQ&P does not require a particular pricing model. A revenue share pricing model should be explained in detail, (RFQ&P, p. 11, §9.0(G) and Exhibit C).
06/13/2018 @ 8:09 AM	06/15/2018	1. There is a reference to attached exhibits (B, C, D) that we do not see attached. Are they available?	See <a href="http://laclerksofcourt.org">http://laclerksofcourt.org</a>

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06/13/2018 @ 8:09 AM	06/15/2018 REVISED 06/25/2018	2. Exhibit D apparently are specifications related to Ascension Parish clerk. Are similar specifications available for the other required parishes of Rapides and St Tammany?	Exhibit D includes specifications for Ascension and Rapides. See Addendum No. 1 to RFQ&P, Exhibit D Rev. 06/25/2018.
06/13/2018 @ 8:09 AM	06/15/2018 REVISED 06/21/2018	3. It is stated that the contractor must provide hosting of the application. Does this include the SQL-Server running the recording software, the MS-Word applications and Leadtools applications?	Selected contractor shall host Recording Software.
06/13/2018 @ 12:20 PM	06/15/2018	1. The RFP requests that this product “integrates with the software currently in use by the participants”. What is the technology, programming environment, database type currently being used by each client? Are they all the same?	<p>The RFQ&amp;P requires development of software to integrate the custom recording software used by Jefferson Parish with data and images recorded and maintained by Clerk participants relative to land records, document management, and accounting, (RFQ&amp;P, p.1, §1.0, ¶1)</p> <p>Clerk participants currently use various software provided by Cott Systems, Software and Services LLC, Grids, Delta, Alliance Renewable and various other in-house software, (Exhibit A).</p>

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06/13/ 2018 @ 12:20 PM	06/15/2018	2. It is confusing that the intended product will import all indexes from the current LCRAA database, while also expected to integrate to the existing applications being used by participants. Please explain the need to import index data if the existing software at the client is continuing to be used.	LCRAA database references were provided to give information regarding volume of records. Existing software references are to software which interacts with Recording Software, i.e. accounting software.
06/13/ 2018 @ 12:20 PM	06/15/2018	3. Are the costs of modifications to the applications currently installed at the client to be a responsibility of the contractor, or will they be paid by the participating clerk or by LCRAA?	The cost to modify and integrate existing applications is expected to be included in the proposals.
06/13/ 2018 @ 12:20 PM	06/15/2018	4. If customizations (Change orders) are requested by each new participant, must this be included in the original contract, or will those customizations be paid by the participating clerk of by LCRAA?	Any change order shall be approved by a committee designated by LCRAA prior to any customization completed for an individual Clerk participant.  LCRAA intends for the software to provide as much uniformity as possible amongst Clerk participants.
06/13/2018 @ 3:20 PM	06/15/2018	1. Does LCRAA envision the Recording Software operating only in the cloud (hosted services) with the exception of onsite scanning systems?	Proposals must meet the minimum requirements of the RFQ&P. The RFQ&P does not limit the solution to hosted services.  Proposers should give available options for Integration Software with pricing for each option.

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06/13/2018 @ 3:20 PM	06/15/2018	2. Is it the intent of LCRAA to replace the existing Recording Software at the specified Parishes (Ascension, Rapides and St. Tammany) with the Jefferson Parish Software or a developed software solution with equivalent functionality?	LCRAA's intent is to make the Recording Software available for use by Clerk participants, (RFQ&P, p. 1, §1.0, ¶ 1 and 3).  Phase I of the project includes Ascension, Rapides, and St. Tammany Parish Clerks of Court, which intend to replace their current software with the Recording Software as soon as possible, (RFQ&P, p. 2, §2.0, ¶ 3).
06/13/2018 @ 3:20 PM	06/15/2018	3. What are the desired backup requirements?	Back-up requirements must be sufficient to preserve all indices, images and related records in a manner desired by each Clerk of Court using the Recording Software.
06/13/2018 @ 3:20 PM	06/15/2018	4. Is it expected that the selected vendor will provide training across all parish staff or can the vendor "train a designated trainer" for each parish land office?	The RFQ&P does not limit the type of training. Proposer should give available training options and pricing for each option.
06/13/2018 @ 3:20 PM	06/15/2018	5. What are the typical number of scanners needed at each parish / parish office location?	The number of scanners varies per parish. Typically, parishes with larger populations have more staff and a higher volume of recordings.
06/13/2018 @ 3:20 PM	06/15/2018	6. Who would be responsible for providing the imaging hardware or support existing imaging hardware at each participating parish site?	Each Clerk of Court will be responsible for providing the imaging hardware or support for existing imaging hardware for each site.

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06/13/2018 @ 3:20 PM	06/15/2018 REVISED 06/25/2018	7. What is the current hardware used for recording intake/scanning at Ascension, Rapides, and St. Tammany?	Ascension - 1025c and 1027c Panasonic scanners.  Rapides – fi-7160 Fujitsu scanner.  St. Tammany - Fujitsu FI Series (current FI-6670 being replaced with FI-7180) scanners.
06/13/2018 @ 3:20 PM	06/15/2018	8. Does the application source code provided to LCRAA work with the existing hardware at the identified parish sites?	The source codes for the Recording Software will be provided to the selected contractor after execution of the contract.  The RFQ&P requires development of Integration Software for Clerks of Court to utilize Recording Software (application source code) to integrate and convert data and images relative to land records, document management, and accounting (“Integration Software”), – (RFQ&P, p. 1, ¶ 1 and p. 2 §3.0).
06/13/2018 @ 3:20 PM	06/15/2018	9. What scanning equipment is in use at Jefferson Parish? Will the Ascension, Rapides, St. Tammany equipment work with the Jefferson program?	Jefferson Parish Clerk of Court uses Fujitsu FI Series (FI-7180 and FI-7280) scanners.



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06/13/2018 @ 3:20 PM	06/15/2018	11. What are the required image formats to produce the historical document over time – meaning is there a predetermined resolution, color sample, file format/type that the software must provide for both daily business and/or legal representation? If so, are the clerk's open to recommended changes to meet industry standards?	The RFQ&P does not specify the type of image format. Proposer should provide detailed descriptions of available options for formatting and pricing for each option. Proposals may include recommendations to meet industry standards.
06/13/2018 @ 3:20 PM	06/15/2018 REVISED 06/21/2018	12. When originals are scanned, what is the format of the original – meaning is it always a letter, or could it be legal, A4, carbon or non-standard paper, have post-it notes attached to it, has highlighted or annotated information on the document?	Recording Software must be able to accommodate various formats of originals.

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06/13/2018 @ 3:20 PM	06/15/2018	13. What is the volume per day that a clerk should be able to accommodate for day-forward scanning – meaning, how often will the system be used to create the digital record within the system?	<i>Ascension Parish</i> – 1820 records/monthly (est.) <i>Rapides Parish</i> – 1520 records/monthly (est.) <i>St. Tammany Parish</i> – 3470 records/monthly (est.)  See also, RFQ&P, p. 1, ¶ 6 – p. 2, ¶ 1 – 3 relative to total recordings.
06/13/2018 @ 3:20 PM	06/15/2018	14. Once the original document has been scanned, what is the expected timeframe for the image to be searchable within the system – meaning, from scan, the image will need to proceed through a workflow to include accuracy check, ensuring the document is legible, approving the document, etc. prior to being searchable?	Once the original document has been scanned, the image should be searchable as soon as possible; however, if there are multiple processing options, each option should be described in detail including pricing for each option.
06/13/2018 @ 3:20 PM	06/15/2018	15. Is OCR or MICR technology required for the image processing workflow – meaning is it desired by the clerks to scan for textual information in order to help prepare the digital information that represents the document and used for searching of said document(s)?	Proposer should include detailed descriptions of any options and/or recommendations regarding industry standards and best practices relative to usage of OCR or MICR technology.  Proposer should provide pricing for each option.
06/13/2018 @ 3:20 PM	06/15/2018	16. What is the designated budget for the project?	The project is expected to be a multi-year project. The budget for the entire project has not been established.

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06/13/2018 @ 3:20 PM	06/15/2018	17. No Cost Proposal grid or desired format for cost response was provided. Do you have a format that you would like proposers to follow?	Proposers should prepare a detailed cost proposal delineating all applicable fees and costs.
06/13/2018 @ 3:20 PM	06/15/2018	18. Is there a designated payment process solution or can the selected vendor use/recommend a qualified payment processing partner?	Payments will be processed by each Clerk of Court; however. Proposers may recommend a qualified payment processing partner. Payment processor selection must comply with all applicable laws.
06/13/2018 @ 3:20 PM	06/15/2018	19. On page 4 – the RFQ&P response requests “an electronic copy on a CD-ROM in PDF format.” Would it be acceptable to provide this on a USB drive? Is only one electronic copy needed or is one required to be included with each printed copy (one original and ten copies)?	One electronic copy must be provided and may be submitted on a CD-ROM or 3.0 USB drive in PDF format.
06/13/2018 @ 3:20 PM	06/15/2018	20. On page 9, Section 9.0 FORMAT FOR RESPONSES – the RFP response requests “Submissions must be bound and printed on 8.5” x 11” paper.” Does LCRAA prefer the response provided in a spiral bound form or is 3 ring notebook binder acceptable?	Three ring binders are acceptable.
06/13/2018 @ 3:20 PM	06/15/2018	21. Is a user manual or additional technical documentation available from LCRAA for the custom Recording Software source code used by Jefferson Parish?	No user manual or additional technical documentation is available for the Recording Software.

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06/13/2018 @ 3:20 PM	06/15/2018 REVISED 06/21/2018	22. Is it possible for a demonstration of the current Jefferson Parish custom Recording Software or the ability to review the source code?	The Jefferson Parish Clerk of Court will host a voluntary pre-proposal demo on Thursday, June 28, 2018 at 9:30-11:30 am at General Government Building, 200 Derbigny St, Suite 5600, Gretna, LA 70053. Each proposer may send up to 2 representatives. Proposers should RSVP with names of representatives by 5:00 pm on 6/27/2018.
06/13/2018 @ 3:20 PM	06/15/2018	23. Is there a desired timeline for the implementation of the first Parish (Ascension)?	Proposers should include a timeline for implementation for each of the first three parishes.  See also, RFQ&P, p. 8, §7.0 – Evaluation Criteria; Proposed project schedule and completion date.
06/13/2018 @ 3:20 PM	06/15/2018	24. Would LCRAA consider other bonding type arrangements that would protect LCRAA in a similar fashion?	LCRAA will consider other bonding or security arrangement which provides the same protection to LCRAA.
06/13/2018 @ 3:20 PM	06/15/2018	25. Some versions of the 3 <sup>rd</sup> party software listed on page 6 of the RFP are not currently available for licensing and new versions are not compatible with the technology listed. How would you like us to address that?	The versions of 3 <sup>rd</sup> Party software indicated are for informational purposes only and are not required to be used in the software to be developed.  Proposers should provide detailed descriptions of available options and pricing for each option.

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06/13/2018 @ 3:20 PM	06/15/2018	26. Will the current software providers for LCRAA/LA Clerks of Court Association and the various clerks/parishes be allowed to bid on this RFP?	Any provider who does not have a conflict as defined by the Louisiana Code of Ethics can submit a statement of qualifications and proposal, (RFQ&P, p. 8 – 9 § 8.0).
06/13/2018 @ 3:20 PM	06/15/2018 REVISED 06/21/2018	27. As per Section D on page 7 of the RFP, we understand that LCRAA wants to own the source code for the application that is developed. If we use our own proprietary framework for the project to insure secure access, scalability and a lower cost of development, can we continue to use our framework on our own future projects outside of the Clerks LCRAA Recording Software project?	A proprietary framework may be used by the selected contractor; however, LCRAA must be granted a perpetual license to use the proprietary software and any enhancements to proprietary software necessary to adapt to changes in technology, to meet additional legal requirements and to improve functionality.
06/13/2018 @ 3:20 PM	06/15/2018 REVISED 06/21/2018	28. Will Jefferson Parish personnel, currently responsible for supporting and maintaining the software referenced on page 6 - 6.0 B Integration Requirements - be available for discussions during the response preparation period (before July 6 <sup>th</sup> )?	Proposers are requested not to communicate with Jefferson Parish personnel except at the demonstration to be hosted on Thursday, June 28, 2018 at 9:30 – 11:30 am at General Government Building, 200 Derbigny St, Suite 5600, Gretna, LA 70053. Each proposer may send up to 2 representatives. Proposers should RSVP with names of representatives by 5:00 pm on 6/27/2018.

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06/13/2018 @ 3:20 PM	06/15/2018	29. What laws and/or regulations govern the land record recording process that will need to be adhered to by the solution requested in this RFP?	All Louisiana laws applicable to recordation, indexing and maintaining land records must be adhered to. Additionally, the selected contractor may be requested to enhance the Integration Software and Recording Software as necessary to adapt to changes in legal requirements, technology advances, or to improve functionality, (RFQ&P, p.2, §3.0, ¶2 and RFQ&P, p.4, §6.0).
06/13/2018 @ 3:20 PM	06/15/2018	30. What specific processes and functionality are included in the “equivalent functionality to Recording Software” referenced in Paragraph 4 section 1.0 Introduction on page 1.	The Recording Software shall meet the minimum requirements described in the RFQ&P and shall meet or exceed the specifications of the Recording Software in all technical aspects.
06/13/2018 @ 3:20 PM	06/15/2018	31. What are the “programs currently used by various Clerks of Court to record land records, for document management and for accounting” referenced in paragraph 4 section 1.0 Introduction on page 1, that this new solution is to integrate with?	Cott Systems, Software and Services LLC, Grids, Delta, Alliance Renewable and various other custom software, (Exhibit A).

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06/13/2018 @ 3:20 PM	06/15/2018	32. On page 3, section 3.0 Procurement Process Requirements, the first bullet references “Integration Software”, “Recording Software”, and “existing software for each Participant”. Can you define each of these and the scope of functionality provided by each?	<p><u>Integration Software</u> – Custom software meant to integrate the Recording Software with the data and images maintained and recorded by Clerks of Court, (RFQ&amp;P, p.1, §1.0, ¶1).</p> <p><u>Recording Software</u> – Custom software meant for use by Clerk participants to record documents within their offices and for use by registered users to record electronic documents through secure remote internet access via links on the LCRAA Portal, (RFQ&amp;P, p.1, §1.0, ¶3).</p> <p><u>“Existing System for Each Participant”</u> – Various existing programs utilized by each Clerk participant to record and maintain data and images, maintain documents and for accounting, (RFQ&amp;P, p.1, §2.0, ¶2).</p>

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<p>Submitted 06/13/2018 @ 1:07 PM</p> <p>Received 06/18/2018 @ 2:52 PM</p>	06/21/2018	<p>1. Regarding the first sentence on p. 1 of the RFQ&amp;P where it states, "... software to integrate the custom recording software used by Jefferson Parish with programs currently used by various Clerks of Court..."</p> <p>a) Does LCRAA mean to say that the Contractor must write software to <u>migrate</u> data from software used by various Clerks of Court <u>into</u> the Jefferson Parish recording software?</p> <p>b) If there is to be ongoing actual <u>integration</u> with software in use by the clerks after they are recording in the Jefferson Parish software, please explain what integrations LCRAA is expecting with the various Clerks' legacy recording platforms.</p>	<p>a) Selected proposer must migrate/convert the legacy data and images recorded and maintained by each Clerk, prior to use of Recording Software, (RFQ&amp;P, pp. 2-3, §3.0).</p> <p>b) The Recording Software must be integrated with land records, document management, and accounting software used by Clerks, (RFQ&amp;P, p.1, §1.0, ¶1).</p>
<p>Submitted 06/13/2018 @ 1:07 PM</p> <p>Received 06/18/2018 @ 2:52 PM</p>	06/21/2018	<p>2. Is the Jefferson Parish Clerk of Court considered to be a Participant for purposes of this RFQ&amp;P?</p>	<p>The RFQ&amp;P does not seek any services related to the Office of the Jefferson Parish Clerk of Court.</p>



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Submitted 06/13/2018 @ 1:07 PM  Received 06/18/2018 @ 2:52 PM	06/21/2018	3. Is Jefferson Parish's recording software copyrighted?	LCRAA will provide the source code for Recording Software to the selected proposer for use only for the purpose of performing services pursuant to this RFQ&P, (RFQ&P, p. 1, §1.0, ¶4 and p. 7, §6.0(D)).
Submitted 06/13/2018 @ 1:07 PM  Received 06/18/2018 @ 2:52 PM	06/21/2018	4. What are the legal requirements for contractor to use Jefferson Parish's software?	LCRAA will provide the necessary source code to the selected Proposer for use only for the purpose of this RFQ&P, (RFQ&P, p. 1, §1.0, ¶4 and p. 7, §6.0(D)).
Submitted 06/13/2018 @ 1:07 PM  Received 06/18/2018 @ 2:52 PM	06/21/2018	5. What is LCRAA's understanding as to the viability/life expectancy of the Jefferson Parish Recording software given the fact that much of the code is over 20 years old?	LCRAA seeks to use Recording Software as necessary to function with technology advances, to accommodate changes in legal requirements and to improve functionality for as long as possible.  The selected Proposer may be requested to enhance the software as necessary to adapt to technology advances, (RFQ&P, p. 2, §3.0, ¶ 2).

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Submitted 06/13/2018 @ 1:07 PM  Received 06/18/2018 @ 2:52 PM	06/21/2018	6. Can the Jefferson Parish Recording Software in its current form be hosted in the Cloud?	The Jefferson Parish Recording Software in its current form can be hosted in the Cloud.
Submitted 06/13/2018 @ 1:07 PM Received 06/18/2018 @ 2:52 PM	06/21/2018 REVISED 06/25/18	7. LCRAA provided technical information for Rapides and Ascension Parishes in Exhibit D. Can you please provide the same information for St. Tammany Parish?	See Addendum No. 1 to RFQ&P, Exhibit D Rev. 06/25/2018.
Submitted 06/13/2018 @ 1:07 PM Received 06/18/2018 @ 2:52 PM	06/21/2018	8. Since the first three parishes will be migrated one at a time and they have different database architectures, will proposers be allowed to provide a separate estimated date of completion for each parish?	Proposals should include the anticipated timeframe for completion for each of the three identified parishes. The RFQ&P Evaluation Criteria includes "Proposed project schedule and completion date," (RFQ&P, p. 8, §7.0).

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<p>Submitted 06/13/2018 @ 1:07 PM</p> <p>Received 06/18/2018 @ 2:52 PM</p>	<p>06/21/2018</p>	<p>9. Section 3.0 on p. 2 of the RFQ&amp;P states, “to develop usable financial reporting including credit card and other forms of electronic payment capabilities for recording by registered users;”</p> <p>a) What defines “usable”, and specifically what data elements are desired for the reports?</p> <p>b) What about sorting and grouping?</p> <p>c) Will LCRAA provide report definitions and layouts?</p>	<p>a) LCRAA and the 3 identified parishes will work with the selected contractor to provide data elements to coincide with accounting software and other software in use by the Clerks. Reports must include data elements agreed upon by LCRAA and the selected proposer necessary for Clerks to properly apply payments and to produce financial records.</p> <p>b) Sorting and grouping must be specific to the payment processor.</p> <p>c) LCRAA and the 3 identified parishes will work with the selected proposer to develop report definitions and layouts.</p>
<p>Submitted 06/13/2018 @ 1:07 PM</p> <p>Received 06/18/2018 @ 2:52 PM</p>	<p>06/21/2018</p>	<p>10. Regarding section 3.0 on p. 2,</p> <p>a) What are the other forms of electronic payments desired?</p> <p>b) To what are these payments related?</p>	<p>a) Proposals should identify all forms of electronic payments which could be accepted and the cost of each.</p> <p>b) Payments are related to fees for recording land records, printing land records, searching land record images, and/or electronic certification of land records.</p>

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Submitted 06/13/2018 @ 1:07 PM  Received 06/18/2018 @ 2:52 PM	06/21/2018	11. The 1 <sup>st</sup> paragraph of page 6 of the RFQ&P states, "Contractor shall be responsible for all initial and recurring costs required for hosting..." Please expand on what LCRAA's expectations are for "hosting".	Proposers should provide detailed descriptions of available options for hosting, maintaining and supporting the Recording Software. LCRAA's expectations are for services which meet or exceed industry standards and employ best practices.
Submitted 06/13/2018 @ 1:07 PM  Received 06/18/ 2018 @ 2:52 PM	06/21/2018	12. The 3 <sup>rd</sup> sentence/paragraph on p. 6 section B of the RFQ&P states that, "Contractor shall migrate Participants' indices currently on the LCRAA website." To where and to what do the indices need to be migrated?	Selected proposer shall migrate existing indices and linked images from the Clerk's existing system to the Recording Software, (RFQ&P, pp. 2-3, §3.0).
Submitted 06/13/2018 @ 1:07 PM  Received 06/18/2018 @ 2:52 PM	06/21/2018	13. Regarding p. 6 Section B of the RFQ&P under E-recording Intake where it states, "(3 <sup>rd</sup> party software not included in source codes to be provided by LCRAA)," Is the Contractor expected to supply and re-write the software with LEAD Tools Raster Image version 20 (which is current version) and supply all future licenses?	The versions of 3 <sup>rd</sup> party software are listed for informational purposes only and are not required to be used in the Integration Software.  Proposers should provide detailed descriptions of available options and pricing for each option.

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Submitted 06/13/2018 @ 1:07 PM Received 06/18/ 2018 @ 2:52 PM	06/21/2018	14. Is the Contractor to assume the upgrade of all applications to current versions of 3 <sup>rd</sup> party tools/controls?	The versions of 3 <sup>rd</sup> Party software used by Jefferson Parish was provided for informational purposes only.  Proposers should provide detailed descriptions of available options and pricing for each option.
Submitted 06/13/2018 @ 1:07 PM  Received 06/18/ 2018 @ 2:52 PM	06/21/2018	15. In the first paragraph of section D on page 7 of the RFQ&P it states “Contractor shall agree not to use any information provided to Contractor by LCRAA or any program created under the Contract for the benefit of any party other than LCRAA.”  If a Contractor elects to propose an already existing recording platform instead of the Jefferson Parish recording platform, are they precluded from selling or licensing that in the open market in the future?	If the selected proposer uses an existing recording platform, the cost of perpetual use of the recording platform and of any enhancements which may become necessary to adapt to changes in legal requirements, technology advances or to improve functionality must be included in the cost proposal. The selected proposer would not be precluded from selling or licensing any existing recording platform.  The selected proposer may be requested to enhance the Integration Software and Recording Software as necessary to adapt to changes in legal requirements, technology advances, or to improve functionality, (RFQ&P, p.2, §3.0, ¶2 and RFQ&P, p.4, §6.0).
Submitted 06/13/2018 @ 1:07 PM  Received 06/18/2018 @ 2:52 PM	06/21/2018	16. The 2 <sup>nd</sup> paragraph of Section E on p. 10 of the RFQ&P states, “Respondent must submit proof of ability to secure the performance bond...” please define what acceptable “proof of ability” consists of relative to a performance bond.	Proposers shall demonstrate “proof of ability” by submission of written verification from a broker or surety stating proposer is eligible for bonding in the amount of the proposal plus 6 months operation, (RFQ&P, Exhibit C, Article 11.1).

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Submitted 06/13/2018 @ 1:07 PM Received 06/18/2018 @ 2:52 PM	06/21/2018	17. The 5 <sup>th</sup> bullet on p. 11 of the RFQ&P states, "Adaptability of solution to facilitate access of other records maintained by Participants." Please explain exactly what other records and what type of access to which you are referring.	The RFQ&P requires development of Integration Software with data and images recorded and maintained by Clerk participants relative to land records, document management, and accounting, (RFQ&P, p.1, §1.0, ¶1 and p.8, §7.0).

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<p>Submitted 06/13/2018 @ 1:07 PM</p> <p>Received 06/18/2018 @ 2:52 PM</p>	<p>06/21/2018</p>	<p>The Intake / Counter module is written with software and widgets that are for the most part unsupported and may be difficult to obtain and install on modern operating systems created to be used on Windows XP, which is no longer supported by Microsoft and cannot be protected from viruses and cyber attackers. The following four questions relate to this topic:</p> <p>18. Is the expectation to use that module even though it may soon become totally incompatible with newer versions of Windows?</p> <p>19&amp;20. How does LCRAA propose the Contractor build a development workstation, support, further develop, and compile software that is using Active Reports 2.0 or using Infragistics Data Widgets 3.x libraries if it does not already have it or the original media?</p> <p>21. What is LCRAA's expectation on reuse of existing Intake/Counter application with the assumption that it cannot be modified in any way with respect to a Clerk other than Jefferson Parish?</p>	<p>18. The versions of 3<sup>rd</sup> Party software used by Jefferson Parish Clerk of Court were listed for informational purposes only and are not required to be used in the Integration Software to be developed.</p> <p>19&amp;20. Proposers should provide detailed descriptions of available options and pricing for each option.</p> <p>21. Proposers should provide detailed descriptions of available options for Intake/Counter application and pricing for each option.</p>

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Submitted 06/13/2018 @ 1:07 PM  Received 06/18/2018 @ 2:52 PM	06/21/2018	23. Section 13.4 on p. 8 of the sample contract states, "CONTRACTOR shall deliver to LCRAA all code, programs and software necessary for the Statewide Portal to function."  a) How can the Contractor comply if they are not the Contractor who is currently running the Statewide Portal?  b) Who operates the Statewide Portal now?	a) The final contract will read "CONTRACTOR shall deliver to LCRAA all code, programs, operating manuals and software necessary to operate and maintain Integration Software and Recording Software.  b) The Statewide Portal was developed and is maintained by Antares Technology Solutions.



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Submitted 06/08/2018 @ 3:36 PM  Received 06/25/2018 @ 12:36 PM	06/27/2018	1. Who created the statewide portal?	The Statewide Portal was developed and is maintained by Antares Technology Solutions.
Submitted 06/08/2018 @ 3:36 PM  Received 06/25/2018 @ 12:36 PM	6/27/2018	2. Our understanding is that you desire to use the custom software currently used by the Jefferson Parish Clerk's office and want software developed that will integrate the custom software from Jefferson Parish and each new participant. Is this understanding correct? If not, please explain.	LCRAA desires to make the Recording Software available for use by Clerks, RFQ&P, p.1, §1.0, ¶ 3. Contractor should develop Integration Software for the specified clerk, migrate existing electronic indices and link images to the Recording Software, RFQ&P, p.2, §3.0, ¶1.
Submitted 06/08/2018 @ 3:36 PM  Received 06/25/2018 @ 12:36 PM	6/27/2018	3. We also understand that you would consider custom software that is similar to the current recording software used in Jefferson Parish, as long as it integrates as needed with participating offices.	Proposers may elect to develop software with equivalent functionality to Recording Software, (RFQ&P, p. 1, §1.0, ¶4).

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<p>Submitted 06/08/2018 @ 3:36 PM</p> <p>Received 06/25/2018 @ 12:36 PM</p>	<p>6/27/2018</p>	<p>4. a) Who created the custom recording software in Jefferson Parish?</p> <p>b) What technologies were used to create this solution?</p>	<p>a) Parish Clerk of Court's staff and contractors. The original recording cash register was developed by Not Rocket Science, Inc.</p> <p>b) The recording software has 4 components:</p> <ol style="list-style-type: none"> <li>1. Intake (Visual Basic 6 application used to charge and clock documents filed at the counter)</li> <li>2. Scanning (Visual Basic 6 application used to scan documents filed at the counter; developed by Lenz Data Systems)</li> <li>3. Indexing (ASP – server side JavaScript used to index names, cancel documents, and reporting)</li> <li>4. E-Recording Intake (.Net 4.0 WinForms used to process e-filed recordings)               <ol style="list-style-type: none"> <li>a. Web E-Recording (ASP – server side JavaScript used to provide a browser user interface to submit e-recordings)</li> <li>b. Web E-Recording API (.Net 4.0 MVC used to allow national e-recording companies like SimpliFile to submit e-recordings)</li> </ol> </li> </ol>

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		c) How is this solution currently being hosted?  d) If this solution is being provided by a separate commercial vendor, how would we host this software?	c) All of the applications are self-hosted (SQL Server 2014, IIS 7).  d) The Recording Software is not provided by a commercial vendor.
Submitted 06/08/2018 @ 3:36 PM  Received 06/25/2018 @ 12:36 PM	6/27/2018	5. Do you know the database architecture for Rapides?	See Addendum #3, Exhibit D.
Submitted 06/08/2018 @ 3:36 PM  Received 06/25/2018 @ 12:36 PM	6/27/2018	6. Do you have any technical requirements for the integration software?	Contractor shall design, develop, and maintain software to integrate the Recording Program with the software currently in use by Clerk participants, (RFQ&P, p. 6, §6.0(B)).  Proposals should give available options for Integration Software with pricing for each option.

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<p>Submitted 06/08/2018 @ 3:36 PM</p> <p>Received 06/25/2018 @ 12:36 PM</p>	<p>6/27/2018</p>	<p>7. What technologies is the source code that will be provided?</p>	<p>The recording software has 4 components:</p> <ol style="list-style-type: none"> <li>1. Intake (Visual Basic 6 application used to charge and clock documents filed at the counter)</li> <li>2. Scanning (Visual Basic 6 application used to scan documents filed at the counter; developed by Lenz Data Systems)</li> <li>3. Indexing (ASP – server side JavaScript used to index names, cancel documents, and reporting)</li> <li>4. E-Recording Intake (.Net 4.0 WinForms used to process e-filed recordings)               <ol style="list-style-type: none"> <li>a. Web E-Recording (ASP – server side JavaScript used to provide a browser user interface to submit e-recordings)</li> <li>b. Web E-Recording API (.Net 4.0 MVC used to allow national e-recording companies like SimpliFile to submit e-recordings)</li> </ol> </li> </ol>
<p>Submitted 06/08/2018 @ 3:36 PM</p> <p>Received 06/25/2018 @ 12:36 PM</p>	<p>6/27/2018</p>	<p>8. Do you have a budget allocated for this specified effort?</p>	<p>The budget for this project has not been determined. It has not been determined how many Clerks will require Integration Software, (RFQ&amp;P, p. 2, §2.0).</p>

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Submitted 06/08/2018 @ 3:36 PM  Received 06/25/2018 @ 12:36 PM	6/27/2018	9. Do you have a preferred payment gateway? If not, are you looking for a recommendation?	Payments will be processed by each Clerk of Court. Proposers may recommend a payment gateway. Payment gateway selection must comply with all applicable laws.
Submitted 06/08/2018 @ 3:36 PM  Received 06/25/2018 @ 12:36 PM	6/27/2018	10. How many reports are to be created for this effort?	LCRAA and the participating Clerks will work with the selected proposer to develop report definitions and layouts, to determine the number of reports required, to ensure proper application of payments, and to produce financial records. [See Inquiries and Responses, p. 19, #9]
Submitted 06/08/2018 @ 3:36 PM  Received 06/25/2018 @ 12:36 PM	6/27/2018	11. Is the E-recording API an API to the custom recording software used in Jefferson Parish? If not, please explain.	The E-recording API provides only a public interface to submit and retrieve e-recorded documents. The API does not allow any other functionality into the recording system.