

STATE OF HAWAII

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
INFORMATION AND COMMUNICATION SERVICES DIVISION

HONOLULU, HAWAII

May 12, 1999

ADDENDUM 2

TO

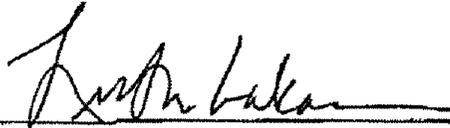
RFP NO. ICS-FY-99-052

SERVICES TO DEVELOP AND IMPLEMENT A REPLACEMENT
LAND COURT AND REGULAR AUTOMATED TRACKING SYSTEM
FOR THE STATE OF HAWAII

The following changes are hereby made:

1. Replace Appendix G, Addendum Log.
2. Replace Appendix J, page 11 to correct/clarify that the access referred to is public access.
3. See attached replies to all potential Offeror's additional questions required by Section 2.3 Significant Dates as Response to Offeror's Additional Written Inquiries.
4. It has come to our attention that some confusion exists regarding tasks required for Part 1 and Part 2 proposals. This addendum clarifies the matter by adding the requirement for all offers to include the task(s) necessary to coordinate interface/integration between the Part 1 and Part 2 work. Parts 1 and 2 may be contracted to separate vendors (the RFP provides that proposals and the award may be for either or both parts). Part 1 is for development of the BCIS, Tasks 1 through 11; and Part 2 is Task 12 – Load Back Microfilm Images only. Contractors for each of the parts shall work together to effect use of, and easy access to, back microfilm (historical) images by the BCIS. The BOC requires that BCIS retrieve historical and current images in a manner that is transparent to

users. The required interface/integration is generally the responsibility of the developer of BCIS, or the Part 1 contractor. However, all proposals must include all tasks appropriate to develop interface/integration of the BCIS to historical Images. The logical place to include the work is in Task 5 and/or Task 7 for Part 1 proposals, and in Task 12 for Part 2 proposals. Prices for all proposals shall reflect workload. The BOC will determine final contract scope and payment terms depending on the evaluation and selection of proposals.



Lester M. Nakamura, Administrator
Information and Communication Services Division

APPENDIX G

ADDENDUM LOG

The following Addenda have been issued:

<u>Addendum-id</u>	<u>Addendum Title</u>	<u>Issue Date</u>
Addendum 1	Clarifications, Reply to Offeror's Written Inquiries	May 5, 1999
Addendum 2	Reply to Offeror's Additional Written Inquiries	May 12, 1999

End-of-log-entries.

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5 Documents microfilmed/scanned and processed in-house

- a. Responsibility of scanning and processing microfilm will be BOC.
- b. Documents need to be concurrently microfilmed for archival purposes subject to production responsibilities.
- c. Microfilmed information to be converted to optical disc or see item b.
- d. Bar code on label to provide document reference for scanning and microfilm access.

Information scanned will be dropped into database providing the following information:

- Grantor
- Grantee
- Marital status of grantee
- Grantee address
- Description of property
 - Lot/File Plan
 - Lot/Application
 - Tax Map Key

Type of document

DIGITIZED IMAGE CAN BE RETRIEVED BY PUBLIC ACCESS OR IN PUBLIC REFERENCE USING DOCUMENT NUMBER REFERENCE.

**RESPONSES TO ADDITIONAL WRITTEN INQUIRIES
REGARDING RFP NO. ICS-FY-99-052**

1. Question: How many rolls of microfilm does the department have at this time?

Answer: We are not able to provide this number. However, Question 49 in Addendum 1 provides information to assist in preparing an estimate of the work desired. Our estimate is approximately 2000 reels for each five-year period we are requesting to be imaged.

2. Question: What is the approximate budget for this project?

Answer: The State does not provide budget information to potential bidders, though there is no procurement rule preventing disclosure of budget information, and every department's budget will become public information when the Legislature passes and the Governor signs the budget bill into law.

The BOC is special funded and its operation is generally self-sufficient. This project and the RFP is structured to allow contracting and funding/payment by phases/tasks so that funding and encumbrance rules will never be issues the BOC has to contend with. Furthermore, the BOC has had favorable feedback and expects the Legislature to support BOC automation.

3. Question: Do more extensive workflow charts exist than the ones in the RFP? If so, can they be provided? If not, can a meeting be held to discuss workflow issues?

Answer: The workflow of the BOC is defined and exists only as presented in the RFP. The RFP allows for site visits at which vendors are able to obtain greater understanding of BOC operations and could include meetings as needed with appropriate staff and management of the BOC.

4. Question: Please list hardware and software that the department has or is planning for in the next three years that would affect this project. Would this project need to interface with any future systems? If yes, who would be responsible for the integration of the two systems?

Answer: The RFP contains Section 1.15 titled Existing Equipment that provides existing hardware data; software is standard. The BOC does not have specific plans to acquire equipment/software in the next three years except as proposed for this system in response to the RFP.

Future interfaces, if any, have not been identified. The BOC expects the system proposed to be capable of offloading data to external media; vendors are to propose cost effective extract facilities and media. The current extract is to magnetic tape.

If requirements for enhancements that are for interface/integration arise in the future, such sharing of data or functions would require design and development of necessary automated process as a separate project. Planning, funding, and any acquisitions/contracts needed for any future projects are the responsibility of the BOC.

5. Question: What types of reports are needed to be generated by the data collected? Will the vendor be responsible for the reports or will the BOC do their own reports from the raw data?

Answer: The proposal should include any reports the program will generate. The RFP includes a workflow that makes reference to some of the information the BOC desires to access.

6. Question: The RFP calls for the neighbor islands to have access. Who is responsible for the cost of the T1? Can this system utilize the existing T1 lines the State has installed for the neighbor islands?

Answer: The BOC is responsible for all communication cost. The BOC will evaluate proposals (including communications) based upon its judgement of the most cost-effective solutions offered. The BOC currently does not utilize the HAWAIIAN Wide Area Integrated Information Access Network (HAWAIIAN). For the purposes of this RFP all proposals are to be based on communications (and cost) obtained from commercial providers.

7. Question: In Section 3.6.4.3, it discusses that the scanner only needs to do a minimum of 8 pages per minute, did it mean to say 80 pages?

Answer: Section 3.6.4.3 refers to a scanning capability minimum of 8 pages. This does not prevent a vendor from proposing a higher volume scanner based on the vendor's understanding and knowledge of current workflow activities at the BOC.

8. Question: Who is responsible for addressing the records retention issues of this project and implementing appropriate software to implement the records retention portion?

Answer: The BOC did not include specific requirements for records retention in the RFP. However, records retention is a major function of all systems which vendors are expected to propose in accordance with vendor expertise in system development and software capabilities.

9. Question: Are all hardware and software that the proposed system may/will need to interface with Y2K? If not, when will it be Y2K?

Answer: We do not understand the question as written. However, it is expected that all proposed hardware and software will be Y2K compliant. The BOC is doing modifications needed to the existing system for Y2K readiness and has a State-mandated deadline of September 30, 1999 to complete implementation of the modified system.

10. Question: To ensure that we have the right documents on file, can we receive a copy of the SDE/Structured Reference Manual and a copy of the State Strategic Plan for Computers and Telecommunications?

Answer: SDE/Structured is assumed to be SDM/Structured, which is proprietary and requires that a Letter of Non-disclosure be signed by interested parties. The RFP contains the letter and information regarding use of the standard methodology or receipt of a waiver from the ICSD. The ICSD normally provides a summary overview of SDM/Structured to vendors who have signed Non-disclosure, who can then request actual manuals if needed. We have found that most vendors need complete manuals only when contracted and only for specific phases. For your information, SDM/Structured consists of 13 manuals, each about 3-4 inches thick.

There is no consolidated State Strategic Plan for Computers and Telecommunications. The ICSD published a Strategic Plan for Telecommunications in 1994, and the ICSD published an IT Plan Overview in August 1997. Those documents are available in hard copy. Please call the ICSD at (808) 586-1920 to request a copy of either.

11. Question: RFP Section 3.6.317: Do the current users accessing LCATS perform ad hoc queries or do they select from a set of preformatted options to access LCATS information?

Answer: Current users pick from a set of preformatted options. The vendor should provide query formats that can be administered to limit inquiries based on who makes the request.

12. Question: RFP Section 3.5.2: How can we obtain information from ICSD on the HAWAIIAN WAN? Is there a representative of the ICSD Networking Branch who can be contacted directly or is there an information packet that we may request?

Answer: The HAWAII Wide Area Integrated Information Access Network (HAWAIIAN) is the State's communications network. This network is comprised of an interisland digital microwave backbone (between the major islands of Kauai,

Oahu, Maui, Lanai, and Hawaii) and an intraisland fiber optic Synchronous Optical Network (SONET) backbone (on four of the islands of Kauai, Oahu, Maui, and Hawaii). The State of Hawaii Information Technology Overview (August 1997) provides some basic information. All other questions need to be submitted in writing as provided for in this RFP.

Although the deadline for submitting questions has passed, you may submit additional questions if necessary and the BOC will attempt to reply.

13. Question: RFP Section 3.6.4.5: Does the BOC definitely want to use OCR for input or does the BOC want to explore this method as an option?

Answer: This section refers to maps. Unsure what the question is asking. The vendor can recommend other solutions as long as the result provides to BOC the ability to complete Section 3.6.4.5. The solution should allow for maps to be accessed by a user. How that is accomplished is left to vendor recommendation.

14. Question: RFP Sections 3.10.6, 3.10.7, 3.10.8, and 3.10.9, Addendum 1, Questions 9 and 41.2: The answers to these questions seem to conflict. The answer to question 9 states that it has not been determined if Internet connectivity will be utilized. The answer to question 41.2 states that Internet access is required. Please clarify.

Answer: Addendum 1, Questions 9 and 41.2 replies refer to different access requirements: remote access and public access. Both remote and public access may be interpreted to mean the same mode of access, but public access would seem to be achieved maximally through the Internet. Based on Addendum 1, Question 9 refers to remote access requirements, and it is left to the vendor to propose a cost effective means to establish remote access. The reply to Question 41.2 is in response to Appendix J page 11 which infers public access; therefore, Internet access is viewed by the BOC as the appropriate mode.

15. Question: RFP Addendum 1, page 34 (Original RFP page 35): It appears that Section 3.10.9, Task 9, Enable Public Access to Image Data, has been eliminated. Is this correct or just an oversight in reformatting pages?

Answer: Section 3.10.9, Task 9 is on page 33 in the RFP and has not been eliminated. Pages were renumbered in the new RFP as a result of re-formatting but nothing was eliminated except as stated in addendum revisions.

16. Question: RFP Section 3.10.12 and Addendum 1 – Question 64: Does the BOC have automated index data for all of the ten years of microfilm images to be incorporated in the BCIS? If not, approximately how many images do not have automated indexes? For those microfilm images without automated indexes, does the BOC want the index data entered?

Answer: Not certain what is meant by automated index data. It is intended that should our general indexes indicate the recording of a particular document, the user shall be able to pull up that document on screen, if it was recorded in the last ten years. General index information on mag tape is used to produce microfiche. A viewer uses information from the microfiche to determine document numbers, then proceeds to the microfilm to view the document.

17. Question: If it is in the best interest of the State, could the State purchase the hardware and software (eg., Operating system, utilities, off-the-shelf software) products and components directly from the manufacturer/vendor, provided the specifications, and price of such, is included in the proposal made by the Offeror, and the Offeror would assist the State during the acquisition?

Comment by the vendor relative to the above question: These products and components shall be commercially available, standard, off-the shelf products manufactured by well established and reputable companies. These items would be new. Hardware and software changes quickly, and this would give the State the flexibility to substitute the latest model/version, or a model with equivalent or lesser price, at the time of acquisition. This would also reduce any added administrative cost usually associated with this activity.

Answer: The BOC did not specify same in its RFP because the State has to abide by procurement rules which would require competitive bidding of all acquisitions that could exceed \$25K in cost. It seemed much easier to acquire all needed components from a vendor contract, except items the BOC can acquire from a pre-existing Price List. The advantage of purchasing under the vendor contract is that the vendor has proposed a working solution and all hardware/software components are part of the solution proposed.