

# **COMPUTER SOFTWARE REQUEST FOR PROPOSAL**

The Tuscola County Register of Deeds office is accepting proposals for upgrading the current computer system and software being used. Current documents and index in our system are from 1-1-1992. The plan is to have all our index books scanned for incorporation in our system. Documents at least back to 1960 need to be scanned and loaded in our database as well. We are currently recording 11,000 to 12,000 documents per year.

The functions must include the following:

- Receipting
- OCR capable Recording / Indexing
- Imaging / Filming
- Web Access / Internet
- BS&A compatible

Current system consists of the following:

- 6 staff workstations
- 3 public workstations
- 1 printer
- 3 receipt printers
- 2 tax stamp printers
- 1 scanner

You are welcome to visit this office to see what hardware we are using and how compatible it would be with your system. Purchase of any new equipment will be coordinated through the Tuscola County IS Department. Pricing should be a one-time purchase with annual fees disclosed along with cost of upgrades and optional services. Our plan is to have this new system in place with an overlap of at least three months for conversion of our ACS system.

## **Disclaimer**

“Tuscola County Register of Deeds reserves the right at its sole discretion to reject any and all proposals received without penalty and not to enter a contract as a result of this RFP. The Tuscola County Register of Deeds also reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the Tuscola County Register of Deeds, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the Tuscola County Register of Deeds, irrespective of the bid price.

By submitting a proposal, the bidder is acknowledging that there will be no contractual relationship between Tuscola County Register of Deeds and the bidder until both parties have formally approved and signed a written contract to be developed by Tuscola County legal counsel.

The Tuscola County Register of Deeds reserves the right to make an award without further discussion of any proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that are proposed. There will be no best and final offer procedure. The Tuscola County Register of Deeds does reserve the right to contact the party who submitted a proposal.”

**Deadline**

Proposals shall be submitted in writing by Friday, August 20, 2010 at 4:30 pm (E.S.T.) to the attention of Daniel L. Grimshaw, Tuscola County Register of Deeds, 440 N. State Street, Caro, MI 48723-1591; E-mailed to: [dgrimshaw@tuscolacounty.org](mailto:dgrimshaw@tuscolacounty.org); Telephone (989) 672-3845

Thank you for your interest in Tuscola County.