



**OFFICE OF THE CHIEF
ADMINISTRATIVE OFFICER
City of Burlington**

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

**REQUEST FOR PROPOSAL FOR LAND RECORDS MANAGEMENT
SYSTEM
CITY OF BURLINGTON, VERMONT**

INTRODUCTION

The City of Burlington (City) is seeking proposals for a Land Records Management System to support the existing and future land records management needs of the City. The system will support the City's goals of improving efficiency and consolidating multiple existing databases into one system.

PROJECT

Currently, the City of Burlington has separate indexes for land records, plats, property transfer tax returns (PTTR), liens, hospital liens, and municipal permits. This project will consolidate these indexes into one system. The City is also seeking greater automation in its recording processes. The City records approximately 6,000 documents per year. 193,854 existing land records entries will be converted into the new system. Additionally, 27,123 lien records, 2,068 hospital lien records, and 1,047 UCC records will be converted.

REQUIREMENTS OF THE PROPOSAL

The proposal should include pricing information for:

- Converting existing data for Land Records, plats, and property transfer tax returns from current land records system.
- Convert existing data for liens, hospital liens, UCCs, and municipal permits from current City database.
- Ability to automatically tie scanned images to indexed record.
- Ability to track payment of recording fees.
- Ability to allow multiple users to record documents.
- Detail the approximate staff time that will be required to process land records based on our current volume.
- Ability to accept documents for recording electronically in addition to hard copy.
- Ability to print paper copies of all indexed records.
- Provide compact books and archival paper.
- Allow for members of the public to conduct research and view documents both in the office and remotely.
- Ability to audit and collect payment for any copies printed remotely.
- Allow for City staff in other departments to conduct research and print copies of records from their offices at no charge.
- Must provide secure and backed up storage of records.

- Must detail hardware, software, and network requirements and who will provide and support these items.
- If a hosting system is offered, provide detailed pricing for what the hosted solution would cost, including licensing, implementation and annual fees. Include information about hosting services and support.
- Must provide 24/7 support for software and associated equipment. Response time for service must be within 2 hours for critical issues and 4 hours for non-critical issues.
- Must provide information regarding an implementation plan, data conversion, and testing the system. Must provide a dedicated contact for support during implementation period.
- Must provide training for recording documents and searching records.
- Detail benefits and downsides of the proposed system compared with Cott Systems (if applicable).

The proposal should include pricing for all items listed above on a per document or annual basis and outline the length of time the charge is guaranteed for. Please provide a history of rate increases for similar municipalities. The proposal should include three references and a clientele listing.

RESERVATION OF RIGHTS

It is the intent of the City to select the proposal that it deems to be in the best interests of the City. To that end, the City reserves the following rights:

- 1. To accept any proposal in whole or in part;**
- 2. To accept multiple proposals if doing so is in the best interests of the City;**
- 3. To reject any or all proposals in whole or in part;**
- 4. To waive any informalities, omissions, or irregularities in any proposal;**
- 5. To terminate and reissue this RFP for any reason;**
- 6. To remedy any error in the RFP process without reissuing it; and/or**
- 7. To change or negotiate any specifications in the City's sole discretion.**

CONDITIONS

The successful proposal must comply with all City ordinances, in addition to any applicable state or Federal laws. These include, but are not limited to, compliance with the City's Livable Wage, Outsourcing, and Union Deterrence ordinances. A certificate of compliance with the Livable Wage ordinance will be required. The Livable Wage ordinance can be found at the following link: <http://www.burlingtonvt.gov/CT/Livable-Wage-Ordinance/>

Examination and Access of Records, Accounting System, Livable Wage, Non-Discrimination, Indemnification. The Parties agree to comply with the requirements set forth in the RFP regarding the Examination and Access of Records, Accounting System, Livable Wage, Non-Discrimination, and Indemnification, except as expressly modified in the paragraph of this Agreement modifying such services, terms, or conditions.

SUBMISSION OF PROPOSALS

To be considered, 3 bound copies and a copy submitted electronically must be submitted by 1:00 p.m. EST on January 28, 2016 to:

Amy Bovee
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Thank you in advance for your interest.