

CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. 1 TO RFP #21-0063-3

**FOR: HISTORICAL INDEXING OF LAND RECORDS FOR CHATHAM COUNTY
SUPERIOR COURT CLERK**

**PLEASE SEE THE FOLLOWING ADDITIONS, CLARIFICATIONS AND/OR
CHANGES:**

1. **Question:** Can out of state vendors participate?
Response: Section 4.4.2:
Qualifications of company/vendor and proof of status as having a “**Certified Indexing System**” according to GSCCCA Historical Real Estate Indexing standards. Certification programs are administered by GSCCCA and are required for participation in the historical real estate indexing program. Qualifications of employees/vendor personnel and proof of status as “**Certified Indexer**” and index deeds in compliance with the GSCCCA Standards.
2. **Question:** The scope lists it as both 550,000 images and later as 550,000 documents; are all of the images single page documents?
Response: There are approximately 550,000 documents. Documents may be more than one page.
3. **Question:** How many images per document?
Response: documents may be more than one page.
4. **Question:** Do multipage records need to be grouped into single files?
Response: Documents should be indexed according to GSCCCA Historical Real Estate Indexing Standards.
5. **Question:** Will these records be indexed off the images themselves or is there data to match to the images from indices or electronic data sheets?
Response: Indexing will be done from the image according to GSCCCA Historical Real Estate Indexing Standards.
6. **Question:** Are any of the documents handwritten?
Response: No.
7. **Question:** Sections 1.3.A and 3.8 reference a physical copy (1 original, 5 copies) of the RFP being provided as well as an electronic version on a CD or thumb drive. Will the county accept a fully electronic submission (encrypted PDF) in lieu of physical copies?
Response: Please send 5 individual copies along with an electronic version, as referenced in the RFP package

07/08/2021

DATE


MARGARET H. JOYNER
PURCHASING DIRECTOR
CHATHAM COUNTY