Clerk-Recorder System Request for Proposal
Addendum #3

Clarifications and Questions

1. Truncations. The vendor selected will need to truncate the images manually or automatically. Our current vendor will provide us with a list of each document that contains truncations as well as a total count of truncations. We will provide the new vendor with a database export of current truncation locations. The vendor may choose to use this to apply truncations.

2. Index Database. Our current vendor uses a proprietary database schema however it is in plain text and the future vendor will have access to all database tables. There should be no concerns about security since the database does not contain any personally identifiable information.

3. Storage space limitations. There is adequate storage space for the original and redacted images as well as for future growth. We have not specified the storage space available for the actual software itself. We are asking vendors to provide us with their best proposal that incorporates what they propose to be the best solution(s) (hosted, on-site, etc.). Our current system is stored on-site.

4. Franchise Tax Board documents are submitted hard copy. We would like the functionality to have this documentation uploaded electronically

5. Page 8, item 3: Does Yuba County currently make use of any Enterprise Content Management solutions that have been deemed by the County to meet the requirements for California's Trustworthy Electronic Document and Record Preservation regulations?
   The County does not have a solution outside of Fidlar to meet this requirement.

6. Page 40, Megabyte Property Tax System: Can Yuba County describes in detail the custom process that was created in-house to copy images and index data to the Assessor's server? Does the Megabyte Property Tax System have web-services capabilities to facilitate the transfer of data to the Assessor's server?
   The custom process is an SQL Server Integration Services (SSIS) package that runs on the Recorder's SQL database. Nightly, the process copies over tables into a temporary database located on one of the Megabyte SQL servers. These tables make up the "index" that Megabyte utilizes in their process.

   These tables are copies of database views that were created in-house on the Recorder system to aggregate data from various database tables.

   One of the tables\views "vw_ImagesToMove" has file paths in it. The same SSIS package uses a vbscript that reads that "vw_ImagesToMove" table for file paths and uses a copy process to move actual image files (.tif) to a temporary directory on the Megabyte server.

   There are five of these views that pull data from the recorder system, here a summary of what they capture.

   VIEW: vw_Doc
   COLUMNS: Document Number, Document Type Code, Recorded Date, TaxFee
   FILTER: Documents recorded after 1/1/2006 and Documents recorded at least 7 days previous and Document Type is allowable

NOTES:

VIEW: vw_Image
COLUMNS: Document Number, Sequence Number (Page Number), Image Path(This is a relative path with filename) , Document Type Code, Recorded Date
FILTER: Documents recorded after 1/1/2006 and Documents recorded at least 7 days previous and Document Type is allowable
NOTES: as opposed to the vw_doc view, this just lists documents that have an image file associated with them.

VIEW: vw_ImagesToMove
COLUMNS: Document Number, Sequence Number (Page Number), Image Path(This is a relative path with filename) , Document Type Code, Recorded Date
FILTER: Documents recorded at least 7 days previous and Document Type is allowable and Documents is no older than 3 months and document contains no redactions
NOTES: This view is used for a file copy process. I was never sure when Megabyte would update their images so I always allowed three months' worth of files. I had to filter out all images that contained redactions because the Recorder system used an internal overlay process for redactions that I couldn't recreate, so for security if it has redaction it doesn't come across.

VIEW: vw_Parcel
COLUMNS: Document Number, Assessor Parcel Number
FILTER: Documents recorded after 1/1/2006 and Documents recorded 7 days previous and Document Type is allowable
NOTES: The current recorder system has a field to associate an Assessor Parcel Number with a document. This table just contains that info.

VIEW: vw_Party
COLUMNS: Document Number, Party Type, LastName, FirstName, MiddleName, Name Suffix
FILTER: Documents recorded after 1/1/2006 and Documents recorded 7 days previous
NOTES: This table contains grantor, grantees, etc associated with a recorded document.

Regarding the Megabyte Property Tax System. It's important to note that this is a two-step process. The County in-house process dumps database tables and files that a Megabyte created process later goes and collects. How the Megabyte processes work and what database tables they utilize are unknown. The awarded vendor will need to work with Megabyte to create a successful interface between the new system and Megabyte.

Questions shall be directed to:

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