

## Attachment C: Evaluation Criteria

Does the proposal comply with the requirements contained in the RFP? Yes or No  
A no response may disqualify the proposal from further consideration.

Rate the Proposals in the following areas:

### Part 1 Executive Overview

- 1.1 Executive Summary
  - 1.1.1 Experience
  - 1.1.2 Stability and Growth
  - 1.1.3 Commitment
  - 1.1.4 Product Integration
  - 1.1.5 Standards
  - 1.1.6 Conversion
  - 1.1.7 Services
  - 1.1.8 Exceptions to the Proposal
  - 1.1.9 References/Letters of Recommendation/List of Installed Sites
- 1.2 Corporate Profile
- 1.3 Attachment B: Certificate of Non-collusion
- 1.4 Financial Statements

### Part 2 Application Software Descriptions

- 2.1 Document Filing and Recording
  - a Ease of use
  - b How recording information is applied to document.
  - c Method of assigning AF#s to documents.
  - d Procedure for recording, storing and displaying non-public documents
  - e Process for filed documents. (Non recorded documents)
  - f Appearance
  - g Ease of navigation
  - h Other options
- 2.2 Imaging
  - a Ease of use
  - b Image Quality
  - c Image Type
  - d Image Accessibility
  - e Scanner options
  - f Redaction capability
  - g Other options
- 2.3 OCR
  - a Ease of use
  - b Smart software
  - c OCR options
  - d Rubber banding capability
  - e Other options

#### 2.4 Data Entry/Verification

- a Ease of use
- b Supervisor ability to modify Indexed fields
- c Other options

#### 2.5 Data/Image Retrieval

- a Ease of use data retrieval
- b Ease of use image retrieval
- c Wild card options
- d Other options

#### 2.6 Marriage License Utility

- a Ease of use
- b Ease of use for applicants
- c Internet access
- d Other options

#### 2.7 Accounts Receivable

- a Ease of use
- b Receipting
- c Data export
- d Reports
- e Customer accounts
- f Other options

#### 2.8 Billing

- a Ease of use
- b Statements
- c Reports
- d Data export
- e Other options

#### 2.9 Cash Receipting/Receipt Reports

- a Ease of use
- b Receipt quality
- c Batch Receipting
- d Multiple Users
- e Incorporated with Recording
- f Supervisor corrections
- g Other Options

#### 2.10 Reporting

- a Ease of use
- b Audit Trail Reports
- c Statistical Reports
- d Other options

#### 2.11 Report Writer

- a Ease of use
- b Data export options
- c Other options

## 2.12 Security Features

- a Ease of use
- b Multiple security levels
- c Other options

## 2.13 E-Recording

- a Ease of use
- b Vendors accepted
- c Document types accepted
- d Electronic recording level
- e Indexing
- f Payment types
- g Other options

## 2.14 Internet Access

- a Ease of use
- b Will the System allow images be displayed by document type?
- c Ability to monitor User access
- d Allow customers to make electronic payments
- e Search field availability
- f Other options

## 2.15 Miscellaneous Features

- a Ease of use

### **Part 3 Project Management**

- 3.1 Overall Project Plan
- 3.2 Goals and Success Criteria
- 3.3 Resource Allocation
- 3.4 Implementation/Training Plan
- 3.5 Training/Reference Manual
- 3.6 Implementation Plan Adjustments
- 3.7 Data Conversion Process

### **Part 4 Agreements**

- 4.1 Purchase and Sales
- 4.2 Software License Agreement
- 4.3 On-going Customer Support Agreement

### **Cost Criteria**

- a Purchase Costs
- b Technical Support Costs
- c Installation Costs
- d Documentation and Training Costs