

Business and Technical Survey RFP

Skill Set

Primary Skills in the following areas:

- .. Providing detailed analysis
- .. Create high quality reports that are clear and concise
- .. Business re-engineering experience
- .. Ability to quickly become acclimated to different business models and work within different business structures
- .. Familiarity with the following tools and technologies:

Tools

- Microsoft Visual Basic
- Microsoft InterDev
- MS Word Macros
- LeadTools (image manipulation tool)
- viewOne (image viewer)

Technologies

- COM+
- MS Message Queuing
- eXtensible Markup Language (XML)
- Digital Signatures
- Active Server Pages (ASP)
- Secured Sockets Layer (SSL)

Primary Responsibilities:

Interview the 87 counties in MN using a collaboratively developed questionnaire.

With focus placed on the concerns listed in Appendix C:

- .. Assess features and functionality in place to-date at the counties.
- .. Assess real estate recording indexes,
- .. Assess content and format needs for electronic recording,
- .. Assess authenticating, securing and record prioritizing.

Deliverables

As a result of these investigations the following are expected deliverables:

- .. Detailed report of findings
- .. Assessment of finding
- .. Recommended standards based on needs identified in Appendix C
- .. Present and defend recommendations
- .. Weekly status reports
- .. Cost / Benefit of implementing such recommendations

Pilot Work RFP

Skill Set

The second RFP is automatically awarded if Business and Technical Survey RFP work is deemed sufficient by the ERER Task Force

Primary Skills in the following areas:

Work experience and depth of knowledge with the following tools and technologies:

Tools

- Microsoft Visual Basic
- Microsoft InterDev
- MS Word Macros
- LeadTools (image manipulation tool)
- viewOne (image viewer)

Technologies

- COM+
- MS Message Queuing
- eXtensible Markup Language (XML)
- Digital Signatures
- Active Server Pages (ASP)
- Secured Sockets Layer (SSL)

Primary Responsibilities:

- Design the architecture for e-filing and e-recording at pilot locations. Utilize the recommended standards documented in the initial phase of this work.
- Develop the architecture requirements to support e-filing and e-recording needs of the pilot counties.
- Build database, security points, ...
- Implement the architecture to support this development.

Deliverables

- .. Document the design components necessary to support the e-filing and e-recording technology.
- .. Develop the security layer, the database and the web portal necessary on the pilot counties network.
- .. Implement this technology and provide support to the connectivity and accessibility of this environment throughout the pilot.
- .. Document the implementation plan, the development parameters and schema, the design components, and the cost / benefits and risks involved in this development.

Vendor Application RFP / RFI

A vendor application is needed that can support the e-Recording process. That process includes the ability to create, submit and record digitally. The vendor application should also support the option of utilizing the creation and submission portions while working with a legacy recording application currently in place at the county.

Because this is a pilot / proof of concept approach the vendor is asked to provide such application software for review and testing by the Minnesota pilot counties.

Such application shall adhere to the following established standards identified by the Minnesota Electronic Real Estate Recording Task Force (ERERTF).

- .. Standard 1
- .. Standard 2
- .. Standard 3