

Questions

1. Are you primarily focused on a repository only for storing and indexing oyster lease documents or are you looking for a true information management system (centralized database)?
 - Just a repository for information on an IMS that manages / creates a workflow and manage your business process?
 - a. **We are looking for a repository for the lease documents, but are open to considering a centralized database if the benefits of using it can be demonstrated. The lease records are important permanent state records, and leases carry certain property rights. The protection and security of these records from all threats, including natural disasters such as hurricanes, is of primary importance.**
2. Can we get physical examples (photocopies) of the type of document you are dealing with?
 - Simple example of oyster lease
 - Complex example of oyster lease
 - Average size oyster lease, what is the average page count of an average oyster lease
 - a. **Photocopies of almost all documents we produce were handed out at the meeting.**
 - b. **The average new lease consist of: a two page two sided document with a one page, two sided application document; an initial rental document; and a plat.**
3. How are your oyster leases currently indexed/categorized?
 - a. **All of the oyster lease are indexed/filed in numerical (lease number) order.**
4. Are you entertaining allowing public access to the web portal?
 - a. **We have a web server running now allowing the public access to almost all of the data. For security reasons you wouldn't want the public to access to any data directly.**
 - b. **You can view the web site at <http://204.196.151.247/oysterlease1/>**
5. Your Oracle Database
 - What type of information is in it?
 - If your information is hosted, is there any objection to an SQL Server environment?
 - Can we get a copy of the schema of your database?
 - Can you show us examples of the type of data it contains
 - a. **The table that are in the Oracle database are:**
 - i. **Lease information**
 - ii. **Address information**
 - iii. **Receipt information**
 - iv. **Lease Number information**
 - v. **Payment/Rental information broken down by years starting in 1995 to present**
 - vi. **Various views and tables and indexes**
 - vii. **We will provide an Access file of all of the Oracle tables**
 - b. **You can download an Access data file at <http://204.196.151.247/oyster/rfp.mdb>**
6. Project management
 - You indicated you require weekly project meetings.
 - Do these all require physical attendance or can online meetings take place as well.
 - a. **Depending on the stage of the project e-mail, phone or messaging would suffice.**
 - Project Time Frame - still over a two year period?
 - a. **The Department wants to implement the project as soon as possible. The project must be completed in less than 3 years.**

7. Will you entertain a hosted Application Service Provider (ASP) model solution?
 - a. **We are open to considering an ASP if the benefits of using it can be demonstrated. As stated earlier, the lease records are important permanent state records, and leases carry certain property rights. The protection and security of these records from all threats, including natural disasters such as hurricanes, is of primary importance.**
8. What business process is the Oracle database supporting?
 - a. **Oracle is supporting the lease document printing, application document printing, rental notice printing, and rental collection, receipt creating and printing, various queries and data for our GIS applications.**
9. Does Onbase support document management and scanning in your process?
 - a. **The Survey Section currently doesn't have Onbase software, this is an application that our Computer Section uses.**
10. What is purpose of the web based application?
 - Is the public going to access data and documents?
 - Is the department going to use it for internal processing?
 - a. **The Survey Section currently runs a web site that allows the public to view maps and data of all active leases.**
 - b. **Currently there is no demand for other departments to access/use our data.**
11. Are you considering the project system to integrate with your current Oracle database, GIS system?
 - b. **Yes it will have to integrate or migrate the current database.**
12. What data is currently stored in the Oracle database that pertains to this project?
 - c. **Refer to question 5 above.**
13. Would you provide a sample table and data field or a data dictionary?
 - d. **Refer to question 5 above.**
14. In the current process is there any documents created?
 - e. **Yes; Lease document, Application document, Rental Notices, Receipts, Daily/Yearly income reports. Copies were handed out at the meeting.**
15. Describe the automated process for leases supported by the database.
 - f. **A GUI is called up, an Application number or Lease number is entered to pull up the data at this time you can add or correct the data. The type of document is selected and the print button is pressed.**
16. Will the department consider outsourcing the application processing?
 - g. **Not at this time.**
17. An outsourced process for forms management could be used to support the survey and compliance, is there a long term consideration of an option such as this?
 - h. **Refer to question 7 above.**
18. Is the department expecting to maintain an electronic document and a paper document?
 - i. **The Department will maintain a paper document and a scanned document.**
19. Are you considering electronic filing of lease transactions and applications over the web?

- j. No, due to the complex criterias needed to take an application and the need of a signature. There may be interest in collecting rent over the web.**