

**ADMINISTRATIVE OFFICE OF THE COURTS  
MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401**

**eRecording Project #K15-0003-29**

**Questions/Responses #1  
August 12, 2014**

To our prospective Business Partners:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question: Document volume: How many documents does Baltimore County record monthly/annually today? And what is the volume trend? i.e. Increasing, decreasing, and by what percentage annually. Response: For FY14, which ended June 30, they did 88,000 documents. We are starting with selected document types, like deeds, DOT, mortgages and releases, which totaled about 60,000. The trend is steady or slightly downward.
2. Question: Section 2.2 calls out this Business Need. But details are not defined.  
  
"Provide customers with a reliable and effective capability to record electronic land record documents that can be created and executed via a protected Judiciary website." Response: The system should be accessible via a secure website where customers can create or upload documents. Depending on the model proposed, this could be a Judiciary website or a vendor website that's accessed through a Judiciary website. Customers that have automated systems in place to create documents would upload them, but we would provide information and templates as desired by customers that they can use to create documents, or fill in exemption or companion documents like affidavits, etc.
3. Question: Traditionally, title companies, attorneys, etc. already have their own means to create documents (via production systems, templates or other software at their firms) and execute documents to be recorded.

- What specific documents is this section referring to? Response: Customers that have automated systems in place to create documents would upload them – we would provide templates/models for those that don't – these would probably be smaller companies.
- Where can we get information regarding requirements, expectations, and details for how Maryland Judiciary wants this to work? Response: The functional requirements offer a guideline that shows how we expect the system to function; what components are needed at a minimum. The appendices show the current paper workflow that we want to duplicate and enhance. The final system will mimic the paper process and use an electronic workflow to reach the related agencies. The sample documents provided contain details about the cost and fees and who collects them. The draft of the export data shows what will need to pass into our existing land record system.

**Issued by Gisela Blades, Procurement Officer**