



**DALLAS COUNTY  
PURCHASING DEPARTMENT**

Founders Square  
900 Jackson Street \* 6<sup>th</sup> Floor \* Suite 680  
Dallas, Texas 75202  
*CHARLES PRICE*  
*Interim Purchasing Director*

June 4, 2018

**GENERAL INFORMATION NO. 1**

**SOLICITATION # 2018-040-6733**

**REQUEST FOR PROPOSAL FOR COUNTY CLERKS ELECTRONIC DOCUMENTS AND FORMS CREATION AND SUBMISSION SERVICES**

**THIS DOCUMENT IS BEING PROVIDED FOR GENERAL INFORMATION  
PURPOSES ONLY (THIS IS NOT AN ADDENDUM)**

The Dallas County Purchasing Department has received and hereby provides for general information purposes only the following questions and the County's responses. (Note: Due to time constraints, Dallas County will not be responsible for ensuring confirmation vendor receipt of this and/or any further acceptance of and/or responses to future questions prior to the solicitation opening date.)

Question 1.                      How many attorneys and conservators will need to input data and submit information online?

*Response:*                      We can't determine the number of litigants who will take advantage of any new automated process.

Question 2.                      How many users will need to take part in workflows for reviewing and making approval decisions?

*Response:*                      There may be no more than 3-4 from Dallas County. But all responses will be from the group as one.

Question 3.                      Approximately, how many registered parties would be reviewing case statuses online simultaneously?

*Response:*                      Case status information will be through our case management system only.

Question 4.                      How many users would be responsible for managing retention schedules and performing records management actions?

*Response:*                      None of the aforementioned will take place outside of our case management system. All information submitted will be jested in our case management system for records management and retention purposes.