



## REQUEST FOR INFORMATION

2026-RFI-0105

## COUNTY CLERK RECORDER (CCR) NOTIFICATION SYSTEM

County of Sacramento

9660 Ecology Lane

Sacramento, CA 95827

RELEASE DATE: September 25, 2026

DEADLINE FOR QUESTIONS: October 2, 2026

RESPONSE DEADLINE: October 12, 2026, 4:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/saccounty>

County of Sacramento  
REQUEST FOR INFORMATION  
County Clerk Recorder (CCR) Notification System

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## 1. Summary & Background

### 1.1. Summary

The County of Sacramento, Department of General Services at the request of the Department of Technology (“DTech”) in concert with the County Clerk Recorder’s office is issuing this Request for Information (“RFI”) to gather current market information for a County Clerk Recorder Notification solution. The County seeks to review off the shelf solutions that fit the requirements found in the document titled "2026-RFI-0105 Email Security Capabilities Matrix" located in the Vendor Submissions tab of this RFI.

THIS IS A REQUEST FOR INFORMATION (“RFI”) ONLY. This RFI is being issued solely for informational and planning purposes – it does not constitute a formal solicitation (RFB, RFP etc.) or a promise to issue a formal solicitation in the future. This request for information does not commit the County of Sacramento to contract for any supply or service. Responders are advised that the County will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party’s expense. Response to this RFI is voluntary and is not a prerequisite for responding to a future solicitation, if any are issued. Proposals submitted in response to any subsequent solicitation will be evaluated on their own merit, with no advantage or disadvantage resulting from this RFI.

Note: Attached documents must be downloaded from OpenGov.com, attempting to download documents from the downloaded RFI document will result in a broken link error.

### 1.2. Background

Sacramento County was incorporated in 1850 as one of the original 27 counties of the State of California. A five-member elected Board of Supervisors serves as the government body of the County, establishing policy and exercising legislative authority. The County Executive, appointed by the Board, serves as the Chief Executive Officer of the County and is generally responsible for the County’s day-to-day operations. Sacramento County has an estimated population of 1.6 million residents. The County is staffed by approximately 12,000 full-time employees and manages an annual budget of almost \$8.9 billion dollars.

The County seeks to understand the current market for off the shelf notification systems that satisfy the requirements of California SB 255.

### 1.3. Timeline

|                               |                         |
|-------------------------------|-------------------------|
| Release Project Date:         | September 25, 2026      |
| Question Submission Deadline: | October 2, 2026, 4:00pm |

|                               |                          |
|-------------------------------|--------------------------|
| Question Response Deadline:   | October 6, 2026, 12:00am |
| Response Submission Deadline: | October 12, 2026, 4:00pm |

## 2. General Rules

**THIS IS A REQUEST FOR INFORMATION ONLY.** This RFI is being issued solely for informational and planning purposes – it does not constitute a solicitation for purchase or a promise to issue a solicitation for purchase in the future. There will not be an award from this RFI and it does not commit the County of Sacramento to contract for any supply or service.

Responders are advised that the County will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense.

Response to this RFI is voluntary and is not a prerequisite for responding to any future solicitation issued by the County. Proposals submitted in response to any subsequent solicitation will be evaluated on their own merit, with no advantage or disadvantage resulting from this RFI.

**Important instructions for electronic submittal**The County is accepting electronic bid submissions. Responders shall create a FREE account with OpenGov Procurement by signing up at [Sign Up \(opengov.com\)](https://opengov.com). Once you have completed account registration, browse back to this page, click on "Submit Response" and follow the instructions to submit the electronic bid.

### **Public disclosure of proposal documents**

The County will treat all information submitted in a proposal as available for public inspection once negotiations with the selected party have been completed. If copies of proposals are included with Board materials, the County will make proposals available for public inspection once staff has made a recommendation for award.

If a proposer believes protected data is included in its proposal, the proposer shall clearly identify the data and provide the legal basis in support of the asserted classification. Proposer must present such information separately as part of its proposal **OR** type in bold red letters the term "CONFIDENTIAL" on that specific part or page of the proposal which proposer believes to be confidential. Classification of data as trade secret data will be determined pursuant to applicable law, and, accordingly, merely labeling data as "trade secret" does not necessarily make the data protected under any applicable law.

In order for the County to assert the confidentiality of any such information in the event a California Public Record Act request is received, the proposer must request, execute and submit a County-prepared written agreement to defend and indemnify the County for liability, costs and expenses incurred in asserting such confidentiality as part of the proposal. A copy of that written agreement is in the Attachments section.

The final determination of whether the County will assert a proposer's claim of confidentiality shall be at the sole discretion of the County. Any information determined to be non-confidential shall be considered public record. If the County determines that your information does not meet the criteria for confidentiality, you will be notified of the County's intent to release the public record pursuant to any California Public Records Act request.

The proposer agrees, as a condition of submitting its proposal, that the County will not, as between the parties, be liable or accountable for any loss or damage, which may result from a breach of confidentiality related to the proposal. The proposer agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the California Public Records Act, including legal fees and disbursements paid or incurred to enforce this provision.

### 3. Scope of Work

The County of Sacramento is soliciting information for

#### 3.1. CCR Notification System Scope of Work

##### **STATEMENT OF WORK**

##### **County Clerk Recorder Notification Program**

##### **PROJECT BACKGROUND & SCOPE**

Effective on or before January 1, 2027, Senate Bill 255 (SB 255) mandates that County Recorders notify, by mail, the party or parties executing a deed, quitclaim deed, mortgage, or deed of trust within 30 days of the recording of such documents. Notifications must include the Assessor's Parcel Number (APN).

Link to CA SB255: [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202520260SB255](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202520260SB255)

In addition to required mailed notices, Sacramento County Clerk/Recorder (CCR) is authorized to establish, if desired, an optional electronic notification process.

CCR is seeking to understand the current marketplace and identify potential vendors to produce the required written material for mailing, and to implement a subscription electronic notification program. CCR is the lead for this program and will also coordinate with the Assessor's Office to provide all data required for program implementation.

CCR's document management system contains the recorded document index and associated images. The Assessor's Office maintains APNs, owner names and addresses. Due to these separate systems and data sources, CCR requires a vendor to acquire the APN from Assessor data and match it to recorder indexing information to identify the owner(s) and the appropriate mailing address for each recorded document.

A contractor will develop and operate a process and supporting technology to:

- Receive data from separate sources via approved IT Security methods
- Match and merge Assessor and CCR fields
- Produce daily/weekly notification PDFs for mailing
- Provide a subscription notification option for the public to voluntarily enroll to receive additional notices electronically
- Support ongoing Quality Control interactions with CCR staff

##### **Out of Scope Items:**

- Physical mailing of notices (performed by CCR staff)
- Existing core operational applications/systems will not be altered

## **DELIVERABLES**

- A secure central portal available for daily CCR/Assessor data transfer, with testing beginning no later than **December 1, 2026**.
- Daily/weekly PDF electronic notifications delivered to CCR using a County provided template.
- PDF notices will include: Document Number, Recording Date, Document Type, APN, Owner Name and Tax Bill Address (sample will be provided)
- Reconciliation process to identify documents that do not match APN/Assessor data.
- Online real estate notification subscription portal for voluntary public enrollment.
- Project management meetings following contract award.
- Scheduled reports summarizing the number of notices produced and sent.
- Daily/weekly response to CCR technical/quality control inquiries when required.

## **SACRAMENTO COUNTY RESOURCES**

CCR will provide:

- Index and image data for recorded documents
- The County Recorder Notification PDF template

Assessor will provide:

- APN, owner name of record, and address

## **APPLICABLE SPECIFICATIONS AND STANDARDS**

- All notification templates must use CCR approved PDF format
- Vendor may determine the technical architecture provided that all contract requirements and data security standards are met
- A minimum **4-week testing period** is required before the go live date
- Vendor shall meet all County IT security and data handling requirements

## 4. Response Submissions

### 4.1. [2026-RFI-0105 Solution Requirements\\*](#)

Please download the below document, complete, and upload.

- [2026-RFI-0105 Solutions Req...](#)

\*Response required

### 4.2. [Upload additional documents such as White Paper or Solution Summary etc. here\\*](#)

Upload your response here.

\*Response required

### 4.3. [Additional Response Information](#)

Please provide any additional information relevant to compliance with CA SB255 not asked in the Appendix T Solution Requirements workbook

### 4.4. [Proprietary Information Agreement, if applicable](#)

If submitting the Proprietary Information Agreement (from Attachments section), execute and upload here. Also provide documentation that clearly identifies the data and provide the legal basis in support of the asserted classification