



Integrated Data Services
Statement of Work

Version 1.0
07/30/2021

Presented by:
Bill Wilder

FILED FOR RECORD

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AUG 23 2021

VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

Executive Summary

The County Clerk of Jack County is responsible for maintaining and timely posting of the Commissioner Court Minutes. The Court Minutes are referenced by the Court, other offices within the county as well as from the public. Those referencing the Court Minutes should be able to locate a meeting by searching for phrases within a range of dates. The key phrase search must be done using the entire Minutes document and not depending on a search phrase database.

Integrated Data Services proposes the use of its EZ Doc application. EZ Doc is used throughout the State of Texas in many County Clerk Offices. In addition to Court Minutes, EZ Doc can be used for Foreclosures, Public Notices, Attorney Appointments and Fees, and other postings requiring searching. Since the site is web based, it can be used by the public as well as internally.

Because EZ Doc doesn't require OCR, its searches are 100% accurate. Additionally, it does not require keying in key phrases as this causes extra work and verification. Additionally, keying key phrases limits the search to only those phrases whereas EZ Doc uses the entire document.

EZ Doc allows for all supporting documents to be assessable from the application. Contracts, financial statements, even the audio of the meeting are all available. Posting of the minutes and supporting documents is done with a simple drag and drop and does not require support from Information Technology. Posted documents are immediately available upon posting.

EZ Doc is available to Jack County for \$3,700. The price includes installation and configuring of both the client and server applications, up to 1 day of training, the first years maintenance (\$1,200 per year), and data conversion if available. If Foreclosure postings or other sites are initially requested, they will be provided at no additional charge. A small set up fee may be added if these are requested at a later time. **NO PAYMENT IS REQUIRED UNTIL THE COUNTY IS COMPLETELY SATISFIED.**

Installation requirements:

- Microsoft Word 2007 or better
- If running EZ Doc on the cloud, the only requirement is a PC with Windows 7 or higher to run the application.
- If hosting locally, it additionally requires a Windows server or PC with IIS.
- If the minutes are to be available to the internet (i.e. County webpage), it will require a small amount of networking not done by IDS.
- Scanning should be done with OCR capable scanners. This is usually available with most scanners.