

NON HISTORICAL BOOK INDEXING PROPOSAL

Prepared for

Jack County Clerk

FILED FOR RECORD

_____ O'CLOCK _____ M

APR 24 2023

VANESSA JAMES, County Clerk
JACK COUNTY, TEXAS

BY _____ DEPUTY

Company Overview - Corporate Experience

Since 1995, TDS has provided records management, electronic imaging, Automated Forms and custom software solutions to government, education, business, financial and healthcare organizations throughout the West Texas and New Mexico.

We have encountered and solved a wide variety of document management challenges. Our solutions are customer focused and specifically designed to meet the varying needs of a diverse client base.

As a full service document and records management provider TDS develops and supports solutions in five areas:

1. Document Imaging and Records Management
2. Canon Scanners and capture systems
3. Electronic / Automated Forms
4. Custom Software Applications integrated with Electronic Imaging
5. Document / Data Conversion including Paper to digital format

We believe this strategy will best serve our clients over the long term as we are positioned to recommend the most cost effective solution based on the customers document/record characteristics (i.e.. volume, retention, retrieval rates etc.).

As members of the Association of Information and Image Management (AIIM) and the Association of Records managers and Administrators (ARMA) TDS actively participates in the organizations informational marketing program and is therefore abreast with changes, modifications and new technologies within this fast paced environment.

In addition, TDS has two (2) CERTIFIED DOCUMENT IMAGING ARCHITECTS (CDIA) on staff that are responsible for industry standards and proper design and implementation of imaging systems. CDIA is an industry accreditation program designed and implemented by the Computing Technology Industry Association in conjunction with several large imaging software and hardware vendors.

Project Objectives

The objectives of the project are:

- 1) The indexing of non-historical books defined as books from 1941 and forward. ***OPR books and Deed books from #537 & there on were included on the hard drive, but WILL NOT be imported nor indexed.***
- 2) The digital "stapling" of images corresponding to a singular recorded document from the scanned books. (Images Provided by Clerk)
- 3) The indexing of the stapled document to reflect: Book, Page and Instrument number.
- 4) The indexing of Book, Page, Instrument Number, Document Type, Recording Date, Instrument Date, Grantors, Grantees. Legal Description is a possible additional indexing field.
- 5) The subsequent importation of the indexed images and data into the counties recording system, LGS (By Jack – charges may be incurred from recording vendor, LGS).

The archiving procedure will provide administrative personnel with the ability to access the records with relative ease and in addition, will eliminate the current back log situation.

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Lot:	
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Unplatted Legal Description Fields

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Town/Range:		/	
Lot:			
Qtr-Qtrs:	<input type="checkbox"/> NE	<input type="checkbox"/> NW	<input type="checkbox"/> SW
	<input type="checkbox"/> SE	of Qtr:	

Legal index may vary based on current Jack County District Clerk index criteria and standard practices at Jack County

Hard Drive Records Preparation and Evaluation

The following outlines the estimated volume as recently discussed:

PHYSICAL BOOKS BOOK TYPE	START BOOK #	END BOOK #		TOTAL BOOKS	FORM AT	AVERAGE PGS/BOOK	ESTIMATED TOTAL PAGES	PAGE COMMENTS
Deed	147	536		390	Digital	1981	775,000	Pages on and after Book 147 are not historical and were included in this survey. The rest are in a separate survey
Total Estimated Pages							775,000	

All records are B&W

INDEX CRITERIA	
Standard Deeds/DOT/Misc	Book, Page, Instrument Number, Document Type, Recording Date, Instrument Date, Grantors, Grantees
Possible Additional Indexing	Legal Description

Scope of Service – Source Document Indexing

Terralogic Document Systems will perform the following services to ensure the completion of all objectives as outlined.

1. The extraction of the images from the County's LGS system.
2. The upload of the images from the county and download to the TDS production server.
3. The preparation of the images for import.
4. The import of the images into the TDS LandTrack Indexing system.
5. The indexing of all records into the TDS system. Indexing as follows:
 - A) **Digital Stapling of individual documents and "BOOK", PAGE, INSTRUMENT # INDEX**
 - B) **RECORDING DATE, INSTRUMENT DATE, GRANTOR (S), GRANTEE (S), DOCUMENT TYPE, ((LEGAL DESCRIPTION (IF OPTION IS CHOSEN).**
6. The institution of a quality control system to ensure a) 100% Image Readability, b) 100% Image accessibility and c) 98% indexing accuracy. (See QC Outline)
7. The extraction of the images and naming the stapled images by unique instrument # and year combination (YearNNNNNN) or as specified by Jack.
8. The copying of the extracted images and index values onto an external hard drive, in an industry standard format that is conducive to importation into the County's LGS system
9. The delivery of the hard drive, index file and stapled images to the county.
10. The importation of the documents into the counties recording system (By Jack County/LGS). Note additional charges may apply from the recording system vendor.
11. All labor to complete the job will be supplied by Terralogic Document Systems.
12. Terralogic Document Systems will utilize trained supervisory staff including a CERTIFIED DOCUMENT IMAGING ARCHITECT to manage the back file conversion project.
13. All conversion and indexing to meet or exceed ANSI and Texas State Records Center standards.
14. The subsequent delivery of a Project Summary Report (or PSR) which will contain an overview of the records and project's final image counts. This PSR should be reviewed by the County, signed and returned to TDS. If the PSR is not returned or no questions have been raised with the PSR and/or image data within two weeks, TDS will consider the project closed.

15. TDS will retain project images for (60) calendar days after delivery of the PSR to the County. Thereafter, all project related images will be securely and completely purged from TDS's system upon the (60) day milestone.



Jack County Clerk Non Historical Book Indexing Proposal

Price Proposal – Indexing

GSA Contract # :	GS-35F-0118V
Region 19 Contract #:	20-7383
Texas Buy Board Contract #:	625-20

Deeds/ Related; Multiple Book Types Expected					
CLERK <u>NON</u> HISTORICAL BOOKS: DIGITALLY "STAPLE" EACH RECORDING, INDEX BY BOOK, PAGE, INSTRUMENT #, INSTRUMENT DATE, RECORDING DATE, DOCUMENT TYPE, ASSOCIATED NAMES					
GSA Item Number	Book Type	Description	Page Qty.	Unit Cost	Total Cost
PDS-TK-PSCAN	Land Records	Multi Page Document Stapling, Book, Page Index	775,000	\$0.035	\$27,125.00
PDS-DOCINDEX-10+	Land Records	Document Level Detailed Indexing: Document Type, Instrument Date, Grantor(S), Grantee(S) (Estimating 2 pages Per Document)	387,500	\$0.220	\$85,250.00
PDS-TK-IMG-PREP 599-999K		Image Handling and Prep - Jack Provided Drive Extraction	1	\$1,935.00	\$1,935.00
PDS-TK-IMG-PREP 599-999K		Image Handling and Prep - Pre and Post Index	1	\$1,935.00	\$1,935.00
PDS-TK-IMG-IMPPROG 599-999K		Image / Index Import File Creation for LGS	1	\$1,935.00	\$1,935.00
PDS-TK-IMPORT 599-999K		Image Index Import - By Recording Vendor	1	\$1,935.00	\$1,935.00
PDS-TK-MM		Media Mastering - Digital Upload / Download	1	\$125.00	\$125.00
TOTAL STANDARD INDEXING ESTIMATED COST					\$120,240.00

NOTE: DOCUMENT QUANTITIES OUTLINED ARE BASED ON 2 PAGES PER DOCUMENT AND MAY VARY

Land Record Related; Multiple Book Types Expected					
ADDITIONAL COST TO INCLUDE LEGAL DESCRIPTION INDEX					
GSA Item Number	Book Type	Description	Page Qty.	Unit Cost	Total Cost
PDS-DOCINDEX-10+	Index Records	Index by Legal Description	387,500	\$0.160	\$62,000.00
TOTAL ESTIMATED COST TO ADD LEGAL DESCRIPTION					\$62,000.00
Total Estimated Overall Project Cost with Additional Full Indexing Option					\$182,240.00

Summary

Since 1995, TDS has consistently demonstrated abilities to solve a wide variety of document challenges through source document scanning, electronic imaging applications, equipment sales and service and custom software/database applications. Our solutions are customer focused and designed to meet the specific needs of a diverse client base.

As a leader in document imaging products and services in New Mexico and West Texas and as proven performers, we are committed to your 100 % satisfaction.

Guarantees and Warranties

Terralogic Document Systems guarantees that this turnkey indexing project will produce the objectives as indicated to the full satisfaction of Jack County Clerk.



Jack County Clerk Non Historical Book Indexing Proposal

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers effective as of the date first set forth below.

Terralogic Document Systems

Jack County Clerk

Matt Bowman

(Signature)

Matt Bowman

(Typed or Printed Name)

President

(Title)

Date: 4/6/2023

Vanessa James

(Signature)

Vanessa James

(Typed or Printed Name)

County Clerk

(Title)

Date: 4/24/2023

Dealer Address and Support Number:

Terralogic Document Systems

1414 Common Dr
El Paso, Texas 79936

6565 Americas Pkwy. Suite 200
Albuquerque, NM 87110

800-644-7112 General Inquiries
800-708-8584 Technical Services

TDS Quality Assurance

Our Kodak Document Conversion Center operates under a strict quality plan that ensures that our quality objectives of **100% image availability, 100% image readability and 98% indexing accuracy** are met. (Accuracy levels on **handwritten** documents are expected to be below our standard 98% indexing accuracy”).

Image Availability

Pre scan activities include configuring our high-speed production scanners for advanced text enhancement to ensure the best possible image creation. In addition, we will configure scanner “imprinters” to place a “water mark” on each page during the scanning process. This imprinter acts as our first level of assurance that all your critical data will be captured. Following the initial scan our operator will review the file /pages scanned and ensure that the watermark is seen on every page thereby ensuring 100% image availability.

Image Readability

In addition to checking for the watermark, our scan operator will also examine each image to ensure proper image clarity and readability. If illegible images are found during this first QC pass, they will be compared against the original and either rescanned or marked as best copy available.

Indexing Accuracy

Double key data entry will be implemented on critical index fields to ensure indexing accuracy.

TDS Quality Assurance ...Continued

Following the initial scan and index process, we then implement the following secondary quality assurance processes:

Our process starts with identifying the document population size on a recently scanned and indexed batch. A statistically relevant sample set based on MIL STD 105D is extracted from the population. Page counts (Image Availability) are taken from the imaging system (those that were scanned) and compared to the actual page counts of the hard copy document files. If scanned images are less than 100%, then the missed pages are inserted and the box then enters a 100% inspection phase.

The same process is employed for both image readability and indexing accuracy. For indexing accuracy PDS checks the total available index population. This is calculated by taking the number of index fields in an application and multiplying this number by the document quantity of the sample set. If the total error count in the sample set is greater than 1 %, then the errors are corrected, and the box then enters a 100% inspection and correction phase.

References

TDS Recent Projects

Within the last three years TDS has successfully completed a variety of different document and data conversion projects. These include but are not limited to the following:

Organization	Quantity	Description
County Government	500,000+	Addiction Treatment Program Files
County Government	1,000,000+	Historical Records dating back to 1890
County Government	800,000+	Microform records
City Government	500,000+	Historical City Clerk Records
Medical	1,000,000+	Medical Records
Insurance	2,000,000+	Claim Files
Education	500,000+	Human Resource and HR Records
Court / Judicial	2,000,000+	Court Case Files
County Government	2,000,000+	Digital Image to Microform
Small Business	100,000+	Accounting Files
Government	1,900,000+	Historical Property Records

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Deed	A	60	60	Digital	1981	118,860	Handwritten
Deed	61	146	86	Digital	1981	170,366	Pages on and before Book 146 are historical and were included in this survey. The rest are in a separate survey
Misc	1	1	1	Digital	1220	1,220	
Misc	2	5	4	Digital	1220	4,880	Handwritten
Misc	6	71	66	Digital	1220	80,600	

Estimated Pages to be indexed:

375,926

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PDS-DOCINDEX-10+	Land Records	Document Level Detailed Indexing: Document Type, Instrument Date, Grantor(S), Grantee(S) (Estimating 1.5 pages Per Document)	250,617	\$0.220	\$55,135.81
PDS-TK-IMG-PREP 300K-499K		Image Handling and Prep - Jack Provided Drive Extraction	1	\$1,446.37	\$1,446.37
PDS-TK-IMG-PREP 300K-499K		Image Handling and Prep - Pre and Post Index	1	\$1,446.37	\$1,446.37
PDS-TK-IMG-IMPPROG 300K-499K		Image / Index Import File Creation for LGS	1	\$1,446.37	\$1,446.37
PDS-TK-IMPORT 300K-499K		Image Index Import into LGS - By Recording Vendor	1	\$0.00	\$0.00
PDS-TK-MM		Media Mastering - Digital Upload / Download	1	\$125.00	\$125.00
TOTAL STANDARD INDEXING ESTIMATED COST					\$72,757.33

NOTE: DOCUMENT QUANTITIES OUTLINED ARE BASED ON 1.5 PAGES PER DOCUMENT AND MAY VARY

Land Record Related; Multiple Book Types Expected					
ADDITIONAL COST TO INCLUDE LEGAL DESCRIPTION INDEX					
GSA Item Number	Book Type	Description	Page Qty.	Unit Cost	Total Cost
PDS-DOCINDEX-10+	Index Records	Index by Legal Description	250,617	\$0.160	\$40,098.77
TOTAL ESTIMATED COST TO ADD LEGAL DESCRIPTION					\$40,098.77
Total Estimated Overall Project Cost with Additional Full Indexing Option					\$112,856.11

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Jack County Clerk

Matthe J Bowman
(Signature)

Vanessa James
(Signature)

Matt Bowman
(Typed or Printed Name)

Vanessa James
(Typed or Printed Name)

President
(Title)

County Clerk
(Title)

Date: 4/6/2023

Date: 4/24/2023

Dealer Address and Support Number:

Terralogic Document Systems

1414 Common Dr
El Paso, Texas 79936

6565 Americas Pkwy. Suite 200
Albuquerque, NM 87110

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County Government	800,000+	Microform records
City Government	500,000+	Historical City Clerk Records
Medical	1,000,000+	Medical Records
Insurance	2,000,000+	Claim Files
Education	500,000+	Human Resource and HR Records
Court / Judicial	2,000,000+	Court Case Files
County Government	2,000,000+	Digital Image to Microform
Small Business	100,000+	Accounting Files
Government	1,900,000+	Historical Property Records