Manatron, Inc.

Statement of Work: Tom Green County, Texas Scanning, Redaction, and Data Services for Land Records from 1982-1993

TX061610TGC Version 1.3
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Prepared by:
Kevin Williams

Manatron, Inc.
1807 W. Braker Ln., #400
Austin, Texas 78756
Phone 866.917.4354 • Fax 512.833.8343
www.Manatron.com

Project Summary

Project:	Scanning, redaction, and data services for Land Records from 1982-1993 in preparation for loading digital instruments into Anthem.
Project Site:	Tom Green County, Texas County Clerk's Office
Tom Green County, TX Contact(s):	Elizabeth McGill, County Clerk Gary Monico, Chief Deputy 124 West Beauregard Avenue San Angelo, TX 76903-5835 (325) 659-6553 elizabeth.mcgill@co.tom-green.tx.us
Target Date of Implementation:	Project to begin within 30 days of SOW signing.
Scope:	Scanning, stapling, match and merge indexing, redaction, and "link and load" of approximately 199,525 digital instruments into Tom Green County's Anthem system.
Technology:	Hardware - Tom Green County is to confirm a minimum of 150 GB of available storage capacity for the backfile digital instruments.

Project Management Services	Project stakeholders are identified below.
Hardware Installation	Required additional hardware to be installed by Tom Green County.
Indexing, Redaction, and Professional Services	Provided by Manatron Data Services.
Data Load into Anthem	Provided by Manatron Development and Manatron Consulting Groups.
Data Audit	Data audit and error reporting done by the County.
Error Remediation	Provided by Manatron Conversion Services.

This Statement of Work (SOW) between Manatron, Inc. ("Manatron") and Tom Green County, Texas (the "County") outlines deliverables, assumptions, and a high-level scope of work.

Project Implementation

1. Purpose Statement

The purpose of this project is to implement various initiatives for Tom Green County. This Statement of Work describes the work that Manatron is responsible for implementing. Upon SOW signing, a project schedule will be developed between Manatron and the County. The project will be administered in the following phases:

1. Planning (Project Execution Plan);
2. Creation of conversion instance (for Backfile project review) within the Anthem environment;
3. Review and documentation of poor quality microfilm;
4. Scanning of microfilm;
5. Scanning of replacement books;
6. Pilot Phase for professional services for Land Record Images Project;
7. Production stapling;
8. Production match and merge indexing for instruments 1982-1993;
9. Redaction of images and verification of selected data;
10. Manual verification services;
11. Quality review;
12. Monthly batch deliveries;
13. County review and acceptance (per batch);
14. Loading of converted data into conversion instance;
15. Moving data from conversion to production upon acceptance.

2. Scope Statement

Manatron and County Project Managers will jointly plan, schedule, and provide resources to complete the following conversion services tasks. Specifically, this project entails the following:

1. Manatron will receive from the County approximately 821 rolls of microfilm (35 mm and approximately 19 rolls of 16 mm) dated 1982-1993 for scanning and data services.
2. Manatron will inventory all rolls of microfilm upon receipt and confirm the count with the County prior to scanning.
3. Manatron will review each roll of film prior to scanning to determine if the image quality is too poor to view and capture the necessary information from the instruments located on that roll of microfilm.
4. Manatron will document unacceptable rolls of microfilm and request the original books for scanning in replacement.
5. Manatron will scan and provide agreed-upon image clean-up for all images.
6. It is estimated that once scanned, these rolls of microfilm and books will provide 598,575 digital images/pages.
7. Manatron will combine or electronically staple the images/pages into instruments represented as multi-page .tiffs.
8. It is estimated there will be an average of 3.0 images/pages per instrument, producing an estimated 199,525 instruments for indexing.
9. Manatron will identify pages for and execute a Pilot Phase prior to proceeding with production processing for this project. The Pilot Phase will include scanning, image clean-up, stapling, requested match and merge indexing, and "linking and loading" of these digital instruments images into the Anthem conversion instance.

The digital images will be "linked and loaded" into the conversion instance within Anthem for the purpose of County review.

10. Upon acceptance and sign-off for the Pilot Phase, Manatron will move into production processing for the instruments included in this project until project completion. Manatron will deliver the complete instruments to the County in monthly batches until project completion.
11. Upon completion, delivery, and final acceptance of all instruments, Manatron will pull these instruments from the Anthem system and process them through Manatron's redaction process. Manatron will redact all Social Security numbers from these images according to the same criteria used in the County's existing aiRedact configuration.

3. Phase 1: Microfilm Shipping

Manatron will provide secure, hard-shell, air- and water-tight shipping containers for the transport of all microfilm and replacement books for this project.

1. Manatron will ship the container to Tom Green County.
2. The County will inventory and pack all roll film into the secured shipping container.
3. Costs to ship the container to and from the County are included in this SOW.
4. Assumptions:
    a. All microfilm designated for this conversion will be included in the first and only shipment from the County. Any additional or subsequent shipments of microfilm will be handled within the Manatron change management process as a change request.
    b. Manatron will provide a single list of requested replacement books at the completion of the microfilm review process. All replacement books are to be packed and shipped in one shipment.
5. Exceptions:
    a. No labor hours are suggested or implied in this SOW for any on-site assistance from Manatron with inventory, packing, or shipping of the microfilm and/or books.
    b. Pricing and services to provide "on-site" inventory and/or packing are not included in this contract. If requested by the County, Manatron can provide pricing for these efforts.

4. Phase 2: Microfilm Inventory

Manatron will inventory the rolls of microfilm received from the County containing all images/pages designated for this project. Prior to beginning the scanning process, Manatron will present the County with Attachment 15 for signature, confirming the exact number of rolls and complete list of microfilm received for processing.

5. Phase 3: Microfilm/Replacement Books Review and Scanning

1. Review: Manatron will review each roll of microfilm prior to scanning. Rolls containing images that are not legible to the point of the required information from an instrument being unreadable and incomprehensible will be categorized as "Rejected for Image Quality" ("Rejected"). All rejected rolls will be documented by Manatron by book type and volume number. Upon the completion of the review process, Manatron will submit the list of rejected rolls of microfilm to the County. The County will reference this list to pull, pack, and ship these books to be scanned as replacement images for the poor microfilm to Manatron.
2. Scanning (roll film and books):
    a. Images will be scanned in 256 grayscale;
    b. Images will be scanned at 300 dpi.
3. Image Cleanup: Manatron will automatically deskew and crop every image/page for optimum file compression.
    a. Manatron will provide image polarity reversal for all negative images.

b. Manatron will deskew 100% of images scanned.

4. Excess Border Removal (microfilm):
   a. Due to certain camera backgrounds, page sizes, scratches on film, and film formats, the automatic crop included in standard scanning may leave large white borders, black borders, black lines, and shadows on the images. Manatron will remove all excess borders to provide a more accurate original page size, fewer bytes per image, better performance on the County's system, and better overall appearance of every image. No data or marginal notations can be removed from the image.
5. Assumptions:
   a. All film designated for this project is 35mm microfiche with the exception of approximately 19 rolls of 16 mm film.
   b. All microfilm is comic simplex orientation.
   c. No microfiche or aperture cards will be included with this project.
   d. Each frame of film will contain only one image/page.
   e. There will be no run-on instruments (there will be no single pages containing more than one instrument).
   f. All books scanned as replacements for rejected microfilm will:
      i. Be mechanical binder types;
      ii. Have at least one dimension (height or width) of 12" or less.
6. Exceptions:
   a. Manatron will not:
      i. Scan any film that is not 35mm roll film with the exception of approximately 19 rolls of 16 mm film;
      ii. Split images containing more than one image/page per film frame;
      iii. Duplicate single pages containing more than one instrument per page.
   b. Excessive Project Volume Assurance:
      i. The County and Manatron will work from the following volumes/totals assumptions for this project:
         1. Review an estimated 821 rolls of 35mm and 16 mm roll microfilm;
         2. Scan an estimated 780 (95% of total) rolls of good film;
         3. Scan an estimated 41 (5% of total) replacement original books;
         4. Scanning will produce an estimated total 598,575 digital images/pages for this project;
         5. Stapling (pagination) at 3.0 images/pages per instrument will produce an estimated 199,525 instruments delivered.
      ii. In the case that Manatron processes a number of images/pages equaling the total number of images/pages originally estimated for the project, and then Manatron identifies a remaining volume of rolls of microfilm, books, and/or images/pages to be processed that will equal a total number of images/pages greater than 10% of the original estimate, Manatron will recognize a "Red Light" project status, signaling a stop in production processing.
      iii. If the assumed percentages of either the film or replacement books vary by more than 10% from the original estimate, Manatron will recognize a "Red Light" project status, signaling a stop in production processing.

iv. If the total number of instruments created increases by more than 10% from the original estimate, Manatron will recognize a "Red Light" project status, signaling a stop in production processing.

v. Manatron will then estimate the new total number of images/pages and/or update the new percentages and/or totals remaining to be scanned, processed, and created, and will contact the County to communicate the updated estimated total number for the project.

vi. Manatron will produce a Change Request to reflect the increases/changes from the original estimates for this project, updated pricing, and the impact the increases/changes will have on the project, including:

1. Billing milestones;
2. Delivery dates.

vii. Upon County acceptance and sign-off of the Change Request, Manatron will recognize "Green Light" project status and proceed with the processing of the rolls of microfilm and/or books and processing Land Records instruments.

c. Manatron will not selectively delete any images. All film will be scanned and delivered to the County, including:

i. Duplicates;
ii. Re-takes;
iii. Target sheets;
iv. Cover pages.

6. Phase 4: Pilot Phase Specifications

Manatron will perform scanning, image clean-up, image stapling, required match and merge indexing, and "linking and loading" into Anthem for the images/pages designated by Manatron as the Pilot Phase batch. Manatron will select an estimated 59,857 images/pages to create 19,952 instruments for the Pilot Phase.

1. The Pilot Phase will be processed and evaluated by two service offerings:
   a. Scanning:
      i. Microfilm;
      ii. Replacement books;
   b. Data services, linking and loading.
2. Microfilm Scanning Pilot:

   Manatron will review and process all microfilm as the first step in this project.

   a. If, during the Pilot Phase image/page selection process, Manatron locates a roll that is to be rejected, Manatron will request the replacement book for this single roll. This single book will be processed during the Pilot Phase. Manatron will include and process only one (1) replacement book as part of the Pilot Phase.
   b. Manatron will perform scanning, requested image clean-up, and manual border cropping for an estimated 59,857 images.
3. Stapling:
   a. By viewing the scanned digital images, Manatron will identify the beginning and end of each instrument and "bookmark" or staple these images. This process involves programmatically associating all images/pages for each instrument. The output of this process will be that, upon searching for an instrument within Anthem, the precise and exact images for each instrument will be viewable.

4. Match and Merge Indexing:

   It is understood that the County currently has a complete and accurate index database for Land Record instruments dated 01/22/1982 to 12/31/1993. Prior to project launch, Manatron will export a copy of this database. This database will be audited by Manatron's development group to confirm that the data is complete and accurate. Once confirmed, Manatron will index "unique key fields" from the newly created instrument images, and link these "unique key fields" to the existing index database. Currently, the suggested "unique key fields" to be captured during the indexing process for this date range of Instruments will be:

   a. Book type;
   b. Volume/page;
   c. Instrument number;
   d. File.

5. Assumptions:

   a. For match and merge indexing, Manatron will index all index data that is present and legible.

6. Exceptions:

   a. If the audit of the index database reveals errors or inaccuracies, or it is determined that the suggested index database is not the same as the description provided, Manatron will not proceed further with the project. Manatron will require a signed change request representing a change in the scope of indexing for this portion of the project.
   b. Remediation of material defects discovered within the County's existing index database (data cleansing) will be the exclusive responsibility of the County.
   c. If requested, Manatron can provide the services necessary to remediate material errors discovered within the County's existing index database. This process will be handled as a Change Request as described within Manatron's Change Management Process in this document.
   d. If the required indexing information is unavailable, Manatron will log this as "Not Indexable," and deliver this information to the County as an error for review.

7. Phase 5: Pilot Phase Review and Acceptance

"Red Light" Project Status

Upon completion of all required steps and processes for the Pilot Phase, Manatron will recognize the "Red Light" sign until the County has provided acceptance and sign-off for the Pilot Phase. No additional processing will happen during the "Red Light" period.

1. Microfilm Scanning Pilot:

   a. Manatron will deliver the Pilot Phase images/pages to the County via USB drive(s) provided by Manatron.
   b. The County will have five (5) business days to review the image quality of the Pilot Phase images/pages.
   c. The County will provide a Data Audit Report of all unacceptable images/pages discovered and submit it to Manatron for review/remediation.
   d. Any issues, errors, and/or anomalies associated with the agreed-upon image quality discovered by the County during the Pilot Phase are to be remediated by Manatron prior to continuation with the project.
   e. Manatron is to complete all remediation of discovered errors within ten (10) business days of notification of error via Data Audit Reports.
   f. Remediation will be done by Manatron per the requirements in this SOW.
   g. Manatron will submit the remediated errors to the County.

2. Replacement Books Scanning Pilot:

   At the completion of the microfilm review process, Manatron will submit a request to the County for the list of replacement books to be shipped to Manatron. The microfilm review process will be completed prior to the completion of the "accepted" roll film scanning.

   a. Manatron will deliver the Pilot Phase images to the County via USB drive(s) provided by Manatron.
   b. The County will have five (5) business days to review the image quality of the Pilot Phase images/pages.
   c. The County will provide a Data Audit Report of all unacceptable images/pages discovered and submit it to Manatron for review/remediation.
   d. Any issues, errors, and/or anomalies associated with the agreed-upon image quality discovered by the County during the Pilot Phase are to be remediated by Manatron prior to continuation with the project.
   e. Manatron is to complete all remediation of discovered errors within ten (10) business days of notification of error via Data Audit Reports.
   f. Remediation will be done by Manatron per the requirements of this SOW.
   g. Manatron will submit the remediated errors to the County.

3. Land Records Instruments Pilot:

   a. Manatron will deliver Pilot Phase instruments via USB drive(s) provided by Manatron.
   b. The County will be required to plug the Pilot Phase USB drive(s) provided into the proper image server on the Anthem system.
   c. The Pilot Phase and each subsequent batch will be "pushed" or "linked and loaded" into the conversion instance for the purpose of review by the County.
   d. The Manatron development lead will log onto the Anthem system remotely and "link and load" the Pilot Phase images/indexes into the existing conversion instance within the Anthem environment.
   e. The County will then review the Pilot Phase within their Anthem Conversion instance.
   f. The County will have ten (10) business days to review the Pilot Phase data.
   g. The County will provide documentation of errors discovered using the provided Data Audit Tool (DAT) and submit it to Manatron for remediation.
   h. Any issues, errors, and/or anomalies associated with the quality of the agreed-upon data services discovered by the County during the Pilot Phase are to be remediated by Manatron prior to continuation with the project.
   i. Manatron is to complete all remediation of discovered errors within ten (10) business days of notification of error via Data Audit Reports.
   j. Remediation will be done by Manatron per the requirements of this SOW.
   k. Manatron will submit the remediation to the County.
   l. Upon County review, acceptance, and sign-off of the duplication, stapling, and pre-indexing quality, Manatron will be given the "Green Light" to go into full production on the remainder of this project.

4. Assumptions:

   a. Manatron will provide a Data Audit Tool (DAT) for the purpose of submitting found errors or anomalies to Manatron for remediation.

5. Exceptions:

   a. Any changes to the scope of indexing after the completion of the Pilot Phase will be handled through Manatron's change management process.
   b. Manatron will not provide any additional indexing other that what is stated within this SOW.

8. Phase 6: Pilot Phase Acceptance Meeting

Upon completion of the Pilot Phase remediation, a meeting will be held to provide final acceptance sign-off.

1. The tentative date for the Pilot Phase sign-off meeting will be six weeks after project launch.
    a. At this time, all parties involved with the acceptance of this project are to be in attendance and prepared to provide sign-off for the Pilot Phase.
    b. This meeting will be a combination of on-line and on-site attendance.
    c. On-site attendees will be determined at a later date.

9. Phase 7: Production Processing

"Green Light" Project Status

Upon notification of final acceptance and sign-off of the Pilot Phase for both scanning and creation of Land Records instruments by the County, Manatron will be given the "Green Light" signal to move into full production mode.

Manatron will perform stapling, required match and merge indexing, and "linking and loading" of instruments images/pages designated in this SOW as the remainder of this data services project.

1. Manatron will follow scanning, image clean-up, stapling, and match and merge protocol as described in the Pilot Phase section of this document until project completion.
2. Manatron will deliver and load all digital instruments images/pages into a conversion instance of the County's Anthem system in monthly batches until project completion.
3. As each batch is loaded, the County will review a sampling of the instruments for batch acceptance.
4. Upon the final batch load and final acceptance of the instruments images/pages, Manatron will move to the final (redaction) phase for this project.

10. Phase 8: Redaction of Land Records Instruments Images/Pages

Upon the final review and acceptance by the County of all project images/pages (from microfilm and replacement books) created during this conversion project located within the Anthem conversion instance, Manatron will pull the images as one single batch for redaction processing.

1. Batch Delivery
    a. Manatron will deliver batches of redacted images on DVD/CD. Each batch will include:
        i. Redacted images;
        ii. Report detailing a list of redacted images delivered and the total number of images delivered;
        iii. Delivery acceptance document.
2. Definition of Redaction

    Manatron will provide redaction regions to include complete redaction of Social Security numbers.
3. Project Accuracy
    a. The overall redaction project accuracy rate will be at least 98.5%. Manatron will remediate all errors discovered during the established remediation period that fall within the scope of this project until an accuracy rate of at least 98.5% is achieved. The project accuracy rate percentage will be computed as the total number of images within a batch minus the total number of incorrect redactions (either over-redactions or under-redactions) within all images that are within the batch, divided by the total number of images within the batch. Images that have multiple redaction errors

will count as multiple errors in the total number of redaction errors and will not be consolidated per image.

4. Data Pull
    a. Manatron will deliver a USB drive(s) to the County via FedEx delivery. This (these) drive(s) will be used to transport approximately 598,575 digital images/pages created from microfilm and books during this backfile conversion project.
    b. The County will assign an individual to the task of connecting the supplied USB drive(s) to the appropriate server/storage device hosting the digital images on the Anthem system.
    c. Once the required data has been exported to the USB drive, the County will return the USB drive to Manatron using the return FedEx label included with the original delivery.
    d. Upon receiving the USB drive(s), Manatron will check the data for missing and/or corrupt data and advise the County of any issues.
    e. Manatron will document the total number of images/pages pulled from the Anthem system designated for redaction.
    f. Manatron and the County will work together to establish an initial knowledge base for the automated redaction software. This knowledge base will require a minimum of 59,857 images/pages that represent all instrument types to be redacted for the date range described previously (additional instruments may be required for the scope of this project).
5. Production Redaction
    g. Manatron will meet with the County following the creation and analysis of the initial redaction knowledgebase to discuss findings and to identify any additional elements to be redacted from the images/pages, if applicable, for change management review.
    h. Once the initial knowledge base is confirmed, the production work may begin.
    a. Manatron will process all images/pages through the automated redaction software.
    b. Manatron will manually review all redactions for accuracy.
    c. Manatron will return redacted images (only) in monthly batches on CD/DVD's, along with required reporting as described in "Batch Delivery" in this SOW.
    d. Manatron will return the redacted images to the County after each batch of images/pages is completed, and continue this batch delivery process until all images/pages are processed and delivered to the County.
6. Final Data Load
    a. Manatron will, upon the County signing of the Final Project Acceptance document following the delivery of the final and last batch of redacted images/pages, load the entire project of redacted images/pages into the Anthem system production environment.
7. Error Remediation
    a. Each batch will have an accuracy rate of at least 98.5%.
    b. Manatron will provide a DART specifically configured for the County's project.
    c. The County will document all errors/anomalies discovered during each review period and submit the DART on a regular basis during each review period.
    d. Manatron will review each version of the DART delivered and classify each error/anomaly submitted.
    e. Manatron will remediate all errors/anomalies discovered that fall within the scope of this SOW.
    f. Manatron will submit the remediation to the County for review and acceptance.

Project Control Processes and Project Management Procedures

11. Project Status

The County and Manatron project managers will communicate regularly to update the project's progress, discuss and approve deliverables, resolve issues, discuss and approve change requests, determine appropriate management actions, and ensure the success of the project. Project team members will also meet as required.

12. Location of Project Documents, Deliverables, and Files

Soft copies of any necessary project documents, deliverables, status reports, meeting notes, etc., will be kept by the Manatron project manager electronically.

13. Issue Resolution

The Manatron and County project managers will assign necessary resources to resolve issues on the Manatron Issues Log and report on their progress.

14. Change Management Process

The Change Management Process is put in place to control scope. If processes are not set to handle change in a structured manner, projects will fail to meet expectations and goals, such as budgets, estimates, and schedules.

1. A "change of scope" is defined to be a change to any of the following:
    a. Hardware configuration affecting the project;
    b. A change in the requested volume or range of data to be processed;
    c. A change in the requested index (data entry) requirements;
    d. A change in the requested redaction requirements;
    e. Any other change that could affect the project schedule or budget.
2. Changes to the project, such as delays, changes in scope, change in estimates, etc., will be documented in Manatron's Change Management System. The County or Manatron can initiate these change requests. The party shall identify the nature of the proposed change and reasons for the proposed change.
3. Manatron shall evaluate the effect of the change set forth in the change request with respect to the feasibility, usability, cost, training, acceptance criteria, and implementation date of the project. The results of Manatron's evaluation shall be added to and become part of the change request. If Manatron's evaluation of the request is positive, Manatron will propose a specific implementation and specify any additional time and fees necessary for the implementation of the scope change. If Manatron's evaluation is negative, Manatron will provide their rationale for not recommending the change.
4. Manatron will jointly with the County to determine mutual interest in pursuing the change request. The County may accept or reject the proposed solution. Should mutual agreement be reached, Manatron shall submit feedback to the County, including impact to timing, price of implementation, and the County's maintenance fees.

15. Stakeholders

Primary Contact: Elizabeth McGill	Tom Green County Project Sponsor	**Office:** 325-659-6553 **Mobile:** Email: elizabeth.mcgill@co.tom-green.tx.us	The project sponsor is the individual who provides the authority necessary to implement the project and accept billing milestones.
Primary Contact: Gary Monico	Tom Green County Project Manager (PM)	**Office:** 325-659-6551 **Mobile:** Email: gary.monico@co.tom-green.tx.us	The project manager is the individual who monitors the project schedule and deliverables, coordinates County responsibilities, and ensures success. The project manager will act as the liaison between the County and Manatron.
Primary Contact: N/A	Tom Green County Technical Resource	**Office:** **Mobile:** Email:	The technical resource will act as the technical expert for the County IT environment, working with the County project sponsor and project manager for approval and direction.
Primary Contact: Larry Mitchell	Manatron Project Manager (PM)	**Office:** 866-917-4354 x 7154 **Mobile:** Email: larry.mitchell@manatron.com	The Manatron project manager will act as the liaison between the County and Manatron, as well as direct Manatron project team members. The Manatron PM monitors the project schedule and deliverables, coordinates Manatron responsibilities, and ensures success.
Secondary Contact: Vicki Bishop	Manatron Account Manager (AM)	**Office:** 866-917-4354 x 7026 **Mobile:** Email: Vicki.bishop@manatron.commailto:	The Manatron account manager serves as the ongoing account manager for the County throughout the support and maintenance cycle.
Secondary Contact: Judy Peikert	Manatron Project Sponsor	**Office:** 866-917-4354 x 7182 **Mobile:** Email: judy.peikert@manatron.com	The project sponsor will act as the project sponsor and a point of escalation. The project sponsor monitors progress of overall Manatron project objectives.

16. Pricing and Billing

Manatron will provide the services described in this Statement of Work for the prices specified below. Pricing for services is per item, and the estimates below are based on initial understanding of scope. ***The total number of items provided is only an estimate. Billing will be for the actual number of items processed and redacted during the project.***

Tom Green County, Texas ***Scanning, Redaction & Data Services*** **June 16, 2010**	**Estimated Total**
Project Summary: Scanning/Image Clean-Up for Designated Rolls of Microfilm and Replacement Books, Redaction, Stapling, Indexing, and Loading • Review of an estimated 821 rolls of microfilm (approximately 19 rolls of 16mm; remainder is 35mm) • Estimate of 5% of film to be rejected – scan an estimated 780 (95%) rolls of good film • Scan an estimated 41 (5%) replacement original books • Total number of roll film and books images/pages estimated to be 598,575 • Each roll/image will reviewed for quality • Manual cropping for 100% of the images • Total microfilm images/pages estimated to be 568,647 • Total replacement books images/pages estimated to 29,928 • Microfilm and books images stapled to create an estimated 199,525 instruments • Match and merge Indexing using "unique key-fields" • Redaction of Social Security numbers	
Project Prices: Scanning/Image Clean-Up for Designated Roll Microfilm and Replacement Books, Redaction, Stapling, Indexing, Loading, and USB Drives • Scanning Services for Microfilm and Replacement Books o Estimated to be: 598,575 images/pages at $0.053516 each • Match & Merge Indexing, Redaction of SSN's o Estimated to be: 199,525 instruments at $0.657559 each Finished instruments are to be loaded into Anthem conversion instance. Upon acceptance, all instruments/images will be moved to the production environment within the County's Anthem system.	**$32,033.34** **$131,199.45**
Estimated Project Total	**$163,232.79**

17. Billing Milestones

Manatron estimates the total value of this project to be $163,232.79 to perform all suggested processes listed in the Statement of Work for an estimated 598,575 images/pages and 199,525 instruments. Manatron estimates that the project will be delivered in four or five batches (not including the Pilot Phase).

Professional Services for Scanning Images

Total Project Billing for Scanning Microfilm and Books Images/Pages	
Estimated Scanned Images/Pages	598,575
Estimated Scanned Images/Pages Billing ($0.053516 per image/page)	$32,033.34
Billing Milestones for Scanned Images (based on assumptions above)	
Pilot Phase Delivery (75% value of an estimated 59,857 images at $0.053516 per image/page)	$2,402.48
Pilot Phase Acceptance (25% value of an estimated 59,857 images at $0.053516 per image/page)	$800.83
Estimated Balance Remaining for Images/Pages	$28,830.03

Billing for Each Batch of Images/Pages
Batches 1-3 (4 if necessary)
Estimated 179,573 images/pages per batch at $0.053516 per image/page
75% of value of batch due upon delivery – balance (25%) due upon acceptance of batch

Professional Services for Land Records Instruments

Project Billing for Delivered Instruments	
Estimated Delivered Land Records Instruments	199,525
Estimated Delivered Land Records Instruments Billing at $0.657559 per Instrument	$131,199.45
Billing Milestones for Land Records Instruments (based on assumptions above)	
Pilot Phase Delivery (75% Value of an estimated 19,952 instruments at $0.657559 per instrument)	$9,839.71
Pilot Phase Acceptance (25% value of an estimated 19,952 instruments at $0.657559 per instrument)	$3,279.90
Estimated Balance Remaining for Instruments	$118,079.84

Billing for Each Batch of Land Records Instruments
Batches 1-4 (5 if necessary)
Estimated 44,893 instruments per batch at $0.657559 per Instrument
75% of value of batch due upon delivery – balance (25%) due upon acceptance of batch

Professional Services for Redacting Images/Pages

Project Delivery for Redaction of Images/Pages	
Estimated images/pages for redaction	598,575
Estimated images/pages for redaction billing	Included with Instrument Pricing
Pilot Phase Delivery (75% value of an estimated 59,857 images)	Included with Instrument Pricing
Pilot Phase Acceptance (25% value of an estimated 59,857 images)	Included with Instrument Pricing
Estimated Remaining Images/Pages	538,718

Billing milestones will be broken into batches as agreed upon in the planning stages of this project. Batch size and quantity of batches will vary.

Signatures

We, the undersigned, accept this document as a stable work product to be used in the delivery of the project described herein. Any deviation from this Statement of Work is to be handled through Manatron's Change Management Process.

The entirety of all digital images created and indexes created during this project are the exclusive property of Tom Green County, Texas. Manatron will not retain a copy of, sell, or give away any digital images or indexes processed for the project described in this SOW.

This agreement is not effective until executed by all parties.

Signatures:

Tom Green County, Texas	Manatron, Inc.
By:	By:
Printed Name: Michael D. Brown	Printed Name: John R. Hansen
Title: County Judge	Title: V.P. of Risk Management
Date: 8-17-10	Date: August 11, 2010

Mary Gephart
Mary Gephart
V.P. of H.R. and Admin.
9/1/10

Attachment 1

Abbreviations and Definitions

The following definitions are employed in this Statement of Work

- SOW - Statement of Work
- County - Tom Green County, Texas
- PM - Project Manager
- Indexing - Data entry
- Indexes - Data created from the act of data entry
- Page - A single piece of paper within an instrument
- Image - A single image created from a single page from an instrument
- Stapling - The process of identifying the first and last digital image page of each instrument
- Batch - A specific volume of images/pages identified as a single delivery submitted for review and acceptance
- Pilot Phase - A smaller subset of the whole of the volume of images/pages used as a proof of concept for both the scanning and indexing phases of this project
- .tiff - Acronym for *tagged image file format* (this is very standard 20:1 compression image-type compatible with both PC's and Mac's)
- Bi-tonal - black and white
- Grayscale - 256 shades of gray
- USB - Acronym for *Universal Serial Bus*

Attachment 2

Microfilm Scanning Services Pilot Phase Delivery Acceptance Criteria

Delivery Acceptance Criteria
Microfilm Scanning Services

Purpose: Scanning, Manual Border Cropping, and Image Clean-Up of the Pilot Phase Images/Pages

Measurements / Process:

- Manatron has scanned the specified roll film images/pages designated for the Pilot Phase.
- Manatron has processed all Pilot Phase digital images/pages with requested image clean-up as specified in this SOW, including manual border cropping.
- Manatron has provided the County with a portable media drive containing all scanned Pilot Phase digital images.
- The County will review and verify the scanning Pilot Phase within five (5) business days of receipt of the images/pages.
- The County will document all image quality errors discovered within the five-business-day review period using the provided Data Audit Report template.

Was a replacement book included in the Pilot Phase? YES □ NO □

The replacement book: Book _____Volume_____

Outputs:

- Manatron has delivered the scanned Pilot Phase images to the County.
- Manatron has delivered the production reports generated during the Pilot Phase.
- The County will initiate Pilot Phase review process.
- The County has completed the Pilot Phase review process.
- Within ten (10) business days, Manatron will remediate all errors submitted during the five-business-day review period.

There were _____ images scanned for the Pilot Phase.

By signing this Pilot Phase Delivery Acceptance document, the County agrees to start the review and feedback process using the provided Data Audit Report template. The County agrees to be billed 75% of the value of the Pilot Phase ($_____) and confirms acceptance of the Pilot Phase for this phase of the project.

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name: _____	Printed Name: _____
Title:_____	Title:_____
Date:_____	Date:_____

Attachment 3

Microfilm Scanning Services Pilot Phase Final Acceptance Criteria

Final Acceptance Criteria

Microfilm Scanning Services

Purpose: Scanning, Manual Border Cropping, and Image Clean-Up of the Pilot Phase Microfilm Images/Pages

Measurements / Process:

- Manatron has scanned the designated roll film images/pages designated for the Pilot Phase.
- Manatron has processed all Pilot Phase digital images/pages with requested image clean-up as specified in this SOW, including manual border cropping.
- Manatron has provided the County with a portable media drive containing all Pilot Phase digital images/pages.
- The County has reviewed and verified the microfilm scanning Pilot Phase within five (5) business days of receipt of the images/pages.
- The County has documented all image quality errors discovered within the five-business-day review period using the provided Data Audit Report template.

Was a replacement book included in the Pilot Phase? YES □ NO □

The replacement book: Book _____Volume_____

Outputs:

- Manatron has delivered the scanned Pilot Phase images to the County.
- Manatron has delivered the production reports generated during the Pilot Phase.
- The County has completed the Pilot Phase review process.
- Manatron has remediated all submitted errors within ten (10) business days.

There were _____ images scanned for the Pilot Phase.

By signing this Pilot Phase Delivery Acceptance document, the County agrees to be billed 25% of the value of the Pilot Phase ($_____) and confirms acceptance of the Pilot Phase for scanning phase of the project.

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name:_____	Printed Name:_____
Title:_____	Title: _____
Date:_____	Date:_____

Attachment 4

Microfilm Scanning Services Batch Delivery[1] and Final Acceptance[2] Criteria

Batch No. ___ - Batch Delivery[1] Criteria - Microfilm Scanning Services
Purpose: Scanning, Manual Border Cropping, and Image Clean-Up of the Pilot Phase Microfilm Images/Pages
Measurements / Process:

- Manatron has scanned the microfilm images designated for Batch _____.
- Manatron has processed all Batch _____ scanned digital images with requested image clean-up as included in this SOW, including manual border cropping.
- Manatron has provided the County with a portable media drive containing all Batch _____ scanned digital images.
- The County will review and verify Batch _____ scanned digital images within thirty (30) calendar days of receipt of the images.
- The County will document all image quality errors discovered within the thirty-calendar-day review period using the provided Data Audit Report template.

Outputs:

- Manatron has delivered Batch _____ scanned digital images.
- Manatron has delivered the production reports for this batch.
- Within ten (10) business days, Manatron will resolve/remediate any errors submitted within the thirty-calendar-day review period.

Was this the last batch for this project? YES □ NO □
There were _____ images processed and delivered in Batch ___.
By signing this line of the Batch Delivery and Final Acceptance Document, the County confirms receipt of Batch ___. The County agrees to be billed 75% of the value of this batch ($ _____) and to start the review and feedback process using the provided Data Audit Report template.

Tom Green County, Texas	Manatron, Inc.
By: _____	By: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Batch No._____ - Final Acceptance[2] Criteria - Microfilm Scanning Services

By signing this line of the Batch Delivery and Final Acceptance document, the County acknowledges the completion of the thirty-calendar-day review process and confirms final acceptance of Batch _____ for this project. Manatron has remediated all errors submitted by the County for this batch. The County agrees to be billed the final 25% of this value of this batch ($_____).

Tom Green County, Texas	Manatron, Inc.
By: _____	By: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Attachment 5

Replacement Books Scanning Services Pilot Phase Delivery Acceptance Criteria

Delivery Acceptance Criteria
Replacement Books Scanning Services

Purpose: Scanning and Image Clean-Up of the Pilot Phase Replacement Books Images/Pages

Measurements / Process:

- Manatron has scanned the replacement books images/pages designated for the Pilot Phase.
- Manatron has processed all Pilot Phase digital replacement books images/pages with requested image clean-up as requested in this SOW.
- Manatron has provided the County with a portable media drive containing all Pilot Phase digital replacement books images/pages.
- The County will review and verify the Pilot Phase digital replacement books images/pages within five (5) business days of receipt of the images/pages.
- The County will document all image quality errors discovered within the five-business-day review period using the provided Data Audit Report template.

Outputs:

- Manatron has delivered the scanned Pilot Phase digital replacement books images/pages to the County.
- Manatron has delivered the production reports generated during the Pilot Phase.
- The County will initiate Pilot Phase review process.
- Within ten business days, Manatron will remediate all submitted errors within the five-business-day review period.

There were _____ replacement books images/pages scanned for the Pilot Phase.

By signing this Pilot Phase Delivery Acceptance document, the County agrees to start the review process using the provided Data Audit Report template. The County agrees to be billed 75% of the value of the Pilot Phase ($_____) and confirms delivery acceptance of the Pilot Phase for this phase of the project.

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name: _____	Printed Name: _____
Title:_____	Title:_____
Date:_____	Date:_____

Attachment 6

Replacement Books Scanning Services Pilot Phase Final Acceptance Criteria

Final Acceptance Criteria
Replacement Books Scanning Services

Purpose: Scanning and Image Clean-Up of the Pilot Phase Replacement Books Images/Pages

Measurements / Process:

- Manatron has processed all Pilot Phase digital replacement books images/pages with requested image clean-up as included in this SOW.
- Manatron has provided the County with a portable media drive containing all Pilot Phase digital replacement books images/pages.
- The County has reviewed and verified the Pilot Phase digital replacement books images/pages within five (5) business days of receipt of the images/pages.
- The County has documented all image quality errors discovered within the five-business-day review period using the provided Data Audit Report template.

Outputs:

- Manatron has delivered the scanned Pilot Phase replacement books images/pages to the County.
- Manatron has delivered the production reports generated during the Pilot Phase.
- The County has completed the Pilot Phase review process.
- Within 10 business days, Manatron has remediated all submitted errors within the five-business-day review period.

There were _____ images/pages scanned for the Pilot Phase.

By signing this Pilot Phase Delivery Acceptance document, the County agrees to be billed 25% of the value of the Pilot Phase ($_____) and confirms acceptance of the Pilot Phase for this phase of the project.

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name:_____	Printed Name:_____
Title:_____	Title: _____
Date:_____	Date:_____

Attachment 7

Replacement Books Scanning Services Batch Delivery[1] and Final Acceptance[2] Criteria

Batch No._____ - Batch Delivery[1] Criteria - Replacement Books Scanning Services
Purpose: Scanning and Image Clean-Up of the Pilot Phase Replacement Books Images/Pages
Measurements / Process:

- Manatron has scanned all Batch _____ replacement books images/pages and processed them with requested image clean-up as included in this SOW.
- Manatron has provided the County with a portable media drive containing all Batch _____ digital replacement books images/pages.
- The County will review and verify Batch _____ digital replacement books images/pages within thirty (30) calendar days of receipt of the images/pages.
- The County will document all image quality errors discovered within the thirty-business-day review period using the provided Data Audit Report template.

Outputs:

- Manatron has delivered Batch _____ scanned digital replacement books images/pages.
- Manatron has delivered the production reports for this batch.
- Within 10 business days, Manatron will resolve/remediate any errors submitted during the thirty-calendar-day review period.

Was this the last batch for this project? YES □ NO □

There were _____ digital replacement books images/pages processed and delivered in Batch _____.

By signing this line of the Batch Delivery and Final Acceptance Document, the County confirms receipt of Batch _____. The County agrees to be billed 75% of the value of this batch ($ _____) and to start the review and feedback process using the provided Data Audit Report template.

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name: _____	Printed Name:_____
Title:_____	Title:_____
Date: _____	Date:_____

Batch No._____ - Final Acceptance[2] Criteria - Replacement Books Scanning Services

By signing this line of the Batch Delivery and Final Acceptance document, the County acknowledges the completion of the thirty-calendar-day review process and confirms final acceptance of Batch _____ digital replacement books images/pages for this project. Manatron has remediated all errors submitted by the County for this batch. The County agrees to be billed the final 25% of this value of this batch ($_____).

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name: _____	Printed Name:_____
Title:_____	Title:_____
Date:_____	Date:_____

Attachment 8

Land Records Instruments Professional Services

Pilot Phase Delivery Acceptance Criteria

Delivery Acceptance Criteria
Indexing/Professional Services for Land Records Instruments Project

Purpose: Stapling, Indexing, and "Linking and Loading" of Digital Land Records Instruments Images/Pages

Measurements / Process:

- Manatron has stapled and indexed the instruments images/pages designated as the Pilot Phase as requested by the County and described in this SOW.
- Manatron has "linked and loaded" the Pilot Phase images/pages and indexes described in this SOW as the Pilot Phase into the County's Anthem conversion instance.
- The County will start the ten-business-day review and verification of the Pilot Phase Instruments within their Anthem conversion.
- The County will document all errors discovered within the ten-business-day review period using the provided Data Audit Report Template.

Outputs:

- Manatron has delivered and loaded the Pilot Phase images/pages into the conversion instance within the County's Anthem system.
- Manatron has delivered the production reports generated during the Pilot Phase.
- The County will initiate Pilot Phase review process.

There were _____ instruments processed and delivered for the Pilot Phase.

By signing this Pilot Phase Delivery Acceptance document, the County agrees to start the review and feedback process using the provided Data Audit Report template. The County agrees to be billed 75% of the value of the Pilot Phase ($_____) and confirms acceptance of the Pilot Phase for this phase of the project.

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name:_____	Printed Name:_____
Title:_____	Title:_____
Date:_____	Date:_____

Attachment 9

Land Records Instruments Professional Services

Pilot Phase Final Acceptance Criteria

Final Acceptance Criteria
Indexing/Professional Services for Instruments Project

Purpose: Stapling, Indexing, and "Linking and Loading" of Digital Land Records Instruments Images/Pages

Measurements Process:

- Manatron has stapled and indexed the Land Records instruments images/pages designated as the Pilot Phase as requested by the County and described in this SOW.
- Manatron has "linked and loaded" the Pilot Phase images/pages and indexes described in this SOW as the Pilot Phase into the conversion phase instance.
- The County has reviewed and accepted the Pilot Phase instruments within their Anthem conversion instance within ten (10) business days of receipt.

Outputs:

- Manatron has delivered and loaded the Pilot Phase images/pages into the County's Anthem conversion system.
- The County has provided confirmation of acceptance of the Pilot Phase.
- The County has verified the reports generated during the Pilot Phase.
- Upon County sign-off of this pilot acceptance, Manatron will schedule the push of this Pilot Phase data into the production environment.

There were _____ instruments processed and delivered for the Pilot Phase.

By signing this Pilot Phase Final Acceptance document, the County agrees to be billed the final 25% of the Pilot Phase ($_____) and confirms acceptance of the Pilot Phase for this phase of the project.

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name:_____	Printed Name:_____
Title:_____	Title:_____
Date:_____	Date: _____

Attachment 10

Land Records Instruments Professional Services
Batch Delivery[1] and Final Acceptance[2] Criteria

Batch No._____ - Batch Delivery[1] Acceptance Criteria
Indexing/Professional Services for Land Records Instruments Project
Purpose: Stapling, Indexing, and "Linking and Loading" of Digital Land Records Instruments Images/Pages
Measurements / Process:

- Manatron has stapled and indexed the instruments images designated as Batch ___ as requested by the County and described in this SOW.
- Manatron has "linked and loaded" the Batch _____ instruments/images/pages and indexes described in this SOW into the conversion instance.
- The County will start the thirty-calendar-day review of Batch _____ instruments located within their Anthem conversion instance.
- The County will document all errors discovered within the thirty-calendar-day review period using the provided Data Audit Report template.

Outputs:

- Manatron has delivered and loaded the instruments designated as Batch _____ into the County's Anthem conversion instance.
- Manatron will resolve/remediate any errors discovered during the thirty-calendar-day review period. Any errors for Manatron to remediate will be completed prior to final project sign-off.
- Manatron has delivered the production reports for this batch.

Was this the last batch for this project? YES □ NO □
There were _____ instruments processed and delivered in Batch _____.
By signing this line of the Batch Delivery and Final Acceptance Document, the County confirms receipt of Batch _____. The County agrees to be billed 75% of the value of this batch ($ _____) and to start the review and feedback process using the provided Data Audit Report template.

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name:_____	Printed Name:_____
Title:_____	Title:_____
Date:_____	Date:_____

Batch No._____ - Final Acceptance[2] Criteria – Indexing/Prof. Services for LR Instruments Project
By signing this line of the Batch Delivery and Final Acceptance document, the County acknowledges the completion of the thirty-calendar-day review process and confirms final acceptance of Batch _____ for this project. Any errors for Manatron to remediate will be completed prior to final project sign-off. The County agrees to be billed the final 25% of this value of this batch ($_____).

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name: _____	Printed Name: _____
Title:_____	Title:_____
Date:_____	Date: _____

Attachment 11

Redaction Pilot Phase Delivery Acceptance Criteria

Pilot Phase
Delivery Acceptance Criteria
Backfile Redaction Services for Land Records Images/Pages

Purpose: Backfile Redaction of Land Records Images/Pages

Measurements / Process:

- Manatron has identified the Pilot Phase batch of Land Records images/pages as described in this SOW.
- Manatron has performed required redaction of all digits from Social Security numbers.
- Manatron has delivered the redacted images to the County on DVD/CD for review and acceptance.
- The County will review and verify the images redacted within twenty (20) business days of receipt.
- The County will document any objections/discrepancies in the quality of the batch within the twenty-business-day period. The batch will have an accuracy rate of not less than 98.5%, with Manatron performing re-work on a batch at no additional per-image processing charge until the accuracy rate achieved is not less than that specified. Manatron may correct any erroneous images found by the County after the twenty-business-day period for an additional fee.

Outputs:

- Manatron has delivered Land Records Pilot Phase redacted images/pages on DVD/CD.
- Manatron has supplied DART for the County error submittal.
- Manatron will remediate all errors/anomalies discovered that fall within the scope of this SOW.

There were _____ images/pages processed for the Pilot Phase.

By signing this Pilot Phase Delivery Acceptance document, the County agrees to start the review and feedback process using the provided Data Audit Report template.

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name: _____	Printed Name: _____
Title:_____	Title:_____
Date:_____	Date: _____

Attachment 12

Redaction Pilot Phase Final Acceptance Criteria

Pilot Phase
Final Acceptance Criteria
Backfile Redaction Services for Land Records Images/Pages

Purpose: Backfile Redaction of Land Records Images/Pages

Measurements / Process:

- Manatron has identified the Pilot Phase batch of Land Records images/pages as described in this SOW.
- Manatron has performed required redaction of all digits from Social Security numbers.
- Manatron has delivered the redacted images to the County on DVD/CD for review and acceptance.
- The County has reviewed and verified the images redacted during the twenty-business-day review period.
- The County has documented any objections/discrepancies in the quality of the batch within the twenty-business-day period. The Pilot Phase batch has an accuracy rate of at least 98.5%.

Outputs:

- Manatron has delivered Land Records Pilot Phase redacted images/pages on DVD/CD.
- Manatron has supplied DART for the County error submittal.
- Manatron has remediated all errors/anomalies discovered that fall within the scope of this SOW.

There were _____ images/pages processed for the Pilot Phase.

By signing this Final Acceptance Document, the County acknowledges the completion and acceptance of the review process for the Pilot Phase for the backfile redaction portion of this project.

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name: _____	Printed Name:_____
Title:_____	Title:_____
Date:_____	Date:_____

Attachment 13

Redaction Batch Delivery[1] and Final Acceptance[2] Criteria

Batch No._____ - Batch Delivery[1] Acceptance Criteria
Backfile Redaction Services for Land Records Images/Pages
Purpose: Backfile Redaction of Land Records Images/Pages
Measurements / Process:

- Manatron has identified Batch _____ of images/pages as described in this SOW.
- Manatron has performed required redaction of all digits from Social Security numbers.
- Manatron has delivered the redacted images to the County on DVD/CD for review and acceptance.
- The County will review and verify the images redacted within thirty (30) calendar days of receipt.
- The County will document any objections/discrepancies in the quality of the batch within the thirty-day period. The batch will have an accuracy rate of not less than 98.5%, with Manatron performing re-work on a batch at no additional per-image processing charge until the accuracy rate achieved is not less than that specified. Manatron may correct any erroneous images found by the County after the thirty-day period by the County for an additional fee.

Outputs:

- Manatron has delivered Batch _____ redacted images/pages on DVD/CD.
- Manatron has supplied DART for the County error submittal.
- Manatron will remediate all errors/anomalies discovered that fall within the scope of this SOW.

Was this the last images/pages batch for this project? YES □ NO □
There were _____ images/pages processed for Batch _____.
By signing this line of the Batch Delivery and Final Acceptance Document, the County confirms receipt of Batch ___. The County agrees to start the review and feedback process using the provided Data Audit Report template.

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name:_____	Printed Name:_____
Title:_____	Title:_____
Date:_____	Date:_____

Batch No._____ - Final Acceptance[2] Criteria
Backfile Redaction Services for Land Records Images/Pages
By signing this line of the Batch Delivery and Final Acceptance Document, the County acknowledges the completion of the thirty-day review process and confirms final acceptance of Batch _____ of the redacted images/pages for this project. Any errors for Manatron to remediate will be completed prior to final project sign-off.

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name: _____	Printed Name:_____
Title:_____	Title:_____
Date:_____	Date:_____

Attachment 14
Final Project Acceptance Criteria

Final Project Acceptance Criteria - Land Records Project
Scanning/Image Clean-Up
Indexing/Professional Services
Backfile Redaction Services

Purpose: Scanning designated microfilm, scanning replacement books, manual cropping, image clean-up, stapling, indexing, redaction, and "linking and loading" of digital County Land Records instruments.

Measurement / Process:

- Manatron has reviewed all designated microfilm, selected and scanned the "acceptable or good" microfilm, and scanned the replacement books.
- Manatron has processed all images/pages through required image clean-up and manual border cropping.
- Manatron has stapled, indexed, and redacted all instruments/images/pages as requested by the County and described in this SOW.
- Manatron has "linked and loaded" all instruments/images/pages and indexes described in this SOW into the production environment within the County's Anthem system.
- The County has reviewed/verified the entirety of images/indexes and redactions processed for this project.
- The County will correct any erroneous images/data or redactions found after the review periods, or request that Manatron provide remediation for an additional fee, provided the images/indexes have not been purged from Manatron's servers.

Outputs:

- Manatron has delivered the entire project of processed images and/or indexes to the County.
- The County has verified the entire project of images and/or indexes.
- The County has identified issues (if any) and sent them to Manatron for review and remediation, and Manatron has completed remediation for all errors submitted within the review periods.
- All instruments created for this project and images/pages redacted have been pushed from the Conversion to the Production environment.

Estimated and Actual Billing for This Project

Estimated total number of scanned microfilm and replacement books images/ pages processed and delivered:	598,575
Estimated billing for scanned microfilm and replacement books images/pages ($0.053516 each):	$32,033.34
Actual total number of scanned microfilm and replacement books images/ pages processed and delivered:	_____
Actual billing for scanned microfilm and replacement books images/pages ($0.053516 each):	_____

Estimated total number of Land Records instruments processed and delivered:	199,525
Estimated billing for converted Land Records instruments ($0.657559 each):	$131,199.45
Actual total number of Land Records instruments processed and delivered:	_____
Actual billing for converted Land Records instruments ($0.657559 each):	$_____

Estimated total number of images/pages processed for redaction:	598,575
Actual total number of images/pages processed for redaction:	_____

(price included with per-instrument price)

By signing this Final Project Acceptance Document, the County and Manatron will consider this project final and complete.

Tom Green County, Texas	Manatron, Inc.
By:_____	By:_____
Printed Name:_____	Printed Name:_____
Title:_____	Title:_____
Date:_____	Date:_____

Attachment 15
Receipt of Designated 35mm and 16 mm Roll Microfilm

Acknowledgement of Rolls of Microfilm:

Estimated total number of rolls of designated 35mm and 16 mm microfilm received from the County for this project: 821

Actual total number of rolls of designated 35mm and 16 mm microfilm received and inventoried for this project: _____

By signing this document, the County and Manatron acknowledge that the County has delivered to Manatron exactly _____ rolls of 35mm and 16 mm microfilm that are to be processed as described in this SOW and delivered as instruments into the County's Anthem system.

Tom Green County, Texas	Manatron, Inc.
By: _____	By: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____